



Office of the Diaconate
Diocese of Altoona-Johnstown

FUNERAL and BURIAL PLANNER

Please complete pages 3 thru 6 and return a copy of the forms for your file
to:

Diaconate Office, 925 S. Logan Blvd, Hollidaysburg, PA 16648

Liturgy Planning Models.....	2
Diaconate Funeral Planner form.....	3
Funeral Liturgy Planner sheet.....	4 & 5
Obituary Planner sheet.....	6
Selections for Readings and Music.....	7 & 8

Liturgy Planning Models

Circle appropriate Model and Check-off Options listed within.

Model A

Rite of Reception at Church

- a. Greeting
- b. Sprinkling with Holy Water (Not Pall)
- c. Procession up center aisle to place of reposition
- d. Options:
 - Top of casket removed
 - Closed casket
- e. Vigil options
 - To be held at later time, ministers leave
 - Done at the reception of the body
- f. Viewing hours in church
- g. Funeral Mass to be held in the evening
- h. Body returned to the Funeral Home
- i. Burial with Rite of Committal at the convenience of the family

Model B

Rite of Reception at Church

- a. Greeting
- b. Sprinkling with Holy Water (Not Pall)
- c. Procession up center aisle to place of reposition
- d. Options:
 - Top of casket removed
 - Closed casket
- e. Vigil options
 - To be held at later time
 - Done at the reception of the body
- f. Viewing hours in church
- g. Body options
 - Body returned to the Funeral Home
 - Body remains in the church
- h. Funeral Mass the following day with the Rite of Commendation
- i. Rite of Committal and Burial to follow Funeral Mass

Model C

For a Deacon or his Wife

No Vigil for the deceased

Special requests by Deacon or Family

Model D

For a Deacon's Wife

- a. Visitation and Vigil for the deceased at the Funeral Home
- b. Body Remains at the Funeral Home
- c. Following Day Funeral Mass with the Rite of Commendation
- d. Rite of Committal and Burial to follow

Note:

Optional Vigil for the Deceased:

Office of the Dead
by the Diaconate Community.

In all cases, the time of the Vigil should be published and begun on time.
It is also recommended that the Vigil precede viewing by mourners.
If it does not, the line of mourners should be cut off at a time that will allow those already in line to pay their respects.
Then the Vigil can begin in an orderly manner.

Model E

For a Deacon's Wife

- a. No Vigil for the deceased
- b. Funeral Mass with the Rite of Commendation
- c. Rite of Committal and Burial to follow

DIACONATE FUNERAL PLANNER Form

1. Deacon: _____ Spouse: _____
2. Address: _____
Home phone: _____ *Cell phone:* _____
3. Name of the family member in charge of arrangements: _____
Relationship to the deceased: _____
4. Children: _____

5. I have asked the following Priest/Deacon to assist my family with the burial arrangements. Name: _____ Phone: _____
Address: _____ City: _____
6. Funeral Home to be contacted: _____
Address: _____ City: _____ Phone: _____
7. Cemetery: _____ City: _____
Cemetery plot # _____ Mausoleum vault # _____
Name on the plot or vault: _____
8. I (*am*) (*am not*) a Veteran and (*do*) (*do not*) wish an American flag.
Branch of Service: _____ Rank: _____
Medals and Awards: _____
Will be buried at the Veterans National Cemetery Yes ___ No___
9. I (*do*) (*do not*) wish military honors at graveside.
10. Do you have a WILL? Yes ___ No___
Name of Executor: _____
Address: _____
Home phone: _____
11. Who has a copy of your WILL?
Name: _____ Phone: _____
Address: _____ City: _____
12. Do you have DURABLE POWER OF ATTORNEY?
Name: _____ Phone: _____
Address: _____ City: _____
13. Who has a copy of the DURABLE POWER OF ATTORNEY?
Name: _____ Phone: _____
Address: _____ City: _____

FUNERAL LITURGY PLANNER SHEET

1. I have read the Guidelines for Funeral Rites for Deceased Deacons and I request that Model A B C be followed. If Deacon's wife, Model D or E
2. In lieu of flowers, I request that donations be made to:
3. I request that I be attired in the casket as follows:
Alb, Stole & White Dalmatic Alb & Stole _____ Secular _____
4. Vigil for the Deceased to be conducted by Priest/Deacon
5. A Eulogy to be done during the Vigil Service: Yes: _____ No: _____

FUNERAL MASS:

6. The Ordinary of the Diocese is normally the presiding celebrant for the Funeral Mass. If the Bishop is unable to be there, please ask:
_____ Alternate _____
7. I would like the following Priests to concelebrate the Funeral Mass, if possible, as well as any other priests who wish to do so.

