



## **Guidelines to Assist in the planning of a Funeral San Rafael Parish**

Dear Friends:

Please accept our sincerest condolences and promise of prayer at this very difficult time of the loss of your loved one. Although death is natural and anticipated it is never easy to accept even when expected. Our faith in Jesus Christ and His promise of resurrection and eternal life (John 6:40; John 6:51; John 11:25-26) certainly makes the grief easier to bear. We Christians are, after all, a people of hope and our membership in the communion of saints helps bear us up in this sad time.

San Rafael Parish is currently served by two priests; the Pastor – Fr. Jay Bananal, and the Associate Pastor, Fr. Niranjan “Niru” Kanmury - and a Pastoral Associate, Deacon Bob Holgren.

It is the usual practice of San Rafael Parish to accommodate our families’ requests for funerals as best we can. However, this is not always possible. When a family comes to us for assistance in planning a funeral, we will offer some preliminary assistance. However, no dates or times can be finalized for a funeral Mass without coordinating with a local mortuary. This simply assures that there is no conflict in schedules which makes the funeral planning easier on everyone. One of our parish secretaries is usually the first contact you will make with us. In the event that a priest or deacon is not immediately available to talk with you on the phone the secretary will take all pertinent, preliminary information and forward it to the clergy who will be coordinating all funeral efforts. When you go to the funeral home to make arrangements, the counselor will most likely call the parish while you are there to coordinate the date and time for the funeral. If cremation is planned and no funeral home is employed, then the family can make the necessary day and time arrangements directly with the parish.

**VIGIL SERVICE:** We are happy to provide a Vigil Service for the deceased the evening before the funeral for the friends and relatives of the deceased who are not able to attend the funeral. The Vigil Service is that which is found in the *Rite of Christian Funerals* of the Roman Catholic Church which consists of prayers and readings from the Scriptures. If a family wishes to recite the rosary, this can be done before or after the scheduled Vigil Service. However, the priest or deacon does not stay for the recitation of the rosary. We do not recite the rosary, or a few decades of it, immediately prior to the Funeral Mass. The Vigil Service, though usually held in the mortuary chapel, may also be held in the parish church, depending on family wishes, estimated size of the crowd and church availability. If a simple viewing is requested it may be accommodated in the Blessed Sacrament chapel of the church 30-45 minutes prior to the funeral.

**MUSIC:** San Rafael Parish is pleased to provide three options for music at funerals:

1. Solo pianist/organist
2. Cantor + pianist/organist
3. Or the Resurrection Choir + cantor and organist

**The “Resurrection Choir”** is composed of parishioners who make it their ministry to sing at funerals if so requested. Resurrection Choir requests will be sent to our Director of Music Ministry for approval. Our parish provides a list of suggested hymns for the funeral. No music other than that approved by the parish is played before, during or after the Mass in the church (i.e., popular songs, current hits, sentimental favorites). It is more appropriate to play such music at a reception following the funeral. Music options and hymn selections must be turned in to the parish within two working days after meeting with the clergy. When requesting music for the funeral service, the following guidelines are followed:

- A stipend of \$200.00 for the organist/pianist.
- A stipend of \$150.00 for the cantor (with or without the choir).
- Organist and cantor stipends are to be added to the amount due to the parish and must be paid no later than three days before the funeral. A check for the total amount due made payable to “San Rafael Parish” may be left with the parish office.
- No other organist/pianist, other than our parish musicians, is permitted to play music for the funeral.

**FUNERAL PALLS:** At a funeral we always use the **Funeral Pall** (a white covering) to cover the casket, which is placed on the casket at the entrance of the church. To facilitate this, flowers or home-made coverings are removed prior to the funeral and replaced before the casket is placed in the hearse. In cases where the American Flag is used to cover the casket of a veteran, the flag is to be taken off before the pall is placed at the beginning of the funeral. At completion of the funeral the pall is removed at the door of the church just prior to taking the casket to the hearse.

