

## Funeral Procedures

1. Family notifies Funeral Director of death.
2. Funeral Director calls Parish Office and speaks to Administrative Assistant about possible date and time of funeral and availability of the Parish Center if a meal is needed.
3. The Administrative Assistant checks Father's calendar for availability and also telephones him to inform him of the death and confirm the date.
4. The Administrative Assistant contacts the Funeral Director with date/time and asks the Deacon be notified of the pending funeral and given any contact information.
5. Funeral Director meets with the family and tells them that the Deacon will contact them to help with planning the Mass. The Funeral Director makes the first contact with the parish funeral cooks if a meal is planned at the parish. The funeral home also discusses parish fees with the family.
6. After the family meets with the Funeral Director, the Deacon contacts them to help prepare the Funeral Mass. This can be done by setting up a meeting with the family or through email if the family chooses. He uses the Funeral Planning form to record the decisions of the family.
7. The deacon forwards the Funeral Planning Form to the Administrative Assistant with a copy to the Pastoral Minister.
8. The deacon notifies the school and the custodian of the funeral. He contacts the Grief Ministry monthly representative and calls the Leader of Prayer if needed for a vigil Rosary of Prayer Service.
9. The deacon arranges for Mass altar servers.
10. Administrative Assistant places Funeral Planning Form along with chosen readings in the sacristy prior to the funeral.
11. If no Funeral Director is used by the family, the deacon acts as the director.