



St Joseph's Guide to Planning and Preplanning Funerals

Planning a funeral is a complicated process, which is made even more difficult by the emotional stress that accompanies the death of a loved one. This document is intended to guide a family through that process when a loved one dies. Likewise, it is a guide for you to use to preplan for your own death. Preplanning helps to decrease the burden on your loved ones as you guide them through executing your final wishes.

PREPLANNING

- Preplanning *is a gift for the loved ones you leave behind*. Start the conversation with your family about your desires after your death.
 - Do you want to have a burial or be cremated?
 - Do you want to be interred or inurned locally or is there a family plot elsewhere that you want to be your final resting place?
 - Do you have favorite scriptures and hymns that you would like incorporated into your memorial?
 - Do you have particular people to be invited to take part in your funeral?
- **Critical Documents**
 - Direct your closest kin or trusted friend to where your critical documents are located. This includes; all your passwords, bank account numbers, financial information, life insurance documents, health insurance documents, birth certificates, military records, family history documents, etc.
- **Legal**
 - Consult with an attorney to draw up a *Living Will* and *Durable Power of Attorney for Health Care*. Give a copy of these documents to the agent you designate therein so they can be used if you no longer can speak for yourself concerning your medical care. Ask your attorney about drawing up a *Durable Power of Attorney for Financial Matters* in case there is a time that you can no longer handle your financial affairs yourself. Make sure that your agent and your family can readily gain access to these documents when they are needed.



FUNERAL ARRANGEMENTS CHECKLIST

● **General Preparations**

- Contact St. Joseph for notification and to arrange a funeral planning meeting with Father. He will help with location and type of service. The date of funeral will be coordinated between Father, the Funeral Home and the family.
- Choose a funeral home and contact them for an initial meeting.
- Gather information for your meeting with the Funeral Director (Birth certificate, military service discharge papers, education history, names and date of birth/death for the parents of the deceased, etc.)
- Choose cremation or burial.
- Choose place of interment or inurnment.
- Write an obituary for the Funeral Home to place in whatever newspapers the family desires. If the family would like to choose a charity in memory of the deceased, note it in the obituary.
- Ask family and friends to contact the appropriate people to notify them of the death and announce the funeral arrangements.

● **Funeral Home Services**

- The Funeral Home will present options for their involvement in the funeral. One option is an all-inclusive package, or the family may choose which responsibilities they would prefer to do themselves (i.e. Funeral Home staff's involvement at the service itself, transportation to place of burial for clergy & family, funeral cards, memorial register, etc.)
- The Funeral Director will walk the family through the choices to make:
 - How many Original Death Certificate are needed. This varies with the individual's circumstances.
 - Selection of a casket or cremation urn. (Note: St. Joseph has the correct size urn with the purchase of a Niche. If purchasing elsewhere, consult with St. Joseph staff for proper urn size if the deceased will be inurned at St. Joseph.)
 - A family viewing, and visitation are options that will be presented.
 - Clothing for the deceased to be buried in and if jewelry is to be returned to family or remain with the deceased.



● **Family decisions to personalize the service**

- Choose a florist to arrange flowers for the service (the Funeral Home can coordinate time of delivery and placement of flowers at the church if desired).
- Select music, hymns, and solos. Consult the St. Joseph Music Director for integration of your choices into the service. Notify Father of your choices for his approval.
- Select scriptures to be read that are approved for Catholic Funerals, consult Father and the internet. Notify Father of your choices for his approval.
- Select a memorial register or guest book, memorial folders and acknowledgement cards if desired.
 - These can be purchased through the Funeral Home, a local printer, or produced by family's home computer.
- Select a photograph to be displayed if desired.
 - Tables or easels can be made available by the church and the Funeral Home to display memorabilia or additional photos if the family wishes to do so.
- Select pallbearers and family members who will participate in the service.
- Ask a member of the family or friend to speak in remembrance of the deceased before the final commendation begins. (optional).
- Coordinate with the Altar Society if the family would like to have a reception at the church after the service or make other arrangements elsewhere)



SERVICE PREFERENCES

Selecting your own readings shares a part of you. It shares your belief and faith in the Lord Jesus Christ. It will be your last chance to evangelize your family and friends as Father announces that the readings were specifically chosen by you.

The United States Conference of Catholic Bishops has a list of suggested readings for the funeral liturgy. Visit their website for details: <http://www.usccb.org/prayer-and-worship/bereavement-and-funerals/readings-for-the-funeral-liturgy.cfm>

Other readings (poems, letters, etc.) can be included in the Vigil service.

- **First Reading** (*choose one typically from the old testament*)

- 2 Maccabees 12:43-46 - He acted in an excellent and noble way as he had the resurrection of the dead in view.
- Job 19:1, 23-27a - I know that my Vindicator lives.
- Wisdom 3:1-9 (short form, 3:1-6, 9) - The souls of the just are in the hand of God, and no torment shall touch them.
- Wisdom 4:7-15 - The just man, though he die early, shall be at rest.

