

WELL DONE, GOOD AND FAITHFUL SERVANT

ADVANCE DIRECTIVES REGARDING THE FUNERAL OF A PRIEST



Diocese of Lansing

May 2008

ABOUT THIS DOCUMENT

- 1) Please send a copy of pages 1-8 to the
Bishop's Office, 300 West Ottawa, Lansing, MI 48933
- 2) Attach a copy of your will and durable power of attorney.
- 3) Keep a copy of this entire document for yourself.
Use pages 13 and 14 for your personal planning.
- 4) It would be to your advantage to send a copy of this entire
document to your heirs and/or personal representative.

BIOGRAPHICAL INFORMATION

Name: _____

Today's Date: _____

Date of Birth _____ City _____ State _____

	Living	Deceased
Father _____	<input type="checkbox"/>	<input type="checkbox"/>
Mother _____	<input type="checkbox"/>	<input type="checkbox"/>
Siblings		
1) _____	<input type="checkbox"/>	<input type="checkbox"/>
2) _____	<input type="checkbox"/>	<input type="checkbox"/>
3) _____	<input type="checkbox"/>	<input type="checkbox"/>
4) _____	<input type="checkbox"/>	<input type="checkbox"/>
5) _____	<input type="checkbox"/>	<input type="checkbox"/>

Attach a page with additional names, if necessary.

(If a naturalized citizen) My U.S. citizenship papers are located _____

List names, addresses, and phone numbers of the three persons most likely to be concerned about your needs and wishes.

1. Name _____
Address _____
Phone _____
2. Name _____
Address _____
Phone _____
3. Name _____
Address _____
Phone _____

NOTE:

Expenses for the funeral are the responsibility of the priest or his estate.
The Diocese of Lansing has the right to secure the living quarters
and offices of a deceased priest.

PERSONAL RECORDS

The following inventory of personal records is important to all parts of your retirement planning. You will find it useful in looking at what you have, determining what you may need, doing estate planning and providing needed information to those who will be responsible for your affairs when you die or become unable to handle your own affairs.

BENEFIT RECORDS

I am presently a priest at _____
Address _____ City _____
Telephone number _____ Date of Assignment _____

I am eligible under:

_____ Pension plan for the following benefits _____
_____ Social Security for the following benefits _____
_____ Medical benefits and for the following benefits after retirement: _____
_____ Group life insurance for the following benefits after retirement: _____

My Social Security number is _____ \ _____ \ _____

Social Security Card is located _____

I have participated in Social Security covered employment since _____

LAST WILL AND TESTAMENT

Original copy is located at _____ Dated: _____

Location of codicil _____ Dated: _____

Attorney who drew the will _____

Address _____ City _____ State _____ Zip: _____

Attorney' Phone _____ Attorney's Fax _____

A copy of my will has been sent to the diocese No Yes Date sent: _____

My personal representative is _____

Address _____ Phone _____

PREPARATION OF THE FUNERAL RITES

Name _____

Contact Person _____ Phone _____

Funeral Home _____ Phone _____

Cemetery _____ City _____ Phone _____ Burial Plot # _____

Memorial Contributions _____

Number of Days of Visitation _____ Casket to be Opened _____ Closed _____

Cremation prior to burial Yes No

My body is to be donated to science Yes No

TRANSFER OF THE BODY TO CHURCH

Name of Church _____ Location _____

Presider _____

Invitation

Scripture Verse _____

Litany

Lord's Prayer

Concluding Prayer A B C Other

Silent Prayer

Invitation to the Procession

Procession to the Church Psalm 122 , other _____

 Psalm 122

 Other

OR Vigil for the Deceased with Reception of the Body (OCF, nos. 82-97)

VIGIL SERVICE

Presider _____

Location _____

Words of Remembrance _____

FUNERAL LITURGY WITHIN MASS

Location _____

If Bishop is unavailable, my preference for principal celebrant and homilist are:

