

# Holy Spirit Funeral Planning Form

Date \_\_\_\_\_

Name of Deceased \_\_\_\_\_

Deceased was a Parishioner at \_\_\_\_\_ Date of Death \_\_\_\_\_

Funeral Planning Date & Time \_\_\_\_\_

## Funeral Mass Arrangements

Funeral Home \_\_\_\_\_ Director \_\_\_\_\_

Funeral Home Phone \_\_\_\_\_ Funeral Date \_\_\_\_\_

Visitation Time \_\_\_\_\_ Funeral Mass Time \_\_\_\_\_

Casket \_\_\_\_\_ Cremation \_\_\_\_\_ Number of Attendees Expected \_\_\_\_\_

Burial Place \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

### Readings

Worship Aid Graphic # \_\_\_\_\_

Old Testament (1st Reading) \_\_\_\_\_

New Testament (2nd Reading) \_\_\_\_\_

Gospel \_\_\_\_\_

Family has reader(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

Family has gift bearer(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

Eulogy? Yes \_\_\_\_\_ No \_\_\_\_\_

### Music - LIST SONG #

Prelude \_\_\_\_\_

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

Responsorial Psalm \_\_\_\_\_

Presentation of Gifts \_\_\_\_\_

Communion \_\_\_\_\_

Song During Incensing \_\_\_\_\_

Closing Hymn \_\_\_\_\_

## NOTES

**Next of Kin**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Email Address \_\_\_\_\_ Phone \_\_\_\_\_

**Immediate Family**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_

-----**For Office Use Only**-----

**Checklist**

	Visitation, funeral, and luncheon is put on Google calendar (Ashley)
	Maintenance & staff is sent Outlook calendar invites for visitation and funeral (Ashley)
	If needed, CDH is notified about parking, (651) 690-2443 (Justin)
	Worship aid is printed (Ashley)
	Electronic sign is scheduled (Ashley)
	Binders are prepared (Ashley)
	Funeral announced in _____ bulletin (Ashley)
	Intake sheet is filed for All Souls Mass in November (Ashley)