

Planning 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 an MC or deacon, a second chair is provided. 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

Opening Prayer

From *Order of Christian Funerals*: A B C D From #398: _____
OR

From Missal (Sacramentary): A1 A2 B C (Easter) D
 Other: _____

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: 1st Reading: _____ Responsorial Psalm: _____
 2nd 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):

A B C (Easter) D Other: _____

The Eucharistic Prayer

Preface of Christian Death: 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

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: _____

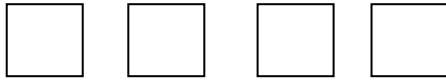
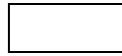
Please bring the lavabo to the bishop after he returns to the chair.

Prayer after Communion (from Missal):

A B C (Easter) D Other: _____

Communion Stations (diagram):

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.