Principal Celebrant _____

Homilist _____

Major Concelebrants _____

Music Minister _____

Placing of the Pall _____

Placing of Christian Symbols _____

Reader #1 _____ Reader # 2 _____

General Intercessions _____

Gift Bearers _____

Eucharistic Ministers (Priests and deacon) _____

Words of Remembrance _____

Ministers of Hospitality (usually provided by the parish) _____

Pall Bearers (major concelebrants unless otherwise noted) _____

RITE OF COMMITTAL

Location: _____

FOR PARISH USE ONLY		
Transfer of the Body	Date _____	Time _____
Vigil Service	Date _____	Time _____
Funeral Mass	Date _____	Time _____
Committal	Date _____	Time _____

PREPARATION OF THE VIGIL SERVICE

INTRODUCTORY RITES

Greeting	A B C D	Presider
Opening Song	-----	Assembly
Invitation to Prayer		Presider
Opening Prayer	OCF no. 398, option 17, 18, or 19	Presider

LITURGY OF THE WORD

Reading

Responsorial Psalm

Gospel

Homily

PRAYERS OF INTERCESSION

Litany		Presider & __
The Lord's Prayer	Invitation A B C	Presider
Remarks		-----
Concluding Prayer	A B	Presider

CONCLUDING RITE

Blessing

PREPARATION OF THE FUNERAL MASS
--

INTRODUCTORY RITES

Assigned to:

Greeting	A	B	C	D	Presider
Sprinkling with Holy Water					
Placing of the Pall					-----
Entrance Song/ Procession					-----
Placing of Christian Symbols	yes	no			-----
Opening Prayer	OCF no. 398, option 17, 18, or 19				Presider

LITURGY OF THE WORD

First Reading	-----	-----
Responsorial Psalm	-----	-----
Setting	-----	
Second Reading	-----	-----
Gospel Acclamation	-----	
Gospel	-----	-----
Homily		-----
General Intercessions	OCF 167, 401, or other	

LITURGY OF THE EUCHARIST

Preparation of the Gifts and the Altar		
Presentation Hymn	-----	Assembly
Prayer Over the Gifts		

Eucharistic Prayer

Preface 77 78 79 80 81

Eucharistic Prayer II III

Acclamations -----

Communion Rite

Lord's Prayer ----- recited ----- chanted Assembly

Sign of Peace

Lamb of God ----- Assembly

Communion Hymn(s) ----- Assembly

Prayer After Communion

FINAL COMMENDATION

Invitation to Prayer A B

Silent Prayer

Signs of Farewell Holy Water ----- Incense -----

Song of Farewell ----- Assembly

Prayer of Commendation A B

PROCESSION TO THE PLACE OF COMMITTAL

Salve Regina Sung by the Presbyterate

Closing Hymn ----- In Paradisum Assembly

----- Psalm 118, 42. 93, 25, 119
Setting: -----
----- Other -----

PREPARATION OF THE RITE OF COMMITTAL

Invitation		Presider
Scripture Verse	<input type="checkbox"/> Matt 25:34 <input type="checkbox"/> John 6:39 <input type="checkbox"/> Philippians 3:20 <input type="checkbox"/> Revelation 1:5-6 <input type="checkbox"/> Other	_____
Prayer Over the Place of Committal	<input type="checkbox"/> A (to be blessed) <input type="checkbox"/> B (already blessed) <input type="checkbox"/> C (final committal later) <input type="checkbox"/> Other _____(OCF 405)	Presider
Committal	A B Other _____	Presider
Intercessions	A B Other _____	Presider/ All
The Lord's Prayer		All
Concluding Prayer	A B Other _____	Presider

