

Diocese of Davenport Deacon Funeral Instructions

Introduction

One of the greatest acts of love we can offer our loved ones is relieving them of the burden of deciding our funeral arrangements at the time of our death. Survivors often agonize over making the right decisions and fulfilling unstated ‘final wishes’.

It is our hope that this instrument will assist you in advising both your loved ones and the Diocese of those ‘final wishes’. We recommend that you fill this form out with the assistance of loved ones, that you leave one copy in their possession, and that you forward one copy to the Diaconate Office in a sealed envelop plainly marked with your name and labeled “Funeral Instructions”. If you have pre-planned your funeral with a local mortuary you may want to provide them with a copy as well.

We ask that you be thorough in filling out this instrument and that you do so promptly. These instructions should be updated as needed or every five years.

General Guidelines

There are a few standing policies for Diocese of Davenport deacons which you should keep in mind when filling out the attached form:

1. Deceased deacons should be dressed in an alb and white stole and may be vested with a white dalmatic if so desired.
2. All deacons are urged to attend the Vigil service and the Funeral Mass of their deceased brother deacons. While street clothing is appropriate for the Vigil, it is expected that deacons attending the Funeral of a brother deacon vest for the liturgy in alb and white stole. The deacons should process in and sit as a community. Some deacons may be called upon to assist with distribution of Communion as the situation warrants.
3. The Bishop (or his designated representative) will be the primary celebrant of the Funeral Mass unless otherwise noted.
4. A deacon should be the homilist of the funeral Mass.
5. There should be two deacons chosen to assist at the Altar during the Funeral Mass: One will be the homilist and deacon of the Word while the other will be the deacon of the Eucharist.
6. A deacon may be designated to conduct the Vigil service.

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Full Name _____
(First) (Middle) (Last)

Date of Birth _____
(Month) (Day) (Year)

Where were you born? _____
(City) (State)

Parents: Father _____
(First) (Middle) (Last)

Mother _____
(First) (Middle) (Last)

Marital Status: Married Widowed Divorced Not Married

Spouse _____
(First) (Middle) (Maiden Name)

Date of Marriage if applicable: _____
(Month) (Day) (Year)

Location of Marriage _____ -
Church City State

Is your spouse still living? Yes No If no, please note date of death _____

Children's Names and Year of Birth (please note if deceased)

Number of grandchildren _____

Number of great grandchildren _____

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Date of Ordination: _____
(Month) (Day) (Year)

Where were you ordained: _____
Church City State

Name of Bishop who ordained you: _____

Where have you served as deacon:

Church	City	State	Dates
Church	City	State	Dates
Church	City	State	Dates
Church	City	State	Dates

Formal Ministry Assignments outside of parish: (chancery, hospital, hospice, etc)

List Primary Diaconal service activities outside of your parish:

Schools:	Dates attended:	Diploma or Degree(s) Awarded:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Employment: (list last three employers)

_____	Company	Position	From	To
_____	Company	Position	From	To
_____	Company	Position	From	To

Retired _____ From _____

Fraternal/Service Organization memberships:

_____	Name	Degree or Office held
_____	Name	Degree or Office held

Military Service: Branch _____ Rank _____ Years of Service _____

Military Graveside Honors: Yes No

If yes, indicate what organization will render honors and a person to contact for arranging honors.

General Information

Who should the diocese be in communication with in terms of making arrangements?
This may be the spouse, son or daughter, close friend (s), etc.

I have asked the following Priest and/or Deacon to assist my family as coordinator in supervising my funeral arrangements: _____

Have you made arrangements to have your body donated to science? If so, list to whom:

The mortuary I have selected is :

Name _____ City _____

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Have you pre-planned your funeral and other arrangements with them? Yes No

Where are the vestments you would like to be clothed in located? Do you have any special instructions concerning choice of vestments? (Normally you will be vested in alb, stole and dalmatic)

Memorials are to be given to: _____

Newspapers that should print the death notice: (name of paper, city, state, etc.)

Pallbearer names and address

The Vigil Service

The place for the vigil service is:

Do you wish an open casket at the vigil service? _____

The deacon, priest, or other person who is to be principle leader of the wake service is:

Should the designated person not be available, please list at least one alternate leader:

Do you have any special requests concerning the Wake Service? Special music, readers, particular Scripture readings, story tellers, etc., (please name individual and their role:)

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The Funeral Liturgy

Church of the Funeral Mass: _____

Place of the burial: _____

Presider: (Normally the Bishop or his designate)

Principal Concelebrant(s): _____

Deacon of the Word: _____

Deacon of the

Eucharist: _____

Cantor: _____

Readers: _____

Acolytes: _____

Homilist:

Alternate Homilist if the first choice is not
available: _____

Placing of the Pall by:

Placing of the Christian Symbols on Casket by: (optional) _____

Choice of First Reading: _____

Choice of Responsorial Psalm: _____

Choice of Second Reading: _____

Choice of Gospel: _____

Choice of General Intercessions and note any special intercessions you would like

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Presentation of the Gifts: (list individuals who will bring gifts forward)

Music choices if any:

Before Mass: _____

Entrance Hymn: _____

Responsorial Psalm: _____

Gospel Acclamation: _____

Preparation Hymn: _____

Communion Hymn: _____

Song of Farewell: _____

Recessional Hymn: _____

If you have any special instructions for the Rite of Committal such as music, readings, lowering of casket during the rite, please list them here:

Please sign and date this form:

Deacon Signature: _____ Date: _____

Spouse Signature: _____ Date: _____

If there is anything you wish to add or cover that was not included above, please indicate it here or on additional pages you attach to this form.