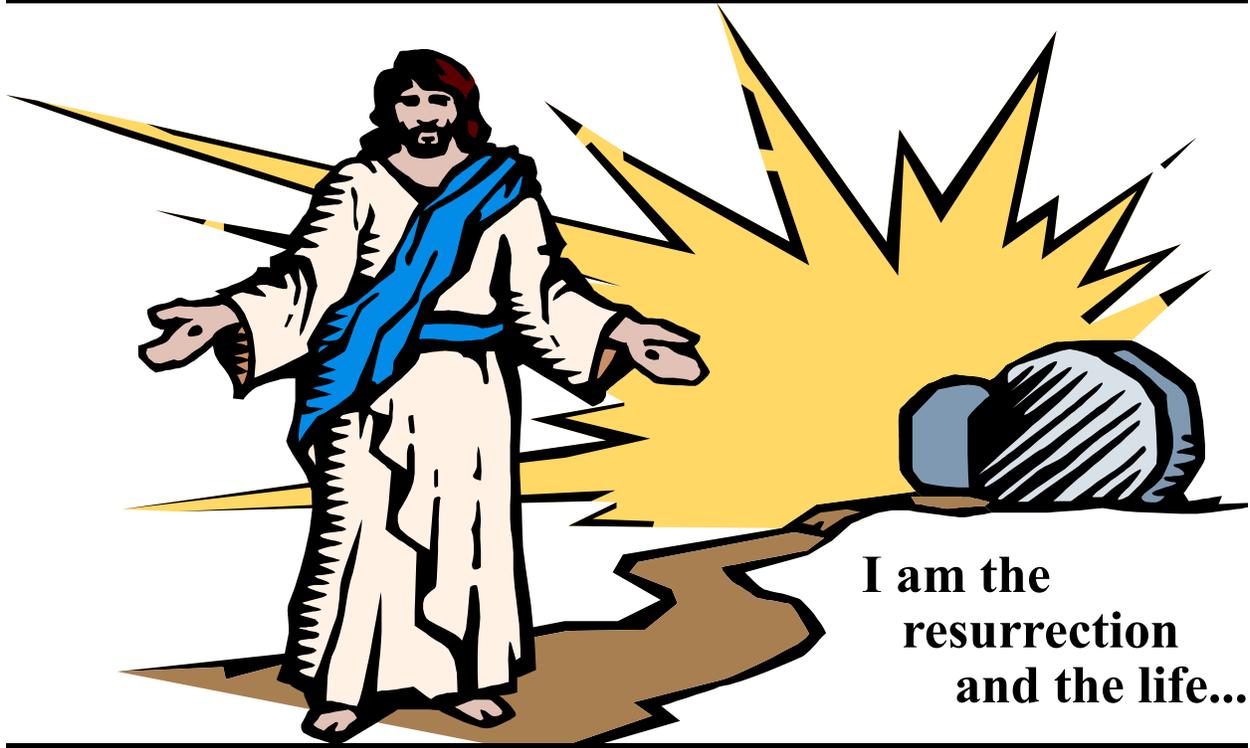




100-05 159th Avenue Howard Beach, NY 11414  
Phone: 718-843-6218 Fax: 718-738-8208  
<https://olghb.org>  
E-mail [olghowardbeach@nyc.rr.com](mailto:olghowardbeach@nyc.rr.com)



## Funeral Liturgy Planning Form

Deceased Name: \_\_\_\_\_

Funeral Date: \_\_\_\_\_ Time: \_\_\_\_\_

## ***Dear Family and Friends of the Deceased,***

*The Pastoral Staff of Our Lady of Grace Parish offer you this Funeral Liturgy Planning Form to assist you, if you so desire, in planning the funeral liturgy mass for your deceased loved one. While we welcome and encourage family participation in the planning and celebration of the funeral mass, we also do NOT want this request to present a last minute burden on the family. We as the parish pastoral staff are fully prepared to address ALL aspects of the funeral liturgy. Some families prefer to plan all aspects of the mass, while others only a few, and some prefer NOT to choose any aspects at all... Each of these decisions is of equal merit and perfectly acceptable with us.*

