

# Planning Your Funeral Liturgy

## Our Lady of the Lake Parish

Below is the outline of the *Order for Christian Funerals* so that you may plan your liturgy and choose the scripture readings and songs. On the back is a worksheet to help in the process. The page numbers references the booklet [Through Death to Life](#) which contains the readings and prayers. If you have more questions, please do not hesitate to make an appointment with Abbie Naze either at the Parish: 206.523.6776 - Ext. 119 or email [anaze@ollseattle.org](mailto:anaze@ollseattle.org)

### **Introductory Rites**

Sprinkling with Holy Water  
Placing of the Pall  
Placing of Christian symbols (*optional - again done by family members*)  
Opening Song (*you may choose from the song list*)  
Opening Prayer

### **Liturgy of the Word**

First Reading (pages 26-34)  
*Please choose a family member or friend to read*  
Psalm (sung by the parish cantor- you may choose from the psalm list)  
Second Reading (pages 45-55)  
*Please choose a family member or friend to read*  
Gospel (pages 59-78)  
Intercessions (pages 79-89) Select 4 or 5  
*Please choose a family member or friend to read*

### **Liturgy of the Eucharist**

Presentation Song - *choose from list provided*  
Preparation of the Gifts Altar:  
*(choose family members to bring up the gifts)*  
Continuation of the Mass as usual  
Communion Song - *choose from list provided*  
*(Communion under both species will be offered. Communion ministers from the parish will assist. If you have a friend or family member who would like to be a Eucharistic Minister, please let us know.)*  
Remembrances/Eulogy  
*(A family member or friend may speak at this time)*

### **Final Commendation**

Invitation to Prayer  
Silence  
Song of Farewell  
Prayer of Commendation  
Closing Song (*you may choose a song from the list or instrumental music*) Procession to the Place of Committal (*to the cemetery*)

## Psalms:

*(choose one of the following to be sung by the parish cantor)*

- 23 - *Shepherd me O, God (The Lord is my shepherd)*
- 25 - *To You O Lord, I Lift Up My soul.*
- 27 - *The Lord is my Light and my Salvation.*
- 42 - *My soul is thirsting for the living God.*
- 63 - *My soul is thirsting for You, O Lord my God.*
- 103 - *The Lord is kind and merciful.*
- 116 - *I will walk in the presence of the Lord in the land of the living.*
- 122 - *I rejoiced when I heard them say: let us go to the house of the Lord.*
- 130 - *Out of the depths, I cry to You, Lord.*
- 143 - *O Lord, hear my prayer.*

## Songs List:

- |   |   |
|---|---|
| All That is Hidden                                  | Look Beyond the Bread You Eat                               |
| Amazing Grace                                       | Lord You Have Come  |
| Be Not Afraid                                       | Lord You Have the Words                                     |
| Be With Me Lord ( <i>Psalms</i> )                   | Love, Divine, All Loves Excelling                           |
| Because the Lord is My Shepard<br>( <i>Psalms</i> ) | Loving and Forgiving  |
| Blest are They                                      | Morning Has Broken  |
| Bread of Life                                       | O God our Help in Ages Past                                 |
| Come to Me  | O God You Search Me   |
| Day is Done   | Restless is the Heart                                       |
| Eat This Bread                                      | On Eagle's Wings  |
| Eternal Father, Strong to Save                      | Our Blessing Cup  |
| Eye Has Not Seen                                    | Prayer of St. Francis                                       |
| God of Day and God of Darkness                      | Precious Lord Take My Hand                                  |
| Here I am Lord (Schutte)                            | Shepherd Me O God ( <i>Psalms</i> )                         |
| Holy God We Praise Thy Name                         | Shelter Me O God  |
| Hosea   | Song of Farewell ( <i>by Michael Joncas or<br/>others</i> ) |
| How Can I Keep from Singing                         | Soon and Very Soon  |
| How Great Thou Art                                  | The Lord is my Light ( <i>Psalms</i> )                      |
| I Am the Bread of Life                              | The Strife is O'er  |
| I Have Loved You                                    | There is a Balm in Gilead                                   |
| I Heard the Voice of Jesus Say                      | Unless a Grain of Wheat                                     |
| I Know that My Redeemer Lives                       | You Are Mine  |
| Jerusalem, My Happy Home                            | You Are Near  |
| Jesus, Remember Me                                  | We Have Been Told   |
| Joyful, Joyful, We Adore Thee                       | We Remember   |
| Let Us Break Bread Together                         | We Walk by Faith  |
| Lord of All Hopefulness                             | We Will Rise Again  |
|   | (Other Songs on approval)                                   |

## Frequently requested solo numbers:

*Ave Maria (Schubert or Bach/Gounod), Panis Angelicus*

# Our Lady of the Lake Funeral Receptions Jubilee Hall

Our committee of volunteers is pleased to assist your family as you gather to remember your loved one. The parish staff notifies us of the date/time of the service and one of us will contact you to confirm your plans for a reception.