8. I would like Deacon _____ to assist at the Mass.
9. I would like Priest/Deacon _____ to be the homilist.
10. Pall Bearers: _____

11. If covering the casket with a pall, I would like the following family members to assist:

12. Placing Christian Symbol: _____
13. Altar Servers: _____
Cantor: _____ Psalmist: _____
Organist: _____
14. Gift Bearers: _____
15. Lectors: (Laypersons only): Reader #1 _____
Reader #2 _____

16. I request that the following readings be used:

First Reading: _____ Second Reading: _____

Gospel Reading: _____

Prayer of the Faithful: Written by Family _____ Taken from Rite _____

17. I request that the following parts of the Mass be sung / recited:

Holy/Holy/Holy	Sung _____	Recited _____
Memorial Acclamation	Sung _____	Recited _____
Great Amen	Sung _____	Recited _____
Our Father	Sung _____	Recited _____
Lamb of God	Sung _____	Recited _____

18. I request the following songs:

Before Mass: _____

Entrance Hymn: _____

Responsorial Psalm: _____

Gospel Acclamation: _____

Preparation Hymn: _____

Communion Hymn: _____

Meditation Hymn: _____

Recessional Hymn: _____

19. Other specific requests (*please attach a sheet if necessary*): _____

20. Autobiographical Notes (*Optional-please attach a sheet if necessary*): _____

21. A luncheon / dinner will be provided for family and friends: Yes: _____ No: _____

The information concerning my personal preferences relative to burial arrangements are voluntarily submitted. They are to be considered valid upon receipt and until they are modified or rescinded by me, by written notification to the Office of the Diaconate.

These requests have been discussed and concurred by my spouse and/or family.

Deacon's Signature: _____ **Date:** _____

Spouse's Signature _____ **Date:** _____

OBITUARY PLANNER sheet

Name: _____ Date of Birth: _____

Address: _____ City: _____

Place of Birth: _____

Spouse (*maiden name*) _____ Date of Marriage: _____

Date of Death: _____

Father: _____ Date of Death: _____

Mother (*maiden name*): _____ Date of Death: _____

Other Deceased Family Members:

_____ Date of Death: _____

_____ Date of Death: _____

Surviving sisters: _____

Surviving brothers: _____

Date of Ordination: _____ Church / Cathedral: _____

Ordaining Bishop: _____

Current Parish: _____

Current Pastor: _____

Other Assignment: _____ Years: _____

_____ Years: _____

_____ Years: _____

Education: COLLEGE/UNIVERSITY or other:

Name: _____

Name: _____

Name: _____

Clubs/Organizations: _____

Interests: _____

Awards/Achievements: _____

SELECTION OF READINGS FOR FUNERAL MASSES

OLD TESTAMENT

- Job 19:1, 23-27 -- I know that my Redeemer lives.
Wisdom 3:1-6, 9 -- God accepted them as a holocaust.
Wisdom 4:7-15 -- A blameless life is a ripe old age.
Isaiah 25:6-9 -- The Lord God will destroy death for ever.
Lamentations 3:17-26 -- It is good to wait in silence for the Lord God to save.
Daniel 12:1-3 -- Of those who lie sleeping in the dust of the earth many will awake.
2 Maccabees 12:43-46 -- It is good and holy to think of the dead rising again.

