

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, Bishop Zinkula will vest and serve as a concelebrant.*
- *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 processes as the last of the concelebrants. 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 in the sanctuary. If he is being assisted by priest-chaplain(s), deacon(s), or an MC, additional chairs are provided as needed.*
- *Bishop Zinkula is willing to preside over the Rite of Commendation, if so desired.*

MINISTERS:

Bishop: Presiding Concelebrating

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)* (#_____)
- crozier-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 *Order of Christian Funerals*: A B C D From #398: _____
- OR
- From *Roman Missal*: A1 A2 B1 B2 C1 (Easter) C2 (Easter)
- D E1 (Baptized child) E2 (Baptized child)
- F1 (child not baptized) F2 (child not baptized)

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 (if present) 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*, Mystery of Faith, 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 if 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 not used:* Holy Water Omit

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

Prayer of Commendation: A B

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

Concluding Rite

Hymn: _____ Hymnal/number: _____

Procession: ministers, clergy, coffin, mourners.