**EULOGY:** A eulogy is oftentimes requested at a funeral. The appropriate time for sharing of thoughts and memories is at the Vigil Service the evening before, not at the Funeral Mass. **If there is no Vigil Service, a brief eulogy may be delivered prior to the funeral.** ONE person may speak NO LONGER than ten minutes prior to the beginning of Mass. For example, if the funeral is scheduled for 10:00 a.m., the eulogy begins at 10:00 a.m. and lasts no more than ten minutes. Mass then begins promptly at 10:10 a.m. Not only does this help those attending the funeral to have a deeper appreciation for the deceased, but years of experience have proven that this is the most sensitive and sympathetic way to provide a lasting remembrance for all present. Furthermore, it provides a more intimate connection with the deceased for those present and helps them in their prayer during Mass. Again, memories and thoughts of the deceased are to be shared at the Vigil Service or, in the absence of the Vigil Service, by one person for no more than ten minutes prior to the start of the Mass.

In **composing a eulogy**, it is essential to have it written down and be no longer than one page. To rely on spur of the moment thoughts and stories usually leads to being “tongue-tied” and disconnected comments. When delivering a eulogy, please talk about one or more of the following:

- The Christian life and witness of the deceased;
- How this person lived out his/her commitment to Christ and the Church;
- The deceased’s fidelity to God, family, Church and, if a veteran, to the nation;
- One lesson those gathered for the funeral can learn from the life of the deceased.

The written eulogy must be reviewed and approved by the presiding priest at least one day prior to the funeral in order to be included as part of the funeral.

**READINGS:** Our lives as a people are governed by the Word of God. Consequently, **the Sacred Scriptures** are proclaimed during the Funeral Mass and cannot be substituted by poems, readings or reflections from other religions or secular sources. As is customary, an Old Testament, Psalm Response, New Testament and Gospel Reading are proclaimed. Normally a recited Responsorial

Psalm is replaced by a sung response led by the choir. A list of suggested Scripture readings is attached. Family members or friends *who are practicing Roman Catholics* are welcome to be lectors at the funeral. Only the deacon or the priest proclaims the Gospel and preaches the homily. The list of acceptable scripture readings is attached. Please choose one Old Testament Reading and one New Testament Reading. The priest will select the gospel. Reading selections must be turned in to the parish within two working days after meeting with the clergy.

**FLOWERS:** It is customary for family, relatives and friends to send flowers to the bereaved as a token of respect and sympathy. If the flowers are sent to the mortuary, the Funeral Directors will bring the flowers to the church for the funeral. After the funeral they will take the flowers to the cemetery for the graveside services. If the family wishes, one or two arrangements may be left in the church except during Lent when the church is usually devoid of flowers of any kind. Other than the one or two arrangements left behind, all other flowers are taken to the cemetery. Our recommended florist is **Paul Lopez (760.716.1188)**. Flowers are to be placed in the vestibule of the church and not around the altar so as not to obscure the altar during the Mass.

**STIPEND:** The stipend for the church for a funeral is \$350.00, and is a separate stipend from that given to the musicians. This money is offered as a gift to the parish at the time of a funeral to continue its ministry to the community. It is a great help to us if the funeral home makes the financial arrangements with the families. However, if a funeral home is not employed, the stipend for the church (including any additional fees for the musicians) should be given to the parish at least three days prior to the start of the funeral. Checks should be made payable to “San Rafael Parish.”

**ON SITE HELP:** A parish Sacristan is almost always available to help set up and take down after a funeral Mass and is someone who can answer any questions you might have on the day of the funeral. The celebrant will also be present 10-15 minutes prior to the funeral.

**RECEPTION:** If the family desires, the parish will be happy to help provide a reception in the Parish Hall following the funeral. A member of our “Veronica’s Ladies” Ministry will be happy to speak with the family and coordinate necessary arrangements. **No alcoholic beverages are allowed at the reception; no exceptions.** Volunteers from our “Veronica’s Ladies” Ministry will be on hand before, during and after the reception to provide assistance to the family in setting up, serving and cleaning up and general oversight in the use of the facilities. Receptions are scheduled for a two-hour maximum time period immediately following the Funeral Mass. The stipend for a funeral reception is \$50. This stipend as well as a deposit of \$300, made out to “San Rafael Parish,” will be used to purchase the food and supplies for the reception. The stipend and deposit are payable three days prior to the funeral. Any expenses over the deposit must be paid the day of the funeral, verifiable by means of receipts presented. If expenses for the reception are under \$300, the unused portion of the deposit will be refunded to the family within 10 days of the funeral reception.