NEW TESTAMENT

- Acts of the Apostles 10:34-43 (10:34-36, 42-43)--God has appointed Jesus to judge everyone,
Romans 5:5-11 -- Having been justified by his blood, we will be saved from God's anger
Romans 5:17-21 -- Where sin increased, there grace abounded all the more.
Romans 6:3-9 -- Let us walk in newness of life.
Romans 8:14-23 -- We groan while we wait for the redemption of our bodies.
Romans 8:31-35, 37-39 -- Who can ever come between us and the love of Christ?
Romans 14:7-9, 10-12 -- Whether alive or dead, we belong to the Lord.
1 Corinthians 15:20-23, 24-28 (15:20-23) -- All people will be brought to life in Christ.
1 Corinthians 15:51-57 -- Death is swallowed up in victory.
2 Corinthians 4:14---5:1 -- What is seen is transitory; what is unseen is eternal.
2 Corinthians 5:1, 6-10 -- We have an everlasting home in heaven.
Philippians 3:20-21 -- Jesus will transfigure these wretched bodies of ours to be like his. . .
1 Thessalonians 4:13-18 --We shall stay with the Lord for ever.
2 Timothy 2:8-13 -- If we have died with him, we shall live with him.
1 John 3:1-2 -- We shall see God as God really is.
1 John 3:14-16 --We have passed from death to life, because we love our brothers and sisters.
Revelation 14:13 -- Happy are those who die in the Lord.
Revelation 20:11---21:1 -- The dead have been judged according to their works.
Revelation 21:1-5, 6-7 -- There will be no more death.

RESPONSORIAL PSALMS

Each faith community can insert those sung psalms which are part of the parish's repertoire.

- Psalm 23 -- The Lord is my shepherd; there is nothing I shall want.
Psalm 25 -- To you, O Lord, I lift my soul.
Psalm 27 -- The Lord is my light and my salvation.
Psalm 42 and 43 -- My soul is thirsting for the living God: when shall I see him face to face?
Psalm 63 -- My soul is thirsting for you, O Lord my God.
Psalm 103 -- The Lord is kind and merciful.
Psalm 116 -- I will walk in the presence of the Lord in the land of the living.
Psalm 122 -- I rejoiced when I heard them say: let us go to the house of the Lord.
Psalm 130 -- Out of the depths, I cry to you, Lord.
Psalm 143 -- O Lord, hear my prayer.

GOSPEL

Matthew 5:1-12 -- Rejoice and be glad, for your reward will be great in heaven.

Matthew 11:25-30 -- Come to me...and I will give you rest.

Matthew 25:1-13 -- Look, the bridegroom comes. Go out to meet him.

Matthew 25:31-46 -- Come, you whom my Father has blessed.

Mark 15:33-39; 16:1-6 (15:33-39) -- Jesus gave a loud cry and breathed his last.

Luke 7:11-17 -- Young man, I say to you, arise.

Luke 12:35-40 -- Be prepared.

Luke 23:33, 39-43 -- Today you will be with me in paradise.

Luke 23:44-46, 50, 52-53; 24:1-6 (23:44-46, 50, 52-53) -- Father, I put my life in your hands.

Luke 24:13-35 (24:13-16, 28-35)--Was it not necessary that Christ. . . so enter into his glory?

John 5:24-29 -- Whoever hears my word and believes, has passed from death to life.

John 6:37-40 -- All who believe in the Son will have eternal life and I will raise them . . .

John 6:51-58 -- All who eat this bread will live for ever; and I will raise them up on the last day.

John 11:17-27 (11:21-27) -- I am the resurrection and the life.

John 11:32-45 -- Lazarus, come out.

John 12:23-26 -- If a grain of wheat falls on the ground and dies, it yields . . .

John 14:1-6 -- There are many rooms in my Father's house.

John 17:24-26 -- Father, I want those you have given me to be with me where I am.

John 19:17-18, 25-30 -- Jesus bowed his head and gave up his spirit.

SUGGESTED MUSIC FOR FUNERAL MASSES

Opening or Closing Hymns:

All Creatures of Our God and King
Alleluia! Sing to Jesus
Christ Be Our Light
City of God
God of Day and God of Darkness
Lord of All Hopefulness
Now It Is Evening
O God, Our Help in Ages Past
Seek Ye First
We Are the Light of the World
Whatsoever You Do
Yes, I Shall Arise
You Are Near

Offertory:

Be Not Afraid	Blest Are They
Eye Has Not Seen	How Great Thou Art
In Perfect Charity	Jesus, Remember Me
Keep in Mind	Like a Shepherd
Make Us True Servants	O God, You Search Me
On Eagle's Wings	Prayer of St. Francis
The King of Love My Shepherd Is	
There Is A Balm in Gilead	We are Called

Psalms:

Be With Me, Lord
Shepherd Me, O God

Communion:

Gift of Finest Wheat
I Am the Bread of Life
Song of the Body of Christ
Unless A Grain of Wheat
We Remember

Songs of Farewell:

Song of Farewell
You Are Mine

Others:

Litany of Comfort
Lord, You Have Come