IMMACULATE CONCEPTION CHURCH, EWA

**FUNERAL GUIDELINES**

The Bereavement Ministry reaches out to those in the parish who have lost a loved one through death. Our volunteers have been called to this ministry through our own experience of loss and have recognized the need for this program to support those who are grieving.

The following are some very broad guidelines to assist the families with the requirements for a Catholic funeral and burial.

1. The Parish Office should be contacted at (808) 681-3701 to inform the pastor of the death. At that time, a bereavement coordinator will contact the family to confirm that Father’s calendar is open for their preferred service: Mass or Prayer Service.
2. Once the date and time is chosen, it will be reconfirmed with Father before it can be confirmed with the mortuary.
3. Two donation envelopes will be provided: one for Father marked “Clergy” and the other for the “Church.” The recommended donation to the church for the services is $400, check made payable to: **Immaculate Conception Church**. The recommended donation for Father is $300. These should be received one week prior to the service.
4. The family will be asked to participate at Mass as readers, first and second reading as well as the Prayer of the Faithful and as offertory bearers. A scheduled practice must be coordinated with the Liturgy Coordinator who will be in contact before the service.
5. The family is responsible for setting up the collection box, envelopes, sign-in book. The church will provide one stand for this purpose. Please notify coordinator if easels are needed.
6. If the family is using a photographer, please inform him/her that they are allowed to take pictures only during the visitation in Church. Once Mass begins, no one is allowed to move around especially on the altar. No flash photography is allowed.
7. The florist will be permitted to set up wreaths or any floral arrangements after 8:15 a.m.
8. Music will be provided for the Funeral Mass by Larry Duclayan, music director, or Lucy Bonifacio, cantor. Should the family decide to use their own musicians, they must conform to the music that is listed in the Immaculate Conception’s Funeral Mass handout.
9. Please inform the Coordinator if the family wishes to use the hall for refreshments or lunch. If the hall is available, it will be reserved for the family’s use. The family is responsible for providing paper goods, garbage bags, etc. The family is responsible for setting-up and breaking down of the parish hall. It is recommended that the parish hall be cleaned and vacated by at least 2:00 p.m.

FUNERAL SERVICE

1. Celebration of Mass – The body of the deceased will be met at the front of the church where a simple welcome rite will take place. Then the pall is placed on the casket at the Church entrance with the assistance of the family members and the casket is then processed to the altar led by Father. The immediate family follows the casket into the church and are seated in the front pews. No items are to be placed on the pall during the visitation, eulogy and mass except for the crucifix. At the conclusion of the Mass and before processing out of the church.
2. Two Eucharistic Ministers and an Altar Server will assist the pastor for Mass.
3. The eulogy may be done prior to the Mass or at the conclusion of the Mass whichever the family prefers.
4. Cremated remains – The cremains of the deceased will take place in an ossuary which is a receptacle in which the funeral urn is placed.
5. Internment – The pastor presides at the internment of the body or cremains.
6. Duties of Bereavement Committee Members – Attending the Mass service, assisting Father with Mass, distributing Funeral Mass brochures, general clean-up of the church and on-set and conclusion of the Mass.

**THREE PARTS TO A CATHOLIC FUNERAL**

**THE VIGIL** – The Catholic vigil (wake) is a prayer service, usually held the evening before the funeral. The community of friends and family will usually gather for a wake service at the mortuary. The vigil may include the rosary, scripture readings, homily and prayer for both the deceased and the grieving family. A eulogy may be read at the vigil instead of at the funeral Mass. A priest, deacon or lay person may preside over the prayer service.

**THE FUNERAL LITURGY** - The core of the Catholic funeral celebration is the Mass. The Eucharist is the center of the Catholic faith, the celebration of the death and resurrection of Jesus Christ. During a funeral liturgy, the pall which drapes the casket should never be replaced by an American flag or any other non-Christian covering. The pall is a reminder of the white garment which every Christian is clothed on the day of baptism and is a testament to the dignity of the deceased as a member of the faithful.

**THE INTERNMENT** – Burial or internment is a sign of reverence for the human body and belief in the Resurrection on the Last Day. As Christ’ body was interred, so too does the Church bury/enter the bodies of the deceased.

**CREMATED REMAINS** – The Church expects that cremated remains will be buried or interred in individual graves or columbaria

**Should you have any questions, please call Nadine Woode at 620-4662.**

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