

**Preparation Sheet for Funerals at which the Bishop Presides or Assists**

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **PLACE:** \_\_\_\_\_

**Funeral for:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Work number:** \_\_\_\_\_ **Home number:** \_\_\_\_\_

**DETAILS:**

Are there participation booklets?       yes    no

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? \_\_\_\_\_

Will there be a meal/reception after the funeral? \_\_\_\_\_ Where? \_\_\_\_\_

*Please let us know if the reception or meal is not at the church site.*

Will the bishop be going to the Rite of Committal?       Yes    No

    If so, will he be presiding?                               Yes    No

    Where is the Committal? \_\_\_\_\_

Usual travel time from Davenport: \_\_\_\_\_ Where is the bishop to park? \_\_\_\_\_ (reserved space)

**NOTES:**

**MINISTERS:**

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: \_\_\_\_\_

Psalmist / Cantor: \_\_\_\_\_

Choir: \_\_\_\_\_

Server(s) / Acolyte(s)

Thurifer: \_\_\_\_\_

Boat: \_\_\_\_\_

Cross-bearer: \_\_\_\_\_

Book-bearer (hold Missal for bishop): \_\_\_\_\_

Candle-bearers: \_\_\_\_\_

\_\_\_\_\_

Crosier-bearer: \_\_\_\_\_

Miter-bearer: \_\_\_\_\_

Server(s) assisting at the Altar: \_\_\_\_\_

Master of Ceremonies (assigned by diocese; the MC does not assist with communion): \_\_\_\_\_

Pallbearers: \_\_\_\_\_

Gifts: \_\_\_\_\_

EMHCs (only if not enough priests/deacons): \_\_\_\_\_

*Please check if communion will be distributed under one species only (Hosts alone):*

**Additional Notes Regarding Bishop in Choir:**

*If he is not the main celebrant, the Bishop wears choir dress.*

*An alb, stole, and cope—and his miter and crosier—are prepared in the sacristy.*

*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 comes at the end of the procession. 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 (with kneeler) in the sanctuary. If he is being assisted by priest-chaplain(s), deacon(s), or an MC, additional chairs are provided as needed. A stole should be placed at the chair for the bishop to wear during communion. During the Eucharistic Prayer, he kneels for the epiclesis. Communion is brought to the Bishop at his chair. He does not assist with the distribution of Communion.*

*If he is to preside over the Rite of Commendation, during communion he changes into alb and cope. He then presides over the rites after the Prayer After Communion.*

**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 (by: \_\_\_\_\_)  Omit

Entrance Procession: ( check here if procession is before reception instead)

Hymn: \_\_\_\_\_

Order of Procession (check those who will be present):

- 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) (#\_\_\_\_\_)*
- crosier-bearer*  *miter-bearer*
- server who assists with the book*

*The coffin comes next in the procession, followed by the mourners.*

- Bow to the altar **OR**  Genuflect to Tabernacle in Sanctuary

Placing of Christian Symbols:  Yes  Omit

If yes, person placing item(s): \_\_\_\_\_  
 Item(s):  Bible/Book of the Gospels  Cross/Crucifix

- In silence  Text from #400:  1  2  3  
 Other: \_\_\_\_\_

Incense Altar:  yes  no

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)

*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.*

*Additional groups (e.g. Knights of Columbus, banner-bearers) precede the thurifer, who waits for them to be in place before proceeding.*

**LITURGY OF THE WORD** (*From Volume IV; please give the scripture citations and the lectionary numbers*)

**Readings:** 1<sup>st</sup> Reading: \_\_\_\_\_ Responsorial Psalm: \_\_\_\_\_  
 2<sup>nd</sup> Reading: \_\_\_\_\_ Gospel Acclamation: \_\_\_\_\_  
 Gospel: \_\_\_\_\_ Incense:  yes  no

**Homily:** Preacher, if not the bishop: \_\_\_\_\_

**General Intercessions:** Intro / conclusion will be prepared by the celebrant or taken from the ritual text  
 Petitions by:  deacon (preferred)  other: \_\_\_\_\_

**THE LITURGY OF THE EUCHARIST** **Mass Setting:** \_\_\_\_\_

**Preparation of the Gifts & Altar**

Hymn: \_\_\_\_\_ Incense:  yes  no

Prayer over Gifts (from Missal):  
 Same as Collect  Other: \_\_\_\_\_

**The Eucharistic Prayer**

Preface for the Dead:  I  II  III  IV  V

*Sanctus:*  sung (preferred)  spoken

Eucharistic Prayer:  I  II  III (*note interpolations in II and III*)

Memorial Acclamation  sung (preferred)  spoken  
 We proclaim your death...  When we eat...  Save us, Savior...

Great Amen  sung (preferred)  spoken

**The Preparation for Communion**

Lord's Prayer:  sung (setting: \_\_\_\_\_)  spoken

*Agnus Dei:*  sung (preferred)  spoken

**The Communion Rite**

Communion Hymn: \_\_\_\_\_ Hymn after Communion or Silence: \_\_\_\_\_

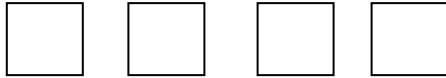
*Please bring the lavabo to the bishop after he returns to the chair.*

Prayer after Communion (from Missal):  
 Same as Collect  Other: \_\_\_\_\_

**Communion Stations (diagram):**

*Please modify the diagram according to the worship space by clicking on a box and resizing or deleting.*

Stations:



**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

Silence

Signs of Farewell:  Incense  Holy Water  Omit

Song of Farewell: \_\_\_\_\_ ( check here if being done during incensing/sprinkling)

Prayer of Commendation:  A  B

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

**Concluding Rite**

Dismissal (by the deacon, if present)

Hymn/Psalm with Antiphon: \_\_\_\_\_

Procession: ministers, clergy, coffin, mourners.