



# IMMACULATE HEART OF MARY CATHOLIC COMMUNITY

Parish Policies and Procedures:  
Funeral Planning Guide

Appropriate EMS Reservations by \_\_\_\_\_ on \_\_\_\_\_

Name of Deceased: \_\_\_\_\_  
**(AS IT SHOULD APPEAR IN THE PROGRAM)**

Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_ Age: \_\_\_\_\_

**Note: Next of Kin information is on page 4 of this document.**

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

Reception of Sacraments:

Baptism\_\_\_ Reconciliation\_\_\_ Communion\_\_\_ Confirmation\_\_\_ Marriage\_\_\_ Anointing\_\_\_ Orders\_\_\_

Is there a photo (for use on program and parish notification)? \_\_\_\_\_ Is there an obituary? \_\_\_\_\_

If yes, indicate where it/they can be found: \_\_\_\_\_

**Note: Alternatively, you can send electronic versions of the photo/obituary to: [bulletinservices@ihmatlanta.org](mailto:bulletinservices@ihmatlanta.org)**

## **MORTUARY/FUNERAL HOME/PLACE OF INTERMENT**

Funeral Home: \_\_\_\_\_ Address: \_\_\_\_\_

Director/Contact at Funeral Home: \_\_\_\_\_ Phone: \_\_\_\_\_

Interment Location: \_\_\_\_\_ Date of Interment: \_\_\_\_\_ Presider: \_\_\_\_\_

## **VIGIL (VISITATION) INFORMATION**

Location of Vigil/Visitation: \_\_\_\_\_ Time: \_\_\_\_\_

Vigil Presider : \_\_\_\_\_ Confirmed: \_\_\_\_\_

If visitation is to occur at IHM, which clergy will greet the family? \_\_\_\_\_ Time? \_\_\_\_\_

## **RECEPTION INFORMATION**

Will there be a reception? \_\_\_\_\_ If at IHM, what location: \_\_\_\_\_ Time: \_\_\_\_\_

Parish Staff contact for the reception \_\_\_\_\_

Caterer: \_\_\_\_\_ Caterer Contact: \_\_\_\_\_

**See page two for funeral details, page 3 for additional notes, pages 4 for family contact information, page five for an outline of the Funeral Liturgy, and page six for suggested music selections.**

# Funeral Liturgy Planning for \_\_\_\_\_

Organist \_\_\_\_\_ Cantor \_\_\_\_\_

Funeral Mass \_\_\_\_\_ Memorial Mass \_\_\_\_\_ Memorial Service \_\_\_\_\_ Location, if Service \_\_\_\_\_

Casket \_\_\_\_\_ Cremated Remains \_\_\_\_\_

If the liturgy occurs at IHM, will there be a need for tables in Gathering Space? \_\_\_\_\_ Easel? \_\_\_\_\_

Presider: \_\_\_\_\_ Concelebrants: \_\_\_\_\_

Who will place pall on casket, (if present)? \_\_\_\_\_

Processional Hymn: \_\_\_\_\_ G \_\_\_\_\_

First Reading: # \_\_\_\_\_ Page \_\_\_\_\_ Lector: \_\_\_\_\_

Responsorial Psalm: # \_\_\_\_\_ Page \_\_\_\_\_ (There is strong preference that this be sung.) G \_\_\_\_\_

Second Reading: # \_\_\_\_\_ Page \_\_\_\_\_ Lector: \_\_\_\_\_

Gospel Reading: # \_\_\_\_\_ Page \_\_\_\_\_ Reference: \_\_\_\_\_

Prayers of the Faithful: Written by: \_\_\_\_\_

Offered by: \_\_\_\_\_

Preparation of the Gifts: Hymn: \_\_\_\_\_ G: \_\_\_\_\_

(THIS CAN BE INSTRUMENTAL)

Gift Bearers: \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_ Relationship: \_\_\_\_\_

Communion Hymn: \_\_\_\_\_ G: \_\_\_\_\_

Communion Ministers: \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_ Relationship: \_\_\_\_\_

Eulogy: \_\_\_\_\_

(ONLY ONE EULOGY, AND NO LONGER THAN FOUR MINUTES)

Recessional Hymn: \_\_\_\_\_ G: \_\_\_\_\_

**Concerning the Eulogy:** Archbishop Gregory has decreed that the text for the Eulogy be shared with the presider before the liturgy. At IHM, we ask that the prepared text for the Eulogy be shared with the presider of the funeral no later than **twenty-four (24) hours** prior to the funeral. The text can be shared electronically, or faxed to the attention of the presider to 404.636.3594 (the parish fax number). The presider will return the prepared text as soon as possible, no later than the end of business the day before the funeral.



## Funeral Liturgy Planning for \_\_\_\_\_

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Please provide your contact information for the IHM staff. We use this information to stay in touch with family members after a death. We also invite those listed below to our annual Mass of Remembrance, which is celebrated in early November every year. At that Mass, we honor those who have gone before us, especially those who have been buried from IHM in the past year. Whether or not family members can return to IHM for the Mass, their loved one is remembered by name at the Mass.

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Primary Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Primary Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Primary Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Primary Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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## The Funeral Liturgy and Sacred Music

“Sacred music has an integral role in the funeral rites, since it can console and uplift mourners while, at the same time, uniting the assembly in faith and love.<sup>(OCF #30)</sup> Funeral music should express the Paschal Mystery and the Christian’s share in it.<sup>(OCF #30)</sup> Since music can evoke strong feelings, it should be chosen with care. It should console the participants and ‘help to create in them a spirit of hope in Christ’s victory over death and in the Christian’s share in that victory.’”<sup>(OCF #31)</sup>

***Sing to the Lord: Music in Divine Worship***

*In the reference notes, OCF refers to the **Order of Christian Funerals***

The Funeral Liturgy is usually a Catholic Mass, with special prayers offered on behalf of the deceased and the grieving, who have gathered to mourn. Below is an outline of the funeral liturgy, with notes where hymns are most often included.