Upon the Death of a Priest

- The regional vicar, pastor, other priest, or other responsible person has the obligation to notify the chancery immediately. The precise time, date, and place of death should be furnished so that the chancery records are complete.
- The regional vicar or his delegate should see to it that the quarters of the deceased priest are not available to the unauthorized. Even family members should not be given permission to take anything from the quarters, since only the executor of the estate would have this authority. If there is any question in this regard, please consult the chancery.
- The chancery, after consultation with the bishop, family, and parish, will determine the date, hour, and location of the funeral.
- The chancery will send notices to every priest and parish.
- The priest in charge of arrangements should render every courtesy to the immediate family of the deceased and try to oblige their reasonable requests. It is usual that they will choose the casket and funeral home (bearing in mind the directives found in the deceased's file).
- Special attention should be given to any last will and testament that may be available and the directives it contains.
- The contents of this workbook, *Well Done, Good and Faithful Servant*, should contain the deceased priest's wishes regarding the funeral home, the funeral rites, and burial plots. If a plot has not been provided for, there is usually one available in a Catholic cemetery within the diocese.
- Each incardinated priest will offer one Mass, without stipend, when an incardinated priest, a religious priest or an extern priest serving in the diocese, passes to eternal life. Each parish will schedule one Mass when an incardinated deacon passes to eternal life. There will be no stipend for this Mass. These Masses are to be celebrated within one year of the death of the priest or deacon (Policy 1004.1, dated February 7, 2007).
- A recent picture of the deceased priest should be procured from the parish files or from the diocesan Department of Communications (517-342-2475) and e-mailed to the Office of Worship. A brief biographical sketch and a list of survivors should be sent to the Department of Communications who will notify local newspapers.
- The cost of obituaries, funeral, and burial are the responsibility of the priest's estate.

At the Parish

- Memorial cards should be obtained in sufficient number to distribute to people attending the Vigil for the Deceased, the Transfer of the Body to the Church, and the Funeral Mass. These cards are usually provided by the funeral home.
- Donations may be made for Masses or for charitable contributions. A complete record, with the names and addresses of donors, should be kept.

- The Office of Worship (517-342-2480) will supply a worship aid for the Funeral Mass. The parish liturgist and music minister should consult with the Office of Worship on liturgical protocols and music selections.
- Worship aids for the Transfer of the Body and the Vigil are the responsibility of the parish.
- The priest in charge should make arrangements for parking. It is usual to try and make special provisions for parking for bishops and priests. It is also helpful to have greeters around the parish grounds to direct visitors.
- The parish should also arrange for a luncheon for the family, clergy, and other mourners following the Funeral and the Rite of Committal.
- The draping of the church is no longer practiced.

The Funeral Rites

- The Rite of Reception of the Body at the Church, the Vigil for the Deceased, the Funeral Liturgy, and the Rite of Committal are to be celebrated according to the Order of Christian Funerals (1989). Distinct prayers for a priest's funeral (including the Opening Prayer, litany, and intercessions) are provided in the OCF and cited on the enclosed planning sheets.
- Priests are laid out vested in alb, white stole, and white chasuble. The vestments are provided by the parish or agency. A small crucifix or rosary may be placed in his hands.
- In advance of the transfer of the body to the church, a small table may be placed near the bier, prepared with the symbols of his priestly office. These may include the Liturgy of the Hours, a chalice, paten, and Scripture.
- The paschal candle is placed at the side of the bier nearest the altar.
- The body may be reposed at the funeral home and then transferred to lie in state at the church. Please see OCF nos. 119-127. The presider should be the bishop, regional vicar, or another priest. It may also be appropriate to celebrate Evening Prayer or Morning Prayer (depending in the time of transfer) from the Office for the Dead. Arrangements should be made for an honor guard to be present.
- The Vigil for the Deceased (OCF nos. 54 to 97) should take place in the church the night before the funeral Mass.
- The body may lie in state in the gathering space. If the casket is placed in the church near the sanctuary, the casket is placed so that the feet are nearest the people and the head is nearest the altar. This reflects the posture the priest assumed in life, leading the assembly and facing his flock.