**Note:** *If there is a family member or friend, who is a priest or deacon intending to con-celebrate at the Funeral Mass, he needs to present a "Letter of Good Standing" from the Diocese or Superior to the Pastor via email or fax. Any questions should be directed to the parish office.*

***If you do not wish to participate in the planning of the funeral liturgy, there is NO need to return this form.  
The Pastoral Staff will prepare the entire liturgy.***

### **Order of the Funeral Mass**

***Part I: Introductory Rites (Priest)***

***Part II: Liturgy of the Word***

***Old Testament Reading (Family/Priest/Deacon)***

***New Testament Reading (Family/Priest/Deacon)***

***Gospel (Priest/Deacon)***

***Homily (Priest/Deacon)***

***General Intercessions (Family/Priest/Deacon)***

***Part III: Liturgy of the Eucharist***

***Presentation of the Gifts (Family)***

***Part IV: Eulogy (Family) OPTIONAL***

***Part V: Final Commendation (Priest)***

## **Appropriate Hymns for a Funeral Mass**

*The Catholic funeral rites celebrate the mystery of our life, death and resurrection in Christ. We live our lives in the hope of sharing eternal life with God the Father, Son and Holy Spirit when we complete our passage through death. Faith in this mystery should motivate people arranging the funeral of a loved one.*

*Because the Mass is a public act of worship of the Church, the parish is ultimately responsible for the music in the liturgy. Hymns should reflect the idea of resurrection and hope.*

*What music is appropriate for a Catholic funeral today? Because the funeral takes place within the Holy Sacrifice of the Mass, the basic rules for Mass apply. Is the text sacred? Is the music sacred in nature?*

*In some places, it has become popular to play a recording of the deceased's favorite pop song. But, at a Catholic Mass, recorded music is **never** used, and popular secular songs are not permitted at Mass.*

*Often family members wish to ensure that favorite hymns are selected for the funeral Mass. Below is a list of appropriate (and most loved) hymns to help in your selection. You may have in mind some specific religious music not listed below. Juan-Carlo Gallego, the Director of Music Ministries at OLG, can help you choose music that would be appropriate for the funeral Mass. Please contact Juan-Carlo, via the Rectory, at (718) 843-6218.*

**We would prefer to have the Director of Music select the hymns.**

### **Entrance Hymns** (Select one)

- \_\_\_\_\_ Here I Am, Lord
- \_\_\_\_\_ Be Not Afraid
- \_\_\_\_\_ You Are Mine
- \_\_\_\_\_ We Will Rise Again
- \_\_\_\_\_ In Christ Alone

### **Responsorial Psalms** (Select one)

- \_\_\_\_\_ Shelter Me, O God
- \_\_\_\_\_ Shepherd Me, O God
- \_\_\_\_\_ The Lord Is My Shepherd (Psalm 23)

### **Offertory Hymns** (Select one)

- \_\_\_\_\_ Only This I Want
- \_\_\_\_\_ Be Thou My Vision
- \_\_\_\_\_ Amazing Grace
- \_\_\_\_\_ Hosea (Come Back to Me)
- \_\_\_\_\_ I Have Loved You
- \_\_\_\_\_ Ave Maria (Franz Schubert)

### **Communion Hymns** (Select one)

- \_\_\_\_\_ I Received the Living God
- \_\_\_\_\_ Worthy is the Lamb
- \_\_\_\_\_ I Am the Bread of Life
- \_\_\_\_\_ Gift of Finest Wheat
- \_\_\_\_\_ Taste and See
- \_\_\_\_\_ Ave Maria (Franz Schubert)

