Preparation Sheet for Funerals at which the Bishop Presides or Assists

DATE: _____TIME: _____PLACE: _____

Funeral for: _____

Contact Person: _____ E-Mail: _____

Phone: Cell:_____Work: _____Home: _____

DETAILS:

Which ritual books will the parish provide? _____Which will the bishop bring? _____

Will the bishop need to bring vestments for concelebrants/deacon(s)? _____

Where will the bishop vest for liturgy? ☐ Sacristy ☐ Other: _____

Will there be a meal/reception after the funeral? ☐ yes ☐ no Time?_____Where?_____

Will the bishop be going to the Rite of Committal? ☐ Yes ☐ No
If so, will he be presiding? ☐ Yes ☐ No
Where is the Committal? _____

Where will bishop park (reserved space)?_____

FOR OFFICE USE:

Car: _____ Driver: _____Drive Time: _____

Departure Time: _____From:_____

Notes:

Additional Notes Regarding Bishop in Choir:

- *If he is not the main celebrant, the Bishop wears choir dress. An alb, stole, and cope—and his miter and crosier—are prepared in the sacristy.*
- *In the procession, if the main celebrant is a priest: The servers all process at the front (there are no miter and crosier bearers); the bishop comes at the end of the procession. He may be accompanied by an assisting cleric.*
- *Alternatively, if he is not to process, he begins the rite sitting at his place.*
- *He sits at a chair (with kneeler) in the sanctuary. If he is being assisted by priest-chaplain(s), deacon(s), or an MC, additional chairs are provided as needed. A stole should be placed at the chair for the bishop to wear during communion. During the Eucharistic Prayer, he kneels for the epiclesis. Communion is brought to the Bishop at his chair, after the main celebrant and concelebrants have received. He does not assist with the distribution of Communion.*
- *If he is to preside over the Rite of Commendation, during communion he changes into alb and cope. He then presides over the rites after the Prayer After Communion.*

MINISTERS:

Concelebrants: _____

If there is no deacon, a single concelebrant should be chosen to: Proclaim the gospel, prepare the altar, assist the bishop in receiving the gifts, and assist with the fraction (if needed)

Deacon of the Word: _____ Deacon of the Altar: _____

Reader 1: _____ Reader 2: _____

Number of Servers: ☐ **3** ☐ **4** ☐ **5** ☐ **6** ☐ **7**

If the Bishop is presiding, will usually need 5 servers (6 if incense used).

Master of Ceremonies (assigned by diocese; the MC does not assist with communion): _____

Gifts: *Please designate two gift-bearers (bread, wine); a third gift-bearer may present the collection. The order of presentation is: collection, wine, bread.*

Other: *Please designate pallbearers, those assisting with the placement of the pall, and those assisting with the placement of Christian symbols (if applicable):* _____

_____

Number of Communion stations: Host: _____ Chalice: _____

Number of EMHCs (only if not enough priests/deacons): _____

Please check if communion will be distributed under one species only (Hosts alone): ☐

ORDER OF THE MASS ***The Acclamations and Responses should normally be sung.***

Mass being celebrated: ☐ Funeral Mass Outside Easter Season ☐ Funeral Mass During Easter Season

Color: ☐ White ☐ Violet **Paschal Candle:** ☐ In place ☐ Carried in procession

Clergy: ☐ Seated ahead of time ☐ Part of procession (see below)

INTRODUCTORY RITES: RECEPTION OF THE BODY *Bishop with miter on and holding the staff (crosier).*

☐ At door ☐ In front ☐ At transept ☐ Omit: done as part of the Vigil. Use usual introductory rites.