**RECEPTION PLANS:** Approx. # attending \_\_\_\_\_ Burial to follow same day: Yes/Time \_\_\_\_\_ No \_\_\_\_\_

**BASIC RECEPTION:** Committee volunteers set up/serve/clean up.

\_\_\_\_\_ Includes: A variety of homemade cookies, coffee, tea, apple juice, and water.

Paper plates, napkins, cups, utensils, table coverings, silk flower centerpieces.

\_\_\_\_\_ Option: Lemonade (summer)

\_\_\_\_\_ The family may provide other juices or beverages and we will serve.

\_\_\_\_\_ If your family has a favorite cookie, you are welcome to bring some on a tray to include on the buffet.

**LUNCHEON OPTIONS: All include our BASIC RECEPTION** (cookies and drinks) unless not needed by a catering company. (Please note: We are not equipped to serve hot food.)

\_\_\_\_\_ **HUSKY CATERING** in West Seattle (206-937-2810) Website- [www.huskydeli.com](http://www.huskydeli.com)

Price is Approx: \$7.50 per person and includes 2 salads + dressings, 6 meats, 3 cheeses, fresh breads.

Please note: Food amounts, especially meats/cheeses, are VERY generous.

We suggest you order for about 25 less than you expect (for 100 guests place order for 75).

Husky offers many buffet options and condiments. If ordering fruit, we suggest the fruit salad vs a tray.

If you prefer the tray, ask them to separate the amount of fruit onto 2 trays.

Request Delivery for 30 min before the Mass start time to Jubilee Hall, 8900 – 35<sup>th</sup> NE.

Delivery fee is \$30.00 plus tax.

\_\_\_\_\_ **GROCERY DELI:** QFC, Fred Meyer, Whole Foods, etc.

All food trays of sandwiches, wraps, veggies or fruit, and salads should be prepared and ready to be set on the buffet tables. Deliver food to Jubilee Hall Kitchen 30 min before the Mass start time.

We have basic serving utensils.

\_\_\_\_\_ **FAMILY BRINGING FOOD:**

All food trays, dishes, and salads should be prepared and ready to be set on the buffet tables. Deliver food to Jubilee Hall Kitchen 30 min before the Mass start time. We have basic serving utensils.

\_\_\_\_\_ **LOCAL CATERING COMPANY:** NAME/Contact \_\_\_\_\_ phone \_\_\_\_\_

If requested by family & caterer, we can include our BASIC RECEPTION along with set-up/serve/clean up service.

Yes \_\_\_ No \_\_\_\_\_

\_\_\_\_\_ **WINE SERVICE:** (NO ALCOHOL OTHER THAN FAMILY PROVIDED WINE WITH APPROVED PERMIT)

Permits are available online at WA.gov (Search: Banquet permit FAQ - fee is \$11.00). We are required to display the permit so please bring a copy for us to place in Jubilee Hall.

**LEFTOVER FOODS:** Boxed up to be taken by family? \_\_\_\_\_ or delivered to local charity? \_\_\_\_\_

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**PHOTOS AND/OR VIDEO:**

\_\_\_\_\_ Display Table and/or 2 Easels for family photos/posters

\_\_\_\_\_ Video System – family to confirm with parish office re: compatibility of A-V equipment to be used.

# Fees and Memorials for Funerals

## Fees

The standard fees presented below are to be paid directly to “Our Lady of the Lake”.

## Receptions

Receptions space may be available: Jubilee Hall, Multi-Purpose Room, OLL Event Center however, space must be reserved. Space is subject to approval and availability. There may be a facilities charge depending on the needs.

