

Upon death of a loved one, please review this form, and:

- Call your priest/deacon to notify him of the death, to confirm his availability for a funeral, and to ask him/the parish to pray for the deceased and family.
- Call the funeral home to begin arrangements.
- Begin specific funeral preparations with the priest/deacon, noting requests for readings, Altar Servers, Readers, Extraordinary Ministers of Holy Communion, etc.
- Make final arrangements with the funeral home.

For funerals taking place at St. John's:

- Call the Church Office (318-221-5296) and we will help:
  - a. confirm availability of the requested funeral date, time and location;
  - b. plan the music;
  - c. prepare the funeral program.

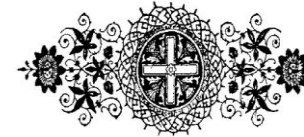
For more details and selections, visit our website ([www.sjbcathedral.org](http://www.sjbcathedral.org), sacraments / funeral liturgy).

\_\_\_\_\_   
 My signature

\_\_\_\_\_   
 Date

Cathedral of St. John Berchmans  
Shreveport, LA 71101  
[www.sjbcathedral.org](http://www.sjbcathedral.org)  
(2016)

# Funeral Planning Worksheet



*Lord, for your faithful people  
life is changed  
not ended*

Consider the following (some sections will remain blank, to be determined at a later date):

- 1.) Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_
- 2.) Person preparing this form, if different from above \_\_\_\_\_
- 3.) Person responsible for planning all services \_\_\_\_\_
- 4.) Funeral home \_\_\_\_\_  Funeral Home has been contacted
- 5.) Priest / Deacon to preside? In addition to the Cathedral priests and deacons, visiting priests often celebrate Funeral Masses at St. John Berchmans Cathedral and St. Michael the Archangel Chapel.  
  
Vigil - first choice \_\_\_\_\_ second \_\_\_\_\_  
  
Funeral - first choice \_\_\_\_\_ second \_\_\_\_\_  
  
Homilist (if different) - first choice \_\_\_\_\_ second \_\_\_\_\_
- 6.) Are there favorite readings or hymns that would be good to include in the liturgy? Visit the Cathedral website, [www.sjbcathedral.org](http://www.sjbcathedral.org) (left column, funerals), or refer to the book, "Through Death to Life", for funeral prayers/readings.

Funeral Vigil Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Opening Hymn \_\_\_\_\_

First Reading \_\_\_\_\_ Responsorial Psalm \_\_\_\_\_

Gospel \_\_\_\_\_ Prayer \_\_\_\_\_

Words of Eulogy by \_\_\_\_\_ Other considerations \_\_\_\_\_

Funeral Mass Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

First Reading \_\_\_\_\_ Responsorial Psalm \_\_\_\_\_

Second Reading (optional) \_\_\_\_\_ Gospel \_\_\_\_\_

Opening Hymn \_\_\_\_\_ Recessional Hymn \_\_\_\_\_

Other considerations \_\_\_\_\_

Graveside Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Other considerations \_\_\_\_\_

7.) Funeral Music

Hymns (choose one each for Processional, Offertory, and Communion)

Alleluia! Sing to Jesus (HYFRYDOL)	Jerusalem, My Happy Home (LAND OF REST)
At the Lamb's High Feast We Sing (SALZBURG)	Lord of All Hopefulness (SLANE)
Christ the Lord Is Risen Today (LLANFAIR)	My Shepherd Will Supply My Need (RESIGNATION)
Come, My Way, My Truth, My Life (THE CALL)	Shepherd of Souls (ST AGNES)
Crown Him with Many Crowns (DIADEMATATA)	Sing with All the Saints in Glory (RUSTINGTON)
Godhead Here in Hiding (ADORO TE DEVOTE)	Soul of My Savior (ANIMA CHRISTI)
I Heard the Voice of Jesus Say (KINGSFOLD)	The King of Love My Shepherd Is (ST COLUMBA)
I Know That My Redeemer Lives (DUNEDIN)	Ye Watchers and Ye Holy Ones (LASST UNS ERFREUEN)

Cantor Solos (appropriate during Offertory or Communion in lieu of a hymn)

Ave Maria (Bach/Gounod) Ave Maria (Schubert) Panis Angelicus (Franck)

Gregorian chants that may be sung by a cantor upon request in addition to a hymn:

Offertory: Domine Jesu Christe Communion: Lux aeterna

The following are sung at every Funeral Mass:

Requiem aeternam (sung by a cantor as the casket is brought into the church)  
Song of Farewell (sung by the congregation as the priest incenses the casket)  
In Paradisum (sung by a cantor as the casket leaves the church)

Additional notes regarding funeral music:

The best online resource to hear musical selections is YouTube (www.youtube.com). Simply type in the name of the selection as it is listed on this sheet. While what you find on YouTube may not sound exactly how the selection will be played at the Cathedral for a Funeral Mass, it will provide you an idea of the text and tune. Please discuss any requests not on this list with the Director of Music. Some common requests

such as "On Eagles' Wings" or "Be Not Afraid" are served best by being accompanied on the piano, which is not available in the Cathedral or St. Michael's Chapel. Because of this, such selections would be better suited to the Vigil. Organ or other instrumental solos are not permitted during Funeral Masses. Recorded music is never appropriate for the Catholic liturgy.

8.) Are there Catholic family members / friends trained and willing to serve as Altar Servers, Lectors, or Ministers of Holy Communion? School students and parishioners are available to serve as needed.

Altar servers \_\_\_\_\_

Reader \_\_\_\_\_

Extra-Ordinary Ministers of Holy Communion \_\_\_\_\_

9.) In lieu of flowers, memorials may be made to:

\_\_\_\_\_

10.) My favorite Biblical Readings: \_\_\_\_\_

11.) Special Saints: \_\_\_\_\_

12.) Special poems: \_\_\_\_\_

13.) Other considerations: \_\_\_\_\_

\_\_\_\_\_

Upon completion of this worksheet, place a copy in your Bible,  
attach to your will, give copies to your executor and priest.