

Check List for Bereavement Ministry

(April 15, 2007)

Step I: Call comes to the parish and you are contacted.

Call bereaved as soon as possible:

- Expression of sympathy and support on behalf of the parish.
- Assurance that we will be with them each step of the way to provide a service that honors their loved one and the faith we share.
- Set up an appointment with them as soon as possible to go over their options.
- Caution that family members from out of town should wait until arrangements are set before booking airline flights
- *Explain that the Mortuary and parish need 5 working days to adequately prepare for the funeral. (Cremation takes at least that long).*
- *Check if deceased previously requested cremation. If so, no need to use mortuary services. Can call cremation services who will pick up the loved one's body for cremation, etc.*
- Call another team member to meet with the family.

Step II: 1st Meeting with the Family

Explain our desire to provide a special and personalized service **which takes time** (show booklet, talk about reception options).

- Set date with an option or two (explain you will need to verify with priest and church secretary for church/reception availability).
- Go over work sheets
 - Participants in the Mass do not have to be practicing Catholics
 - If possible, one person should only do one thing in the Mass
 - Deacon, Sr. Maureen &/or family member can do Vigil &/or Burial
 - Any reading from the Bible is acceptable but normally, we need to use the Diocesan approved translations. First reading should be from the Old Testament, but not the Psalms), 2nd reading from New Testament but not the Gospels, then a Gospel.
 - Try to provide copies of readings to the readers ahead of time.
Encourage them to read aloud several times before the event.
 - Set a time to pick up work sheets.
- Ask if they would like death and arrangements announced at Mass (if there is a weekend in between death and services). *Encourage: In the obituary, contact the parish for directions; (760) 758-4100 or www.stmoside.org. (Do NOT use mapquest or other web sources)*

Step III: Interim Time

- Check time with priest, verify space availability with Karen Oshinski and confirm with the family.
- Send out group e-mail to heads of all committees to include:
 1. Date and time of service, upper or lower level
 2. Type of service
 3. If body or cremains will be present
 4. Information on reception
 5. Number of people expected
 6. Number of booklets needed—including some to send to relatives and friends not in attendance.
 7. Names of Funeral Ministers in charge of this funeral.
- *Secure a kitchen coordinator if reception is on site. She will call for a kitchen crew and the “callers” to secure food donations.*
- Call Elaine Cassidy who does not have e-mail: 724-1231 (who will call altar servers).
- Call Stella Leue 726-3869 or Wendy McCarthy 758-3226 who will deliver a card, meat & cheese tray, rolls from the parish community to the family usually the night before the services. *Back up: Vera Bayless 739-9061.*
- Fill out a **Funeral Information sheet** (first sheet of 4) and give to Karen Oshinski ASAP for calls that will begin coming in to the parish. *(Karen will automatically prepare the Mass card, Rosemary card and Mass announcement). But if the death occurs after the office closes on Friday, you need to write it in the announcements.*
- Call Ushers and Greeters.(Bev gets the Euch. Min.)

Step IV: 2nd Meeting with the Family

- Review all paper work—be sure spelling of names are clear.
- Set time for delivery or pick up of Guest book and Memory Table items **the day before the service.**

Step V: Other Preparations

- Prepare info for key people;
 1. **All 4 sheets plus copies of readings (copy from white book or type other source if family chooses a different readings)**
 - Priest
 - Music Coordinator
 - Lorraine (does booklet and calls collators—watch your e-mail. She will send you a copy of the service to review prior to printing. Check names carefully and other info.)
 - Yourself and your partner
 - Sr. Maureen for the files

2. Give updated **Funeral Information Sheet** to Karen Oshinski and Natalie. (Give Natalie her copy after the Service, circle the names of all persons who presided at Mass, Vigil and Burial. She sends the stipends to them.)
 3. E-mail or call Joe about set up needed for Service & reception
Ask for Paschal Candle to be moved to area for service (upper or lower level)
- Using the Personal Information Sheet, prepare the **General Intercessions**.
 - Touch base with Reception Coordinator to be sure we are all on the same page!

Part VI: The day before the services, it will really help if you set out on a cart:

- **Sympathy basket and card.**
- **Tablecloths** for memory table and small table.
- **Lectionary** called **Ritual/Votive/Commons**—contains funeral readings
- **Intercessory Prayers** put in white folders—located in Douglas’ office
- **Reserve signs**—*located in Sr. M’s top right drawer on the left in front of file.*
- Be sure **Memory Table items** are here.
- **Cremains table** if needed—located in Douglas’ office.

Step VII: Day of Service: Arrive two hours before the service.

- Set up:
 - **Memory Table**
 - **Small Table in front**
 - **Paschal Candle**
 - **Mark readings**
 - **General Intercessions Binders**
 - *Table in the back if needed for cremains*
- Practice Family Members: (Divide responsibilities between you)
 - One team member: **Placing of Pall**
Placing of Christian Symbols
Entrance procession
Offertory Procession
 - Other team member: **Two Readers**
Reader for General Intercessions
Person giving Remarks of Remembrance

Step VIII: After Service

- Parish check goes to Natalie, music checks to Douglas. (*Mark Funeral Info sheet on bottom: “pd” for Parish; “pd” for music.* If family has not given you the checks, give them a few days and then call.
- *List the names of ushers and greeters on the Funeral Info sheet.*
- Please devise your own record keeping to pay a visit at the one month anniversary. *Let them know that their loved one will be remembered at Mass that day or closest Mass to that date. If possible, look ahead and invite them to the daily Mass. (Check with Shirley Kudsia for the exact date when the intercession will be read—shifts according to the day of the week/Mass schedule.)* I recommend that you bring them any of the booklets we have that would be pertinent to their situation and the booklet called: ***I Will Trust God.***
- Mark your calendar at the one year anniversary to send a card if they live at a distance or bring the Rosemary Card and plant to next of kin. Personal Rosemary Cards are in the file with their information sheets.

Go home, put your feet up, have a glass of wine and thank God for helping us minister to this family at this sacred time!