

Catholic Parish of Singleton

St Patrick's Church Singleton

St Paul's Church, Glendonbrook & Immaculate Conception Church, Broke

Funeral Planning Guide

(for use by members of the Bereavement Caring Team and Parish Clergy)

DETAILS OF DECEASED			
Full Name			
Maiden name			
Known As	<i>(name will be used in booklet and throughout service)</i>		
Date of Birth		Date of Death	
Place of Death			
Last Known Address			
Funeral Director:			
DETAILS OF DECEASED'S FAMILY			
Family Contact Name			
Phone Number			
Address			
Next of Kin (if different to family contact)		Phone & Address	
Email address			
Other Family Members and their relationship to deceased.			
FUNERAL SERVICE DETAILS			
Type of Liturgy:	<input type="checkbox"/> Funeral Liturgy of the Word		<input type="checkbox"/> Funeral Mass
Date:		Time:	
Church:			
Name of Presider:		Cleaning Team contacted:	<input type="checkbox"/>
		Parish Office Contacted:	<input type="checkbox"/>
Burial or Cremation details (place & time)		Priest required at Burial / Cremation (Y / N)	
Details of Post Funeral Refreshments:			
Organist Required:	<input type="checkbox"/> Yes		Name of Organist Arranged:
	<input type="checkbox"/> No		Name of Music Player Arranged:
Booklet Required <i>(If family is preparing booklet, please have reviewed by Office/Priest before printing)</i>	<input type="checkbox"/> Yes		<input type="checkbox"/> Parish Office to prepare
	<input type="checkbox"/> No		<input type="checkbox"/> Family to prepare
	Number of copies required:		

THE INTRODUCTORY RITES	
Placement of Coffin	<input type="checkbox"/> Altar <input type="checkbox"/> Process In
Gathering Hymn	
Words of Remembrance	Slideshow: <input type="checkbox"/> Yes <input type="checkbox"/> No
Hymn or Music after Words (optional)	
Placing of Christian Symbols: <i>(please note that only Christian symbols may be placed on the coffin; other symbols may be placed on a table nearby)</i>	<input type="checkbox"/> Lighting of Paschal Candle by _____ <input type="checkbox"/> Sprinkling with Holy Water by Priest <input type="checkbox"/> Placing of the Pall by _____ <input type="checkbox"/> Placing of the Scriptures by _____ <input type="checkbox"/> Placing of the Cross by _____ <input type="checkbox"/> by _____ <input type="checkbox"/> by _____

LITURGY OF THE WORD	
First Reading:	by _____
Responsorial Psalm: o Read o Sung	by _____
Second Reading: <i>(optional)</i>	by _____
Gospel Acclamation:	<input type="checkbox"/> Sung
Gospel:	
General Intercessions:	<i>(make notes on opposite page of any changes to petitions)</i>
Number	Part _____ by _____
Number	Part _____ by _____
Number	Part _____ by _____
Number	Part _____ by _____
Number	Part _____ by _____
Number	Part _____ by _____

LITURGY OF THE EUCHARIST (FOR FULL MASS ONLY)	
Procession of Gifts	Names: _____
Hymn - Offertory	
Hymn - During Communion	
Hymn - Thanksgiving <i>(optional after Communion)</i>	

FINAL COMMENDATION

RSL Service <i>(if applicable)</i>	To be led by:
Hymn - Recessional	
Pall Bearers	

OTHER REQUESTS:

(Please do not confirm until you have spoken with the person who will be presiding)

NOTES:

Please make note of colours/decoration (flowers etc) for booklet and the placement of photos

CONTACT DETAILS

Parish Secretary Erica Janssen

Email singleton.branxton@mn.catholic.org.au

Phone 02 5507 4048

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Presbytery 02 6578 9650

02 6578 9651

Caring Team

Name & Contact No.