### **Closing Hymns** (Select one)

- |                          |                                  |
|--------------------------|----------------------------------|
| _____ On Eagles Wings    | _____ Crown Him With Many Crowns |
| _____ How Great Thou Art | _____ City of God                |
| _____ We Will Rise Again | _____ In Christ Alone            |

## **Sacred Scripture Reading Selections**

*In the celebration for the deceased, the Church attaches great importance to the readings of the Word of God. A selection of readings from Scripture for the Funeral Liturgy will provide the family and the community with an opportunity to hear God speak to them in their needs, sorrows, fears and hopes. The text of each reading for the funeral mass can be found in the Order of Christian Funerals book, or the Through Death to Life handbook available from your Funeral Director.*

### **Old Testament Reading (Check One Below)** or **None**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Job 19:1, 23-27 | <input type="checkbox"/> Wisdom 4:7-15        | <input type="checkbox"/> Daniel 12:1-3        |
| <input type="checkbox"/> Wisdom 3:1-9    | <input type="checkbox"/> Isaiah 25:6a, 7-9    | <input type="checkbox"/> 2 Maccabees 12:43-46 |
| <input type="checkbox"/> Wisdom 3:1-6,9  | <input type="checkbox"/> Lamentations 3:17-26 | <input type="checkbox"/> Ecclesiastes 3:1-8   |

**Proclaimed by:** \_\_\_\_\_

- We would prefer to have the Priest/Deacon proclaim the reading.**

### **New Testament Reading (Check One Below)** or **None**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Acts 10:34-43          | <input type="checkbox"/> Romans 14:7-9, 10b-12          | <input type="checkbox"/> 2 Timothy 2:8-13         |
| <input type="checkbox"/> Acts 10:34-36, 42-43   | <input type="checkbox"/> 1 Corinthians 15:20-23, 24b-28 | <input type="checkbox"/> 1 John 3:1-2             |
| <input type="checkbox"/> Romans 5:5-11          | <input type="checkbox"/> 1 Corinthians 15:20-23         | <input type="checkbox"/> 1 John 3:14-16           |
| <input type="checkbox"/> Romans 5:17-21         | <input type="checkbox"/> 1 Corinthians 15:51-57         | <input type="checkbox"/> Revelation 14:13         |
| <input type="checkbox"/> Romans 6:3-9           | <input type="checkbox"/> 2 Corinthians 4:14-5:1         | <input type="checkbox"/> Revelation 20:11-21:1    |
| <input type="checkbox"/> Romans 6:3-4, 8-9      | <input type="checkbox"/> 2 Corinthians 5:1, 6-10        | <input type="checkbox"/> Revelation 21:1-5a, 6b-7 |
| <input type="checkbox"/> Romans 8:14-23         | <input type="checkbox"/> Philippians 3:20-21            |   |
| <input type="checkbox"/> Romans 8:31b-35, 37-39 | <input type="checkbox"/> 1 Thessalonians 4:13-18        |   |

**Proclaimed by:** \_\_\_\_\_

- We would prefer to have the Priest/Deacon proclaim the reading.**

## **Choice of Offertory Gift Bearers**

*You can choose family members or friends (usually two persons, but as many as four persons) as the Offertory Procession Gift Bearers, to carry up the bread and wine to be used for Holy Communion - offering them to the priest and/or deacon at the Funeral Liturgy.*

**Please check the number of Gift Bearers: (Check One)**

<input type="checkbox"/> <b>1</b>	<input type="checkbox"/> <b>2</b>	<input type="checkbox"/> <b>3</b>	<input type="checkbox"/> <b>4</b>
-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------

**We would prefer NOT participate in the Offertory Procession.**

## **In Regard to Giving a Eulogy**

*A family member or friend presenting a eulogy—speaking in remembrance of the deceased—is **NOT** a required component of the Roman Catholic Church’s rituals for the deceased. You are **not** obligated to have a eulogy during this most sacred final Liturgy for your deceased loved one. However, in order to be as supportive as possible of the family in this time of grief and sorrow, we do allow a brief (no more than 10 minutes in length) eulogy before the Final Commendation. The eulogy can be handwritten, preferably computer typed, and it is best to keep things short and to the point. Say what needs to be said in memory of your loved one, but please be considerate of those in attendance along with the other time constraints of the day. The language, content, and statements contained in the eulogy must be in full harmony with the Catholic Church’s teachings and traditions. The priest reserves the right to respectfully ask the eulogist to wrap up, if necessary...*