## Memorials

Memorial gifts in the name of the deceased may also be directed to the Parish. For more information, contact Torrie Smith [tsmith@ollseattle.org](mailto:tsmith@ollseattle.org)

**Standard Offerings:** (Christian burial will not be denied due to adverse financial situation of the family.)

### **Funeral Mass (Includes Vigil Service and Rite of Committal)**

Reception (\$150)	\$ _____
Honorarium to Liturgy/Music Director (\$250)	\$ _____
Honorarium to Musicians (\$200/musician)	\$ _____

**Total: \$ \_\_\_\_\_**

(Write checks to “Our Lady of the Lake”)

**Please submit this invoice with payment**

### **SEPARATE GIFTS/OFFERINGS**

+ 2x \$10 cash for altar servers

+ \$150-250 gift for Presider (Fr. Tim Clark or sub. priest)

# Our Lady of the Lake Funeral Planning Worksheet

Name of Deceased \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Date of Service \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Death \_\_\_\_\_

Place of Burial (Cemetery) \_\_\_\_\_ Funeral Home \_\_\_\_\_

Contact \_\_\_\_\_ Time of arrival \_\_\_\_\_

Casket: \_\_\_\_\_ Cremation: \_\_\_\_\_ Memorial: \_\_\_\_\_ Rosary Date/Time: \_\_\_\_\_

Pallbearers: \_\_\_\_\_

Opening Song \_\_\_\_\_

First Reading \_\_\_\_\_ Reader \_\_\_\_\_

Psalm Response (sung by cantor) \_\_\_\_\_

Second Reading \_\_\_\_\_ Reader \_\_\_\_\_

Gospel Reading \_\_\_\_\_

General Intercessions \_\_\_\_\_

Gift Bearer(s) \_\_\_\_\_

Offertory Song \_\_\_\_\_

Communion Song \_\_\_\_\_ Communion Meditation \_\_\_\_\_

Eucharistic Minister(s) \_\_\_\_\_

Eulogy by (name(s)) \_\_\_\_\_ Final Commendation \_\_\_\_\_

\*Please keep Eulogy to a max. total of 10 minutes\*

Closing Song \_\_\_\_\_

How many programs? \_\_\_\_\_ Reception \_\_\_ Yes \_\_\_ No

Announced at Church? \_\_\_ In Bulletin? \_\_\_ Via Constant Contact? \_\_\_

\*Please email a PDF photo for program to Abbie Naze at [anaze@ollseattle.org](mailto:anaze@ollseattle.org)

Additional Requests \_\_\_\_\_

Contact: Abbie Naze at [anaze@ollseattle.org](mailto:anaze@ollseattle.org) 206-523-6776x119

## OLL Funeral Checklist (For Office Use Only)

**Deceased:**

**Date/Day:**

**Time:**

**Contact Family Name:**

**Email:**

**Address:**

**Phone:**

**Funeral Home/Rep:**

**Body or Ashes    Rosary: Yes/No    Date/Location/Presider for Rosary: \_\_\_\_\_**

**Reception: Yes/No**

**Burial: Yes/No**

**Parish Office Front Desk**

- Coordinates schedule with Father Tim (or Substitute Presider)
- Add to calendar & cancel/reschedule conflicting events
- Communicates reception plan to Tim Pruss for set up, clean up and parking needs
- Contacts school regarding parking needs (upper vs. lower lot)
- Communicates with Funeral Home for specific information needed for church records
- Announce in Bulletin, Pulpit and Newsletter
- Makes and Prints Programs if desired for Funeral Mass
- Programs     PDS     Consoling Grace     Death Register

**Director of Music and Liturgy**

- Communicates family's reception plan to Carol Zarek & Margaret Stephens
- Meets with family to plan liturgy (readings and music)
- Communicates with Presider regarding final reading and music selections
- Advises family of reception options
- Contacts and arranges necessary musicians
- Arranges for Altar Servers through Pam Thomas & Marilyn Perry
- Arranges Eucharistic Ministers and Readers
- Prepares Readings and Prayers for the Liturgy in Special Binder
- Asks Family if they would like to be contacted by Consoling Grace

**Fr. Tim**

- Sets date and time for funeral
- Gives Contact information to Director of Music and Liturgy and Parish Office Front Desk
- Confers with Family
- Presides at Liturgy

**Important Phone numbers**

Marilyn Perry (Sacristans/Altar Servers)	206.522.3057
Carol Zarek (Jubilee Hall Reception)	206.363.4841
Margaret Stephens (Jubilee Hall Reception)	206.524.8742
Pam Thomas (Sacristans/Altar Servers)	206.240.5859
Fr. Tim Emergency Cell (Pastor)	206.541.7081
Abbie Naze Cell (Music & Liturgy)	206.890.9722