We hope these guidelines help you in your planning of the funeral for your loved one. Death is always difficult but our faith is our strength. The staff and parishioners of San Rafael Parish are here to help you in this trying time and, together, we take strength from the Sacred Scriptures where we read: “When the corruptible frame takes on incorruptibility and the mortal immortality, then will the saying of Scripture be fulfilled: ‘Death is swallowed up in victory.’ ‘O death, where is your victory? O death, where is your sting?’” (1 Corinthians 15:54-55).

Sincerely,

Rev. Jay Bananal, Pastor

*San Rafael Catholic Church*  
*Scripture Readings for Funeral Liturgies*

**Old Testament Readings**

**1) He accepted them as a holocaust.**

**Wisdom 3:1-9**

The souls of the just are in the hand of God,  
And no torment shall touch them.  
They seemed, in the view of the foolish, to be dead;  
And their passing away was thought an affliction  
And their going forth from us, utter destruction.  
But they are in peace.  
For if before men, indeed, they be punished,  
Yet is their hope full of immortality;  
Chastised a little, they shall be greatly blessed,  
Because God tried them  
And found them worthy of Himself.  
As gold in the furnace, He proved them,  
And as sacrificial offerings He took them to Himself.  
In the time of their visitation they shall shine,  
And shall dart about as sparks through stubble;  
They shall judge nations and rule over peoples  
And the Lord shall be their King forever.  
Those who trust in Him shall understand truth,  
And the faithful shall abide with Him in love:  
Because grace and mercy are with His holy ones,  
And His care is with His elect.

**2) The Lord God will destroy death for ever.**

**Isaiah 25: 6a,7-9**

On this mountain the Lord of hosts  
Will provide for all peoples.  
On this mountain He will destroy  
The veil that veils all peoples,  
The web that is woven over all nations;  
He will destroy death forever.  
The Lord God will wipe away  
The tears from all faces;  
The reproach of His people He will remove  
From the whole earth; for the Lord has spoken.  
On that day it will be said:  
“Behold our God, to whom we looked to save us!  
This is the Lord for Whom we looked;  
Let us rejoice and be glad that He has saved us!”

## **Responsorial Psalm**

Sung \_\_\_\_\_ or Spoken \_\_\_\_\_

1. Psalm 23: "The Lord is my Shepherd. There is nothing I shall want."
2. Psalm 25: "To You, O Lord, I lift my soul."
3. Psalm 27: "The Lord is my light and my salvation."

## **New Testament Readings**

### **1) Who can ever come between us and the love of Christ? Romans 8: 31b-35, 37-39**

If God is for us, who can be against us? He who did not spare His own Son, but handed Him over for us all, how will He not also give us everything else along with Him? Who will bring a charge against God's chosen ones? It is God Who acquits us. Who will condemn? It is Christ Jesus Who died, rather, was raised, Who also is at the right hand of God, Who indeed intercedes for us.

What will separate us from the love of Christ? Will anguish, or distress, or persecution, or famine, or nakedness, or peril, or the sword? No, in all these things we conquer overwhelmingly through Him Who loved us. For I am convinced that neither death, nor life, nor angels, nor principalities, nor present things, nor future things, nor powers, nor height, nor depth, nor any other creature will be able to separate us from the love of God in Christ Jesus, Our Lord.

