Your Funeral Planning Checklist

St. Patrick Catholic Church · Portland, Oregon

For the family of _____

You need not carry all of this in memory; that is what this checklist is for. The left column is what is yours to decide; the right column is what the parish attends to on your behalf. Fr. Timothy is your single point of contact for every step. The deadlines below are counted back from the day of the funeral; if the funeral is imminent and they cannot be met, tell Fr. Timothy, and he will adjust the timeline with you.

1. The Dates We Will Plan Together

	Date	Time	Place
Vigil, if one is held			
Funeral Mass			
Rite of Committal			
Reception			
Walkthrough, if desired			

2. The Steps, in Order

Right Away *how planning begins*

Your Family

- ☐ Complete the Funeral Inquiry Form at **stpatrickpdx.org/funerals**.
  If an online form is difficult for you, telephone (503) 222-4086 and the office will complete it with you.
- ☐ Please tell us which funeral home you are working with, or that none has yet been chosen.
- ☐ Contact the parish before anything is finalized with the funeral home.
  A date the funeral home promises may not be one on which the parish can celebrate the Mass.
- ☐ If you wish a particular priest or deacon to celebrate, tell Fr. Timothy now.
  Any priest may celebrate the Mass; a deacon may celebrate a Vigil, a Funeral Liturgy outside Mass, or the Rite of Committal. A priest from outside the Archdiocese of Portland must have a letter of good standing sent by his diocese or religious order to the Archdiocese's Chancellor — the earlier we know, the better.

The Parish

- ☐ Inquiry forms are answered within forty-eight hours of receipt. The office is closed Saturday through Monday; a form submitted then is received Tuesday and answered by Wednesday.
- ☐ Fr. Timothy telephones you to begin planning.
- ☐ Fr. Timothy is glad to meet with you for prayer and pastoral care. This is optional, and it is not a planning meeting; simply ask.
- ☐ The office emails you this checklist and the family guide.

Planning with Fr. Timothy *the decisions you will make with him*

- ☐ Have at hand your loved one's full legal name, dates of birth and death, and parish of Baptism, if known.
- ☐ Choose the form of the funeral: a Funeral Mass or a Funeral Liturgy outside Mass.
- ☐ Decide whether to hold a Vigil.
  Vigils are uncommon today; most families proceed directly to the Mass. Either choice is welcome.
- ☐ Choose the readings from *Through Death to Life*, which Fr. Timothy will give you.
- ☐ If you wish one person to offer brief words of remembrance at the funeral, ask Fr. Timothy.
  This is at the pastor's discretion. One speaker, no more than five minutes, concerning your loved one's Catholic faith. Eulogies are not permitted.
- ☐ Decide whether you wish to have music.
  If so, the parish provides it, and the musician's fee of $150 is required. You may instead arrange your own musicians. All music must be approved by Fr. Timothy before it is used.
- ☐ Let Fr. Timothy know whether you wish a reception in the parish hall, and whether a walkthrough of the church would be helpful.
- ☐ If cremation has occurred or is planned, let Fr. Timothy know where the remains will be interred.
- ☐ Fr. Timothy guides you through each decision; nothing need be decided beforehand.
- ☐ Fr. Timothy sends the Facilities Use Agreement — a brief form concerning the use of the church and hall — and explains the offerings.
- ☐ Once the date is confirmed, the funeral is placed on the parish calendar.

Three Days Before the Funeral

- ☐ If there is to be music, plan the selections with Ms. Melissa Hart, our Coordinator of Sacred Music, or submit your own musicians' selections to Fr. Timothy for approval.
- ☐ Tell Fr. Timothy whether a family member or friend will read.
  Otherwise the parish provides readers. Anyone who reads must be a Catholic in good standing: baptized, confirmed, practicing the faith, able to receive Communion, and, if married, married in the Church.
- ☐ Give Fr. Timothy the pallbearers' names and the number of seats to reserve for immediate family.
- ☐ Tell Fr. Timothy approximately how many to expect at the reception.
- ☐ If words of remembrance have been requested, submit a digital copy of the text to Fr. Timothy — no less than three days before the funeral.
- ☐ Fr. Timothy confirms all the times with you, the funeral home, the celebrant, Ms. Hart, and the sacristan who prepares the church.
- ☐ If you have asked for a walkthrough, Fr. Timothy walks through the church and hall with you.
- ☐ Readers are provided unless you have named someone.

