

Church of St. Patrick's Funeral Guidelines

The Catholic funeral provides comfort and meaning for those mourning the death of a loved one. A funeral has many parts: the scheduling and planning, the vigil service, the main liturgy, the reception, and the burial rite. The Church of St. Patrick encourages the family and friends of the deceased to participate in all these parts. The following information will guide the family through this time of transition as they celebrate the life of their loved one.

I. Funeral Homes

When a death occurs, both the funeral home and the family are asked to contact the pastor immediately. Fr. Brian's cell phone number is (612) 242-9151. Scheduling the date for the funeral begins with the pastor. Next, family representatives are asked to attend a planning session facilitated by the pastor and/or liturgist.

All funerals held at the Church of St. Patrick are required to have at least one person from the funeral home present at the Church. These professionals handle the many details involved before, during and after the service. The Church does not have the personnel to manage all these parts of your family's celebration.

II. Guest Clergy

The pastor reserves the right to preside at all services. If the family would like to invite another priest, deacon or religious leader to participate in the service, then they are asked to discuss this with the pastor. Please have the guest clergy contact Fr. Brian directly. These individuals are welcome to preach or offer the eulogy at the service.

III. Music

For all funerals at the Church of St. Patrick, a parish organist, a parish cantor, and our funeral choir will be utilized. This is necessary to ensure the musical consistency of worship.

In the event the family requests that someone from outside of our parish serve as a musician, our music staff will need to ascertain that the requested individual is experienced and capable of meeting the needs of the Catholic liturgy. For example, if he/she is a singer, but not familiar with being a cantor, then the singer's musical contribution can be made during a specific portion of the service; such as the Prelude, the Offertory or after Communion. A parish cantor will still need to be present for the required service parts.

Since the funeral celebration is the prayer of the Church, all guidelines for Church music apply. This means that the music should be *liturgical/sacred* in nature. The music is there to assist us in prayer, and for that reason no popular secular songs should be included in the liturgy proper. The prelude and postlude are exceptions (see section IV “Additional Music”).

We use the Gather Hymnal 3rd edition. If you have requests that are not part of this resource, then you are asked to discuss them with the pastor and the Director of Music.

IV. Video Requests

If you request a DVD/Video at the visitation, we require the media to be delivered to the office at least 2 business days prior to the time of the service. This will ensure that we have enough time to work out all the details so your video is ready for the service.

We will do our best to accommodate the request for a video during a visitation at the church.

Videos will be played in our Gathering Space during the visitation.

Videos formats accepted:

- MP4
- AVI
- DVD Video Disc

Files can be provided on a USB drive or DVD video disc.

We cannot accept photo discs, photo files or any other video format. This includes picture files on a thumb drive/jump drive.

Additional Music (secular or sacred) used for the prelude or postlude:

If the family requests music not part of our parish’s music resources, upon approval of the pastor and Director of Music, such songs may be used during the prelude or postlude. Another idea is to play such selections during the reception following the service.

- The family of the deceased must provide the music, whether in written or electronic format.
- If the music is in an electronic format, then it must be provided on a CD playable on CD player. Data discs will not be accepted.
- Please provide this music to the parish office at least 2 business days prior to the service.

Phones and other media devices will not be able to be connected to the sound system in the Church. Please do not bring portable speakers, boom boxes or other music players.

V. The Eulogy

The Archdiocese of St. Paul and Minneapolis no longer encourages the offering of a eulogy during the main liturgy. This offering can take place at the vigil service (i.e., a prayer service offered the night before the main liturgy) or the reception following the main liturgy.

For the present, the Church of St. Patrick will continue its tradition of allowing a eulogy during the main liturgy. The offering should be three to four minutes in length (typically one typed sheet of paper can be read in 3 minutes), and it should be scripted (i.e., no spontaneous speeches). There will be only one speaker. Additional reflections can be offered at the vigil service or the reception.

Here are the options available:

- 1) If the family would like someone to speak during the main liturgy, then this will take place near the end of the service. The family is asked to provide an **advance draft** of the eulogy **to the pastor by noon of the day before the main liturgy**. The draft can either be delivered to the parish office or emailed to the pastor at bfier@churchofstpatrick.com. If the family is unable to meet this expectation, then option 2 will be utilized.
- 2) People can speak at the vigil service or the reception. A microphone will be set up to accommodate the family's wishes.

A eulogy, strictly considered, is "good words" offered on behalf of the deceased, a speech of praise regarding the one who has died. It should ideally be an attempt to highlight the life of faith and the works of love that marked the one who has passed, especially as experienced by coworkers, friends and family members.

VI. Mass of Remembrance

On the first Sunday of November the Church of St. Patrick celebrates a Mass of Remembrance for those who have died during the past year. In September the family of the deceased will be extended an invitation to join us for this special Mass followed by a reception in Shamrock Hall. The family will be asked to provide the contact information of a designated member.

VII. Funeral Meals

In addition to the funeral liturgy, all families are welcome to have a meal for their family and guests here at the church. Here are a few guidelines to consider:

- 1) When scheduling your funeral with the pastor, you will be asked to estimate the number of "meal guests." Typical funeral meals serve from 50 to 200 people.

- 2) The funeral meal takes place immediately after the liturgy, especially when the burial is scheduled for the same day. Typical meals last from 75 to 90 minutes.
- 3) At the parish's **funeral planning meeting** you will be expected to provide a final number. This number will then be used to determine the quantity of food purchased and prepared, and your bill to the parish. Please see "Funeral Expenses" table for exact prices --- these will vary depending on the type of meal you request (full meal, dessert only, catered).
- 4) Meals are normally held in Shamrock Hall (capacity 350). If Shamrock Hall has a previously booked engagement that cannot be moved, then Emerald Hall may be available (capacity 175). In the event that both halls are booked, then the parish cannot host the meal.
- 5) After the funeral planning meeting you will be invited to contact one of our Funeral Meal Committee leaders:
 - a. Linda Unten at 651-457-4869 or 651-206-4484 (cell)
 - b. Kathie Barclay at 651-331-8943

They will discuss our standard menu (see below) and any special requests you may have. Any food donations may be brought to the Funeral Meal Committee before the start of the funeral liturgy.