Requisites for Mass

- It is helpful for a sacristan to be in attendance.
- Prepare white vestments for the bishop and as many chasubles as possible for the concelebrants. There are thirteen sets of white vestments available at St. Mary Cathedral. The parish is to obtain and return them (517-484-5332). All concelebrants will bring their alb and white stole.
- Servers are to be dressed in white albs, according to diocesan guidelines.
- Other requisites:
 - Aspersorium or aspergillum
 - Thurible with incense boat and charcoal
 - White altar cloth
 - Candles near altar and ambo
 - Paschal Candle near casket
 - Sacramentary (marked with ribbons)
 - Lectionary (marked with ribbons)
 - Chalice and Communion cups
 - Purificators
 - Ciboria
 - Bread, including large host
 - Wine in flagon(s)
 - Corporal
 - Finger towel
 - Pitcher and basin for washing hands
 - Processional cross and stand
 - Proper number of chairs for concelebrants. Pews may also be reserved near the sanctuary.
 - Lavalier microphones and other microphones at ambo, altar, and cantor stand
- Concelebrants
 - Assign individual parts of the Eucharistic Prayer. Please note embolisms for the dead in Eucharistic Prayer II or III.
 - If a deacon is not present, a concelebrant will proclaim the gospel.
 - Priests may be assigned to assist in the breaking of the bread.
 - Communion stations should be assigned and noted. Two ministers of the Blood of Christ should be assigned for each minister of the Body of Christ.
 - The Order of the Presbyterate will sing the Salve Regina before the Closing Hymn.
- Liturgical Ministers
 - Deacon (if available)
 - Master of Ceremonies
 - Two Lectors
 - 4 to 7 Servers (duties include cross bearer, two candle bearers, holy water bearer, thurifer, book bearer, miter and crozier bearer)
 - Director of Music
 - Cantor
 - Other Music Ministers
 - Gift Bearers
 - Ushers and Greeters

Order of Procession

Thurifer
Cross Bearer
Two Candle Bearers
Readers
Deacon with the Book of the Gospels
Concelebrants
Bishop
Casket and Pall Bearers
Family

Introductory Rites

- Before the procession begins, the casket will be closed by the funeral director.
- If this has not already taken place with the Rite of Reception of the Body at the Church, the casket is sprinkled with holy water and the casket is draped with the pall. Priest or family members may assist with the placing of the pall.
- During the Opening Hymn, the procession moves toward the front of the church. Each concelebrant will kiss the altar, then go to his assigned seat.
- Christian symbols may be placed atop the pall once the casket has reached the front of the church.
- The Introductory Rites of the Mass are eliminated and the Opening Prayer follows.

Liturgy of the Word

- The homilist will be the bishop unless a homilist was chosen by the deceased and this choice was previously approved by the bishop.

Procession to the Place of Committal

- The order of recession is the same as noted above.
- All concelebrants bow simultaneously when the bishop (and deacon) reverence the altar.

*God of mercy and love,
grant to your servant and priest a glorious place at your heavenly table,
for you made him here on earth a faithful minister of your word and sacrament.
We ask this through Christ our Lord. Amen.
- Order of Christian Funerals (398.8.17)*

SAFETY DEPOSIT BOX

I have a safety deposit box at _____

Keys are located _____

These persons have access to the safety deposit box:

Name _____ Phone: _____

Name _____ Phone: _____

Name _____ Phone: _____

ASSETS

I have bank accounts at (Indicate the type of account - checking, savings, etc.)

Passbooks/paper work and checkbooks are located _____

I have stock and other security certificates located at _____

Personally owned life insurance:

Kind of policy	Insurance Company	Location of Policy
_____	_____	_____
_____	_____	_____

Annuities: (Please note if tax sheltered)

Kind of Annuity	Company	Location of Document
_____	_____	_____
_____	_____	_____

DETACH THIS PAGE. IT IS PROVIDED FOR YOUR USE ONLY.

Real Estate	(Please indicate whether investment or rental)
Kind	Location
-----	-----
-----	-----

Documents pertaining to real estate located _____

Personal Property

Automobile certificate of title located _____

Complete list of household furnishings located _____

Other valuables, such as coins, stamps, collectibles, located _____

LIABILITIES

Mortgage description and amount _____

Installment loan and purpose _____

Other loans _____

PERSONAL ADVISORS

Name, Address, Phone:

Legal _____

Financial _____

Insurance _____

Executor _____

Other _____

I have a living trust Yes No