### Introductory Rites

Sprinkling of the body with Holy Water  
 Placing of the Pall  
 Entrance Procession – *Processional Hymn*  
 Placing of the Christian Symbols  
 (Bible and Crucifix)

### The Liturgy of the Word

Proclamation of the First Reading  
 Responsorial Psalm – *The psalm is usually sung*  
 Proclamation of the Second Reading  
 Gospel Reading  
 Homily (Sermon)  
 Prayers of the Faithful

### Liturgy of the Eucharist

The Preparation of the Gifts – *Offertory Song*  
 (*the hymn sung at this time is optional*)  
 The Eucharistic Prayer  
   The Eucharistic Acclamations (*always sung*)  
     Holy, Holy, Holy  
     Memorial Acclamation  
     Amen  
     Lamb of God  
 The Lord’s Prayer  
 The Sign of Peace  
 Communion – *Communion Procession Hymn*

### Final Commendation and Farewell

Recessional – *Recessional Song*

## Funeral Liturgy Planning for \_\_\_\_\_

For a Funeral liturgy, a minimum of three congregational songs are needed: an entrance processional, a communion processional, and a hymn of sending. Optionally, a congregational hymn can be utilized at the preparation of the gifts. The Eucharistic Acclamations (Holy, Holy, Holy; Memorial Acclamation; Amen and Lamb of God) are always sung. The setting that is used at IHM is Mass of Creation, composed by Marty Haugen.

Below are some suggested hymns, psalms and songs which are appropriate for funeral liturgies. IHM's Director of Music and Liturgy, Jeff Bush, will be able to assist you in the process of planning music for the funeral. He can be reached at [jbush@ihmatlanta.org](mailto:jbush@ihmatlanta.org), or at 404.636.1418 ext. 247. Note: This list should not be considered an "approved" list of music. It is by no means exhaustive, but rather suggestions.

When choosing music for a funeral liturgy, it is important to consider the sacred nature of the liturgy and the requirement that any music in the liturgy be sacred in nature as well. Another primary consideration should be the "familiarity" of the song—will people actually be able to participate? The Catholic Church says this about music at funeral rites:

### Suggested Hymns and Songs

**KEY:** P (Processional) O (Offertory) C (Communion)  
R (Recessional)

- \_\_\_\_\_ Amazing Grace P, R
- \_\_\_\_\_ Be Not Afraid O, C
- \_\_\_\_\_ Blest Are They O, C, R
- \_\_\_\_\_ Center of My Life O, C
- \_\_\_\_\_ Eye Has Not Seen O, C
- \_\_\_\_\_ For All the Saints P, R
- \_\_\_\_\_ Gather and Remember P
- \_\_\_\_\_ Gather Us In P
- \_\_\_\_\_ Gift of Finest Wheat C
- \_\_\_\_\_ Here I Am, Lord P, O, C
- \_\_\_\_\_ How Great Thou Art P, O, C
- \_\_\_\_\_ I Am the Bread of Life R
- \_\_\_\_\_ I Heard the Voice of Jesus Say P, O, C
- \_\_\_\_\_ I Know That My Redeemer Lives P, R
- \_\_\_\_\_ I Receive the Living God O, C
- \_\_\_\_\_ I Want to Walk as a Child of the Light P, R
- \_\_\_\_\_ Jerusalem, My Happy Home P, O, C, R
- \_\_\_\_\_ Life Giving Bread, Saving Cup C
- \_\_\_\_\_ Lift High the Cross P, R
- \_\_\_\_\_ Lord of All Hopefulness P, O, C, R
- \_\_\_\_\_ Make Me a Channel of Your Peace O, C
- \_\_\_\_\_ O God, Our Help In Ages Past P, R

- \_\_\_\_\_ O God, You Searched Me O, C
- \_\_\_\_\_ On Eagle's Wings P, O, C, R
- \_\_\_\_\_ One Bread, One Body O, C
- \_\_\_\_\_ Praise To The Lord, the Almighty P, R
- \_\_\_\_\_ Shelter Me, O God O, C
- \_\_\_\_\_ Sing of the Lord's Goodness R
- \_\_\_\_\_ Sing With All The Saints in Glory P, R
- \_\_\_\_\_ Taste and See O, C
- \_\_\_\_\_ The King of Love My Shepherd Is P, O, C
- \_\_\_\_\_ The Servant Song O, C
- \_\_\_\_\_ The Strife is O'er P, R
- \_\_\_\_\_ The Summons O, C
- \_\_\_\_\_ There Is a Balm in Gilead O, C
- \_\_\_\_\_ We Walk By Faith P, O, C, R
- \_\_\_\_\_ What Wondrous Love Is This P, O, C, R
- \_\_\_\_\_ Without Seeing You O, C
- \_\_\_\_\_ Ye Watchers and Ye Holy Ones P, R
- \_\_\_\_\_ You Are Mine P, O, R

### Suggested Responsorial Psalms

(Psalms are meant to be sung)

- \_\_\_\_\_ Psalm 23 (The Lord is my shepherd)
- \_\_\_\_\_ Psalm 23 (Shepherd Me O God)
- \_\_\_\_\_ Psalm 27 (The Lord is my light)
- \_\_\_\_\_ Psalm 34 (Taste and See)
- \_\_\_\_\_ Psalm 103 (The Lord Is Kind and Merciful)