

FUNERAL PLANNING FORM

Office of the Diaconate

Diocese of Worcester

As the deacon is an ordained cleric in the Church and is subject to the Diocesan Bishop, the Diocese of Worcester works in collaboration with the deacon's family and the Office of the Diaconate to plan and prepare his funeral.

It is assumed therefore that every deacon upon his death will be afforded Catholic Funeral Rites as they are found in the Order of Christian Funerals and reflected in the Policy for Ecclesiastical Funeral Rites in the Diocese of Worcester. The Bishop of Worcester reserves the right to change or modify any decisions not in keeping with either of the aforementioned documents.

The Bishop's delegate in this regard, the Director of the Office for Worship, coordinates the Funeral Liturgy including the Wake, Vigil Service, and Funeral Mass and Committal in conjunction with the Office of the Diaconate, the family of the deceased and the Funeral Home chosen by the family.

In all cases, every effort will be made to accommodate particular wishes of the deacon's family.

DEACON'S INFORMATION

Date: _____

Name: _____
(Last name) (First) (Middle)

Address: _____

City: _____

State: _____ **Zip:** _____

Telephone Number: _____

Date of Birth: _____
(month/day/year)

Date of Ordination _____
(month/day/year)

Place of Ordination _____

Ordaining Bishop: _____

Spouse's Name: _____

Telephone Number: _____

If spouse is deceased, next of kin

Telephone Number: _____

Current Assignment _____

City/Town _____

Past Assignments in Chronological order:

PARISH	CITY	YEAR FROM - TO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of contact person who will work with Diocesan Officials in preparing and planning the Funeral.

Name: _____

Relationship: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____

Deacon's affiliation with Police Department, Fire Department, Knights of Columbus, Military, etc. If so, please give details.

Will they provide an honor guard? _____ Yes _____ No

If an honor guard will participate, will they participate at the

Wake _____ Yes _____ No Funeral Mass _____ Yes _____ No

If so, who should be contacted? _____

FUNERAL DIRECTOR

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

PRESENTATION OF THE BODY

As the deacon is an ordained cleric in the Church, the Diocesan Bishop asks that each deacon be vested in the vestments of his office. This would be alb and stole and/or alb, stole and dalmatic (all vestments are provided by the family). The casket chosen may be the traditional style which opens at the top only, or a full couch casket which opens from head to foot.

_____ **Alb & Stole**

_____ **Alb, Stole & Dalmatic**

VIGIL SERVICE

It is both possible and preferable for the wake or visitation along with the Vigil Service for the deceased to take place in Church. However the Funeral Home may also be chosen for the visitation and/or Vigil Service.

During the time of wake or visitation, a Vigil Service for the deceased will be scheduled. It usually takes place at 7:00 P.M. the evening before the Funeral Mass.

**The Diocesan Director of the Diaconate or a delegate will be the presider for the Vigil Service.*

Visitation/ Wake will take place in _____ **Church**
_____ **Funeral Home**
_____ **Hours of Visitation**

Name of Church: _____

City/Town: _____

Assisting Deacon: _____

Suggested Homilist: _____

(If a deacon, he must have preaching faculties)

Words of Remembrance One member of the family may speak in remembrance of the deceased for no longer than 3-5 minutes at the Vigil Service. No other opportunity will be afforded at the Funeral Mass.

SCRIPTURE READINGS - *(Scripture readings are ordinarily chosen by the homilist. However, the deacon may submit suggested readings which he wishes to have incorporated. All readings must be chosen from the Lectionary. Poems or other non scriptural readings will not be permitted.)*

Readers: Old Testament Reader _____

New Testament Reader _____

SUGGESTED VIGIL MUSICAL SELECTIONS - Please make suggestions for hymns that could be included in the Vigil Service: N.B. Songs that are secular in nature will not be played in Church

Hymns: Entrance Hymn _____

Recessional Hymn _____

FUNERAL MASS

The Diocesan Bishop or his delegate will be the presider for the Funeral Mass. No other arrangements should be made.

Name of Church _____

City/Town: _____

Assisting Deacon: _____

Suggested Homilist: _____

(If a deacon, he must have preaching faculties)

SUGGESTED CONCELEBRANTS: Please make 3 or 4 suggestions for priests that could be included at the Funeral Mass: N.B. Curial Officials such as Auxiliary Bishop, Vicar General, Chancellor, Pastor of the Parish will automatically be assigned as designated concelebrants

1 _____ **2** _____

3 _____ **4** _____

SCRIPTURE READINGS - *(Scripture readings are ordinarily chosen by the homilist. However, the deacon may submit suggested readings which he wishes to have incorporated. All readings must be chosen from the Lectionary. Poems or other non scriptural readings will not be permitted.)*

Readers: Old Testament Reader _____

New Testament Reader _____

FUNERAL PALL Please indicate 2 or 4 people you would like to place the pall on the casket at the Funeral Mass.

1 _____ **2** _____

3 _____ **4** _____

SACRED SYMBOL FOR THE CASKET It is customary for the deacon to have the Book of Gospels placed upon the casket after the Funeral Pall has been placed. No other personal items other than the National Flag if the Deacon is a veteran will be placed on the casket.

LITURGICAL GIFT BEARERS Please indicate 2, 3 or 4 people you would like to bear the gifts of bread and wine to the Bishop at the Funeral Mass.

1 _____ 2 _____

3 _____ 4 _____

PALL BEARERS Please indicate 6 people you would like to be pall bearers at the Funeral Mass. (These may be deacons if so desired)

1 _____ 2 _____

3 _____ 4 _____

5 _____ 6 _____

SUGGESTED FUNERAL MUSICAL SELECTIONS - Please make suggestions for hymns that could be included at the Funeral Mass : N.B. Songs that are secular in nature will not be played in Church

Hymns: **Entrance Hymn** _____

Hymn for the Preparation of the Gifts _____

Communion Hymn _____

Recessional Hymn _____

(If the deacon was a veteran, the National Anthem may be sung.)

National Anthem _____ **Yes** _____ **No**

FINAL COMMITTAL

It is expected that a deacon, a member of the clergy who represents the Church, will celebrate the Order of Christian Funerals as the Church has intended. Therefore, while cremation is an option for all Catholics, the Church places a very deliberate priority on the traditional burial of the body in imitation of the burial of Jesus himself. If cremation has been chosen as the manner in which the deacon's body will be disposed, the Diocese has two expectations with regard to this choice. First, cremation is to take place after the Vigil and Funeral Mass with the body (not the ashes) present. Secondly, the ashes are to be buried in a grave accompanied by the Rite of Committal.

NAME OF CEMETERY: _____

CITY/TOWN: _____

PRESIDER: Please indicate a priest or deacon whom you would like to preside at the Rite of Committal at the cemetery.

Deacon's Signature _____

Date _____

Spouse's Signature _____

Date _____

**This form is to be updated every five years and kept on file in
The Office of the Diaconate**

**Once this form has been approved and placed on file with the Director
of the Diaconate, a copy is to be forwarded to the chosen Funeral
Director.**