**Given by name:** \_\_\_\_\_

**We prefer NOT to give a eulogy at the Funeral Liturgy Mass.**

***After completing this form please return it to the Funeral Director. (Or the priest, or deacon, at the vigil service.) Please ask the Funeral Director bring 2 or 3 medium sized floral arrangements, if available, to the Funeral Liturgy to foster a connection between the vigil service and the Mass...***

*Sincerely in Christ—The Pastoral Staff of Our Lady of Grace Parish.*

## **Additional Information (Optional)**

*Please provide as much, or as little, of the information requested below for consideration of the priest or deacon celebrating the funeral liturgy.*

Sorry, we would prefer NOT provide any additional information...

Deceased Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Married: \_\_\_\_\_ Name of Spouse: \_\_\_\_\_ Years Married: \_\_\_\_\_  
Spouse of Deceased is: Living \_\_\_ Deceased \_\_\_ Divorced/Separated \_\_\_  
Children: \_\_\_\_\_  
Grandchildren: \_\_\_\_\_  
Great-Grandchildren: \_\_\_\_\_

### **What do you remember most about your loved one?**

*(i.e. Unique qualities he/she had that brought out the best in them and others—caring, loving, giving, family focused, a good listener, always there to provide a helping hand, humble...)*

### **Lifelong occupation, interests, hobbies, vocation, gifts and talents?**

### **Please describe how this person best lived out their faith?**

*(i.e. Parish involvement, parish ministries, prayer life, a favorite saint or devotion, mass.)*

### **Were your loved one's last days peaceful, or was there suffering or a prolonged sickness/illness he/she had to endure?**

### **As we pray the mass together, what would you like remembered most?**

## **Memorial Donations**

*At Our Lady of Grace Parish, we offer our parishioners various ways to memorialize a deceased family member. Often, in lieu of flowers, a family can request that monetary donations be made directly to Our Lady of Grace Parish “**In Memory of**” their deceased family member. We prayerfully offer an online giving “**Memorial Donation**” option on the Our Lady of Grace parish website. (olghb.org) If you would like to have the name of your deceased loved one added to the **optional** online giving page, please consider using the checkbox provided below.*

**YES, we want to enable the online giving “Memorial Donation” option.**

**List name as (please print clearly):** \_\_\_\_\_

**Designated family contact:** \_\_\_\_\_

**Contact email address:** \_\_\_\_\_

## **Additional Online Giving Information**

*Our Lady of Grace Parish online giving supports all major credit cards and bank account payment methods. All transactions are processed utilizing the highest banking security methods. After selecting the name of your deceased family member, donors will be able to provide a message of condolences to the designated family contact provided above. Along with the message of condolences; the name, street address, and email address of the donor will also be provided to the family contact for the “Thank You” notes considerations. The donor will automatically receive an acknowledgement email from Our Lady of Grace Parish for their generous parish donation. Donors will also have the option of having their donation designated as a “General Parish Donation” or “Catholic Education” offering by selecting the appropriate “Fund”. Donations can be made in any amount to Our Lady of Grace Parish. The parish pays **all transaction fees** associated with the donation, **not** the donor. The “Tree of Life” memorial, located in the vestibule of Our Lady of Grace Church, offers a more permanent memorial in the form of a metal “leaf” inscribed with the words “In Memory Of” a loved ones name. When the above online giving option is selected, a deceased family member receiving \$500 or greater in total memorial donations will automatically receive a “leaf” on the “Tree of Life” and the designated family contact will be notified.*