Greeting: ☐ A ☐ B ☐ C ☐ D ☐ Own words

Sprinkling with Holy Water (*if necessary, the bishop hands off the staff for the sprinkling*)

Placing of the Pall: ☐ Yes ☐ Omit

Entrance Procession: (☐ check here if procession is before reception instead)

Hymn: _____ Hymnal/number: _____

Order of Procession (check those who will be present):

- ☐ Knights of Columbus
- ☐ *Thurifer*
- ☐ *Cross bearer and Candle bearers* (#_____)
- ☐ *Other server(s)* (#_____)
- ☐ *Readers* (#_____)
- ☐ *Deacon with book of the Gospels (reader if no deacon)*
- ☐ *Other vested deacons* 2x2 (#_____)
- ☐ *Concelebrating priests* 2x2 (#_____)
- ☐ *Master of Ceremonies*

Bishop

- ☐ *Assisting deacon(s)* (#_____)
- ☐ *crosier-bearer* ☐ *miter-bearer*
- ☐ *server who assists with the book*

Options for the bishop:

- ☐ *Main celebrant*
- ☐ *Preside over the Final Commendation alone*
- ☐ *In choir only*

Main celebrant if not the bishop:

_____

If the bishop is not the main celebrant, the processional order is adjusted as described above.

The coffin comes next in the procession, followed by the mourners.

Use of Incense: ☐ No ☐ Gospel ☐ Gifts/People ☐ Final Commendation

Placing of Christian Symbols: ☐ Yes ☐ Omit

If yes: ☐ In silence ☐ Text from #400: ☐ 1 ☐ 2 ☐ 3

Item(s): ☐ Bible/Book of the Gospels ☐ Cross/Crucifix ☐ Other: _____

Collect:

From the *Roman Missal* (Masses for the Dead – I. For the Funeral)

☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 (Easter) ☐ C2 (Easter)
☐ D ☐ E1 (Baptized child) ☐ E2 (Baptized child)
☐ F1 (child not baptized) ☐ F2 (child not baptized)

Or from the *Roman Missal* (Masses for the Dead – IV. Various Prayers for the Dead)

☐ Specify: _____

Or from the *Order of Christian Funerals* #398:

☐ Specify: _____

LITURGY OF THE WORD (*From Volume IV; please give the scripture citations and the lectionary numbers*)

Readings:

1st Reading: _____ Responsorial Psalm: _____ ☐ sung
2nd Reading: _____ Gospel Acclamation: _____ ☐ omit if not sung
Gospel: _____ Incense: ☐ yes ☐ no

Homily: Preacher, if not the bishop: _____

General Intercessions: Intercessions prepared by parish; the intro / conclusion will be prepared by the bishop.

Petitions proclaimed by: ☐ deacon (preferred) ☐ other: _____

THE LITURGY OF THE EUCHARIST

Preparation of the Gifts & Altar

Hymn: _____Hymnal/number: _____

Prayer over Gifts (from Missal):
☐ Same as Collect ☐ Other: _____

The Eucharistic Prayer & Preparation for Communion

Preface for the Dead: ☐ I ☐ II ☐ III ☐ IV ☐ V

Responses (*Sanctus*, Memorial Acclamation, Great Amen, *Agnus Dei*):
☐ sung (preferred) ☐ spoken

Eucharistic Prayer: ☐ I ☐ II ☐ III (*note interpolations in II and III*)

Lord's Prayer: ☐ sung ☐ spoken

The Communion Rite

Communion Hymn: _____Hymnal/number: _____

Prayer after Communion (from Missal):
☐ Same as Collect ☐ Other: _____

Final Commendation (*the Bishop presides over this rite even of he is not the main celebrant*)

☐ Omit: will be done later as part of Rite of Committal

Speaking in Remembrance of the Deceased: ☐ yes (by: _____) ☐ Omit

The bishop moves to the coffin; the servers bring miter and crosier, and the OCF.

Invitation to Prayer (OCF): ☐ A ☐ B ☐ From #402: _____ ☐ Own words

Signs of Farewell: *If Incense <u>not</u> used:* ☐ Holy Water ☐ Omit

Song of Farewell: _____ Hymnal/number: _____
(during incensing/sprinkling unless otherwise specified)

Prayer of Commendation: ☐ A ☐ B ☐ From #404: _____

The miter is worn and the crosier carried in the procession.

Concluding Rite

Hymn: _____ Hymnal/number: _____

Procession: ministers, clergy, coffin, mourners.