### **2 We shall stay with the Lord forever.**

### **1 Thessalonians 4: 13-18**

We do not want you to be unaware, brothers [and sisters], about those who have fallen asleep, so that you may not grieve like the rest, who have no hope. For if we believe that Jesus died and rose, so too will God, through Jesus, bring with Him those who have fallen asleep. Indeed, we tell you this, on the word of the Lord, that we who are alive, who are left until the coming of the Lord, will surely not precede those who have fallen asleep. For the Lord Himself, with a word of command, with the voice of an archangel and with the trumpet of God, will come down from heaven, and the dead in Christ will rise first. Then we who are alive, who are left, will be caught up together with them in the clouds to meet the Lord in the air. Thus, we shall always be with the Lord.

Therefore, console one another with these words.

# San Rafael Parish

## Funeral/Memorial Mass Hymn Selection

*Please select 4 of the following hymns:*

- |  |  |
|--|--|
| <input type="checkbox"/> Abide with Me                                       | <input type="checkbox"/> I Know that my Redeemer Lives     |
| <input type="checkbox"/> Alleluia! Sing to Jesus (not during Lent)           | <input type="checkbox"/> Jerusalem My Happy Home           |
| <input type="checkbox"/> All Creatures of Our God and King (not during Lent) | <input type="checkbox"/> The King of Love My Shepherd Is   |
| <input type="checkbox"/> Amazing Grace                                       | <input type="checkbox"/> O God Our Help in Ages Past       |
| <input type="checkbox"/> Be Not Afraid                                       | <input type="checkbox"/> On Eagle's Wings                  |
| <input type="checkbox"/> Because the Lord is My Shepherd                     | <input type="checkbox"/> One Bread, One Body               |
| <input type="checkbox"/> Carry Me Home                                       | <input type="checkbox"/> Panis Angelicus                   |
| <input type="checkbox"/> Come to the Water                                   | <input type="checkbox"/> Praise my Soul the King of Heaven |
| <input type="checkbox"/> Eye Has Not Seen                                    | <input type="checkbox"/> Prayer of Saint Francis           |
| <input type="checkbox"/> Eternal Father Strong to Save                       | <input type="checkbox"/> Precious Lord, Take My Hand       |
| <input type="checkbox"/> Gift of Finest Wheat                                | <input type="checkbox"/> Seek Ye First (not during Lent)   |
| <input type="checkbox"/> Hail Mary, Gentle Woman                             | <input type="checkbox"/> Shelter Me, O God                 |
| <input type="checkbox"/> How Great Thou Art                                  | <input type="checkbox"/> Shepherd Me, O God                |
| <input type="checkbox"/> How Firm a Foundation                               | <input type="checkbox"/> Shepherd of Souls                 |
| <input type="checkbox"/> I am the Bread of Life                              | <input type="checkbox"/> Sing with All the Saints          |
| <input type="checkbox"/> I Heard the Voice of Jesus                          | <input type="checkbox"/> Softly and Tenderly               |
|  | <input type="checkbox"/> We Walk by Faith                  |

1. **Opening Hymn:** \_\_\_\_\_
2. **Offertory Hymn:** \_\_\_\_\_
3. **Communion Hymn:** \_\_\_\_\_
4. **Communion Meditation\*:** \_\_\_\_\_
5. **Recessional Hymn:** \_\_\_\_\_

*\*After Communion the family may choose a meditation hymn (typically Ave Maria) if desired:*

- |   |  |
|---|--|
| <input type="checkbox"/> Ave Maria (Schubert) – Solo    | <input type="checkbox"/> Hail Mary, Gentle Woman – Choir |
| <input type="checkbox"/> Panis Angelicus (Frank) – Solo | <input type="checkbox"/> O Loving God – Choir            |
| <input type="checkbox"/> Pie Jesu (Faure) – Solo        | <input type="checkbox"/> A Clare Benediction – Choir     |
|   | <input type="checkbox"/> Carry Me Home - Choir           |

### Example Hymn Selection 1:

1. Opening: Amazing Grace
2. Offertory: Precious Lord, Take My Hand
3. Communion: Softly and Tenderly
4. Meditation: Ave Maria
5. Recessional: How Great Thou Art

### Example Hymn Selection 2:

1. Opening: Abide with Me
2. Offertory: Prayer of St. Francis
3. Communion: Amazing Grace
4. Meditation: O Loving God
5. Recessional: On Eagles Wings