A. Hot Meal

Sliced Ham & Turkey
 Buttered Buns
 Au Gratin Potatoes
 Baked Beans
 Cole Slaw
 Relish Tray
 Potato Chips
 Assorted Bars
 Beverages (coffee, punch, etc.)
 Paper products & utensils

B. Light Meal

Sliced Ham & Turkey
 Sliced Cheeses
 Buttered Buns
 Potato Chips
 Relish Tray
 Fruit Cocktail Salad
 Assorted Bars
 Beverages (coffee, punch, etc.)
 Paper products & utensils

- 6) Funeral Meal Committee volunteers will be present for the meal to set up, cook, serve and clean up.
- 7) Your **final bill** will be paid through the funeral home. In the event a funeral home is not involved, then the family will be expected to settle the bill directly with the parish office. Payment is due before the start of the funeral liturgy.
- 8) Any leftover food will be packaged for you to take with you after the burial (unless the burial is scheduled for another day, then the food will be available after the meal).

Questions can be directed to the pastor or parish administrator at the parish office. We are honored to serve you during this important time in your family's history.

VIII. Funeral Expenses

	<u>Parishioner</u>	<u>Non-Parishioner</u>	<u>Includes</u>
1) Vigil service:	\$200	\$300	Night before if held at the church
2) Liturgy options:			
A) Church	\$600	\$900	Church & Graveside
B) Funeral Home	\$300	\$450	Funeral Home & Graveside
C) Cemetery	\$150	\$250	Graveside
3) Meal options:			
A) Standard	\$200 + \$5/plate	\$400 + \$5/plate	Hall usage Set menu – additions extra
B) Dessert	\$200 + \$2.50/plate	\$400 + \$2.50/plate	Hall usage Set menu – additions extra
C) Outside caterer	\$200 + \$1.50/plate	\$400 + \$1.50/plate	Hall usage

4) Burials at St. Patrick's Cemetery:

	<u>Parishioner</u>	<u>Non-Parishioner</u>
A) Grave/Niche Sites:		
a) Standard	\$1000	\$1400
b) Cremation	\$400	\$700
c) Infant	\$250	\$400
d) Columbarium – single	\$1300	\$1600
e) Columbarium – double	\$2400	\$2700
B) Opening/Closing: (Columbarium burials do not have opening/closing fees)		
I) Weekdays:		
a) Summer (May-Oct)//	\$800//	\$900//
Winter (Nov-Apr)	\$1100	\$1200
b) Cremation – Sum//Win	\$450//\$1000	\$550//\$1100
c) Infant – Sum//Win	\$450//\$1000	\$550//\$1100
II) Weekends:		
a) Summer (May-Oct)//	\$900//	\$1000//
Winter (Nov-Apr)	\$1200	\$1300
b) Cremation – Sum//Win	\$550//\$1100	\$650//\$1200
c) Infant – Sum//Win	\$550//\$1100	\$650//\$1200
C) Burial Recording:	\$300	\$300

All monuments can be no higher than 36". The base of the monument can have a width of 42", thus leaving 4" on each side of the monument.

IX. Payments

- 1) **All fees are to be paid through the Funeral Home to the Church.** The funeral home will issue one check covering all church fees (including the meal). The Church will then issue separate checks to the cantor and organist. The exception is the purchase of the grave site or columbarium niche which is done directly through the parish office.
- 2) **All fees are to be paid before the start of the funeral service.** If there are questions, please contact our Parish Administrator at the parish office.
- 3) **If the number of people served at the funeral meal turns out to be larger** than the original guestimate offered by the family, then the family will be asked to increase their offering to the parish to cover the additional food and drink provided by the parish.
- 4) **If the family would like to offer a gift to the presider**, this must be done by a separate check made out directly to him. According to Archdiocesan guidelines, all stipends go to the local parish; thus, if the family would like to offer the presiding clergy a gift of appreciation, then this is done over and above the church fees.
- 5) **If the family would like to invite guest clergy or musicians to participate in the funeral**, then it will be up to the family to provide the appropriate compensation for these individuals for their services.
- 6) **If financial assistance is necessary, or if the family has further questions**, please feel welcome to discuss your situation with the pastor.
- 7) **Memorial Funds:** A separate donation in memory of the deceased may be made to one of the parish's memorial funds. These include:
 - a. **Funeral Assistance Fund** --- this fund helps those families who need assistance in covering the expenses for their loved one's funeral service;
 - b. **Cemetery Fund** --- this fund supports the upkeep of our parish cemetery;
 - c. **Debt Reduction Fund** --- this fund helps us reduce the mortgage of our church;
 - d. **The Emergency Assistance Fund** --- this fund provides financial assistance to community families that are in distress. Needs include: rental assistance, food, medical, legal, etc.

While the parish does not memorialize with plaques, a special book is maintained in which gifts offered in memory of parishioners and their loved ones are recorded.

X. Expense Worksheet

1) Vigil Service = _____

2) Liturgy = _____

3) Meal ---

a) Hall Usage = _____

b) # of Guests _____ times _____/plate = _____

4) Memorial Gift to parish = _____

(Designated Fund = _____)

5) St. Patrick's Cemetery ---

a) Grave/Niche = _____

b) Opening/Closing = _____

c) Burial Recording = _____

TOTAL = _____