

Funeral Guidelines

These guidelines have been prepared for the purpose of assisting the Funeral Directors in helping families from St. Joseph Parish to coordinate a funeral celebration for a loved one who has died.

1. As a community, we believe that a person's dignity deserves the time and attention necessary to support a person's family in a time of grief. In order to respond adequately to a family's needs only one funeral per day is possible.
2. The date and time of a funeral involves three key person(s) or organization(s)
 - a. The family of the person who has died;
 - b. The funeral director, funeral home
 - c. The pastor, and the church.

All these parties deserve equal consideration when determining a date and time of the funeral. Since the funeral director and pastor have other commitments to coordinate, a funeral date and time **MUST** be determined by their calendars. Rather than ask a family when they might like the funeral, the family ought to be informed that a funeral date and time will be determined by the availability of the funeral director and church.

3. The wake may occur on the day of the funeral in the Gathering Space of the church provided the church space is not rented to the Diocese of LaCrosse or parish organization/event.
4. In the absence of the pastor, the Administrative Assistant will have the name of the priest who has been contacted to cover funerals. The funeral director will be able to call and arrange the funeral according to this priest's schedule. In the event that the pastor is absent for only one or two days, the planning of the funeral will have to wait for the pastor's return.
5. When possible the pastor will be available for a rosary or bible service at the wake. When the pastor is not available, a Leader of Prayer will be contacted to lead a Bible Service or Rosary.
6. The music ministry for funerals is coordinated by the Deacon. Resurrection Choir is contacted by Lucy Ksionsk 715-341-0379. Other options maybe available upon request.
7. The luncheon is coordinated by Aggie Kobishop, 715-344-2276, if the family desires the luncheon to be at St. Joseph.
8. To help plan the funeral celebration, the deacon would like to have a meeting arranged with the funeral director and family or with the family. Sometimes the deacon may be available when the director meets to set the details of the funeral. In other situations, the deacon will need a separate meeting based on his schedule. Please assist the pastor with this meeting by encouraging the family to contact the church.
9. Musician Fee at St. Joseph Parish is \$75 for funerals. An additional donation for the choir is appreciated, but not expected.
10. Suggested stipend for the church is \$50 and celebrant is \$100