- **Responsorial Psalm** (Usually sung)

- Psalm 23:1-3, 4, 5, 6 - The Lord is my shepherd; there is nothing I shall want.
- Psalm 25:6 and 7b, 17-18, 20-21 - To you, O Lord, I lift my soul.
- Psalm 27:1, 4, 7 and 8b and 9a, 13-14 - The Lord is my light and my salvation.
- Psalm 42:2, 3, 5cdef; 43:3, 4, 5 - My soul is thirsting for the living God: when shall I see him face to face?

- **Second Reading**

- Romans 5:5-11 - Since we are now justified by his Blood, we will be saved through him from the wrath.
- Romans 5:17-21 - Where sin increased, grace overflowed all the more.
- Romans 6:3-9 (short form, 6:3-4, 8-9) - We too might live in newness of life.
- 2 Corinthians 4:14—5:1 - Knowing that the One who raised the Lord Jesus will raise us also with Jesus and place us with you in his presence.
- Acts 10:34-43 (short form, 10:34-36, 42-43) - He is the one appointed by God as judge of the living and the dead.
- Revelation 14:13 - Blessed are the dead who die in the Lord.
- Revelation 20:11—21:1 - The dead were judged according to their deeds.
- Revelation 21:1-5a, 6b-7 - There shall be no more death.



- **Gospel Acclamation (usually sung)**

- Matthew 11:25 - Blessed are you, Father, Lord of heaven and earth; you have revealed to the childlike the mysteries of the Kingdom.
- Matthew 25:34 - Come, you who are blessed by my Father, says the Lord; inherit the kingdom prepared for you from the foundation of the world.
- John 3:16 - God so loved the world that he gave his only-begotten Son, So that everyone who believes in him might have eternal life.
- John 6:39 - This is the will of my Father, says the Lord, that I should lose nothing of all that he has given to me, and that I should raise it up on the last day.
- John 6:40 - This is the will of my Father, says the Lord, that everyone who sees the Son and believes in him may have eternal life, and I shall raise him on the last day.

- **Gospels**

- Matthew 5:1-12a - 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 - Behold the bridegroom! Come out to him!
- Matthew 25:31-46 - Come, you who are blessed by my Father.
- Mark 15:33-39; 16:1-6 - Jesus gave a loud cry and breathed his last.
- Luke 12:35-40 - You also must be prepared.
- Luke 23:33, 39-43 - Today you will be with me in Paradise.
- John 5:24-29 - Whoever hears my word and believes has passed from death to life.
- John 6:37-40 - Everyone who sees the Son and believes in him may have eternal life and I shall raise him on the last day.
- John 6:51-58 - Whoever eats this bread will live forever, and I will raise them up on the last day.
- John 17:24-26 - I wish that where I am they also may be with me.



● **Speakers**

- After the final prayer of the Mass, the Rite has a place for a member or representative of the family to speak. Father tries to encourage them to keep it under 5 minutes or so. This is a time to thank people for attending, for the kindness extended to the deceased and family, to speak fondly of the deceased, to invite attendees to the reception.
- The Vigil is another place for speakers – eulogies are more appropriate here.
- At the reception, the church can arrange to have a microphone for additional speakers or even an open mic or video presentation set-up.

● **Reception or luncheon**

- The church’s way of avoiding having to charge rent is to have it as an Altar Society sponsored event. They are very easy to work with. So, if there’s an outside caterer, there would still need to be an Altar Society presence for the event. A contribution to support their work would be appreciated.

● **Music**

- The Parish Music Director is recommended to support arrangement for vocalists as needed and available.
- The family should understand the need for the musicians to be paid – either by the family or the funeral director.
- If they have their own musicians, the music should be approved/coordinated by either the Music Director or the priest. *(Remember it’s not just hymns, but also the Mass parts.)*

CONTACT INFORMATION

Please fill out the information below for the person this plan is intended for:

Full Name: _____

Date of Preparation: _____

Primary Contact Email of Planner: _____

Secondary Contact Email: _____

Relationship of Secondary Contact to Primary Planner: _____

NOTE: *If the planning is at the time of the deceased, **the church and the funeral home can help you with these decisions**. Do not feel you have to make all these decisions immediately. The church and funeral home can let you know the order of what is most urgent to do down to tasks that can wait a few days.*

St. Joseph Catholic Church

Funeral Arrangements and Planning



RESOURCES

St Joseph Catholic Church

- Address: 601 S Lincoln Ave, Sandpoint, ID 83864
- Phone: (208) 263-3720
- <http://www.st-joseph-church.net/>

Coffelt Funeral Services

- 109 N Division Ave
- (208) 263-3133
- <https://www.coffeltfuneral.com>

Note: *Cremation service is on site.*

Lakeview Funeral Home and Cremation Services

- 301 S Olive Ave
- (208) 263-3180
- Open 24 hours
- <https://lakeviewfuneral.com>

Note: *Cremation is done in CDA.*