- ☐ If you wish a printed program, prepare it now.
  The program is the family's undertaking; the parish does not prepare programs.

Two Days Before the Funeral

- ☐ Sign and return the Facilities Use Agreement.
- ☐ Submit the musician's fee ($150) if the parish is providing music, and the $200 refundable deposit if the hall is to be used.
  An offering to the parish, should you wish to make one, may be given at any time. It is suggested, never required.
- ☐ Send Fr. Timothy anything you wish the homilist (the priest or deacon who preaches) to mention about your loved one's Catholic faith.
  It cannot be accepted later than the day before the funeral.
- ☐ Ms. Hart prepares the music, if the parish is providing it.
- ☐ Everyone who needs to be present is notified.

The Day Before

- ☐ Kindly remind your guests: silence in the church before, during, and after the funeral; modest dress; no food or drink in the church; telephones silenced.
- ☐ Tell guests that most may park in the parish lot, and that metered street parking is nearby should it fill.
- ☐ Please ask your florist to arrive no earlier than one hour before the Mass, with arrangements complete, and to check with the parish staff member on duty — Fr. Timothy or Ms. Abarca — before placing anything.
- ☐ Decide who will sit in the reserved family pews, and tell the pallbearers when to arrive.
- ☐ Confirm the funeral home's arrival time.
- ☐ If the hall is to be used, gather your tablecloths and serving items.
- ☐ Fr. Timothy telephones you about anything still unsettled.

The Day of the Funeral

- ☐ Please arrive about thirty minutes before the Mass. The doors open one hour beforehand for those who wish to pray quietly in the church.
- ☐ If the Rosary is prayed beforehand, it concludes at least fifteen minutes before the Mass.
- ☐ Ask one person to attend to flags and insignia, which are removed at the church door and may be placed on the casket again afterward.
- ☐ Please take the funeral flowers home with you after the funeral; they are yours to keep.
- ☐ The church is prepared: pall, Paschal candle, holy water.
- ☐ The priest or deacon greets you at the door and prays with you.
- ☐ Your loved one is received at the entrance and blessed with holy water, and, if there is a casket, the pall is placed over it.
- ☐ The parish leads the liturgy; your family need manage nothing.
- ☐ The hall is open at the agreed hour.

In the Weeks After

- ☐ If the burial takes place on a later date, please let Fr. Timothy know so that it may be recorded.
- ☐ Consider asking that Masses be offered for your loved one — a Mass celebrated with a particular prayer for him or her; the office can arrange this.
- ☐ Telephone the parish for anything at all in the weeks ahead. Grief does not end with the funeral, and neither does the parish's care.
- ☐ The death is recorded in the parish register.
- ☐ The hall deposit is returned if the hall was left clean.
- ☐ Your loved one and your family remain in the prayers of this parish.

Points That Often Surprise Families

- **Eulogies are not permitted** at a Catholic Funeral Liturgy in the Archdiocese of Portland. At the pastor's discretion, one person may offer brief words of remembrance about your loved one's Catholic faith — five minutes at most, with the text submitted to Fr. Timothy three days beforehand. Fuller remembrances belong at the reception, the graveside, or the Vigil.
- **Only sacred music is used in the liturgy.** Secular music, however beloved, is welcome at the reception or the graveside.
- **When the parish provides music, the musician's fee of $150 is required.** The parish offering of $300, by contrast, is suggested and never required.
- **A stipend for the priest or deacon is customary, not required**, and is given directly to him. Offerings to the parish are made payable to St. Patrick Catholic Church.
- **Cremated remains are buried or entombed.** They are not scattered, divided among family members, kept at home, or made into keepsakes.
- **Terramation (human composting) and aquamation are not permitted** for a Catholic funeral. We are glad to explain, and to help you plan a burial or cremation instead.

3. Whom to Call

Anything at all	Parish Office · (503) 222-4086 · office@stpatrickpdx.org
Planning and pastoral care	Fr. Timothy Furlow, S.T.L., Pastor · father.timothy@stpatrickpdx.org
Music	Ms. Melissa Hart, Coordinator of Sacred Music · melissa.hart@stpatrickpdx.org
A loved one actively dying	(503) 222-4086, press 6 — at any hour

Eternal rest grant unto them, O Lord, and let perpetual light shine upon them.

Ad Maiorem Dei Gloriam