



## Funeral Policy for Saint Basil Catholic Church

### Funeral Procedures and Protocol

St. Basil Catholic Church is staffed from 9:00a.m. to 3:30p.m. Monday through Thursday, and 9:00a.m. – 12:00 Friday. Please call the parish office during these times when a parishioner death occurs. Office staff will direct the call to the parish priest. When the parish office is closed, please call the emergency number provided on the voice mail system and the parish priest will respond to the call as soon as possible.

Office staff and the facilities coordinator will help schedule funerals based on availability of facilities and clergy. St. Basil operates on the principle that funerals take precedence over most other activities.

### Funerals with a Funeral Director

The standard procedure for a funeral at St. Basil Catholic Church is that a funeral director (funeral home or mortuary) work with St. Basil parish staff to set up the details of the visitation, funeral Mass or liturgy, luncheon and interment. Funeral directors are very helpful to the parish in that they arrange for the times of the events, assist in setting up for the visitation if it is held at St. Basil, and help the family in coordinating the luncheon and the interment. They also provide valuable assistance with easels and tables for pictures and memory displays, guest books, and programs when necessary. Normally the procedure is that, after news of death, the funeral home is contacted first. The funeral home will then contact St. Basil to determine possible times and dates for a funeral Mass/Liturgy. The family will meet with the funeral director and confirm the date/time. Family members should then contact St. Basil to arrange for a meeting with the priest or deacon who will preside at the funeral, and the Music/Liturgy Coordinator. This is to choose scripture readings, hymns, and other details of the funeral liturgy. All music must be approved by the Music/Liturgy Coordinator.

### Date Restrictions for Funerals

Funerals never take place on Sundays. No funeral Mass can be held on Good Friday or Holy Saturday, although scripture service is permitted. Saturday funerals are strongly discouraged due to the possibility of weddings, our Mass schedule, Confession, and parking issues for our parishioners. If for some reason a Saturday funeral is the only option, there will be no possibility for a luncheon.

**THESE RESTRICTIONS ARE TO BE STRICTLY ENFORCED.**

## **Locations for wakes and vigils**

If not at the funeral home, vigils and wakes may take place in the South Lobby at St. Basil. Caskets in this location may be set-up prior to the scheduled funeral time. Vigils and wakes do not occur in the Church worship space unless the number visiting requires the use of the Church.

Flowers may be left for use in the church at the discretion of the family as a temporary memorial to the deceased. Memorials may be directed to St. Basil.

## **Recommended Funeral Stipends**

The following suggested stipends/fees are based on services rendered by St. Basil staff.

Organist \$150.00 (if St. Basil organist is used; if not, fee is subject to individual)

Cantor \$75.00

Servers \$20.00 when school is out of session

While no stipend/fee is expected for clergy, families often choose to make a gift as a sign of their appreciation for the pastoral services rendered by the presiding priest and assisting deacon. The standard stipend ranges from \$150.00 - \$250.00 since in addition to the funeral service itself, this may include wake/vigil and burial services. In funerals without a Mass, a deacon may preside.

Luncheon Committee: Our Funeral Luncheon Committee can provide food, dessert & beverages at a charge of \$1.50/person and the family is billed for the head-count amount requested. The Luncheon Committee will set up, serve & clean up.

## **Guest Priest/Deacon**

Policy: If the family of the deceased requests a guest clergy, the pastor from St. Basil is to be informed and should speak to the family. A priest in good standing letter from the Diocesan Bishop or religious superior will be required.

## **Mass or Liturgy without Mass**

Policy: The standard liturgy for a deceased Catholic who was in good standing with the Church is a Mass, with the body or cremains present. A Mass should always be the presumed format. If there is question about whether a liturgy without Mass might be more appropriate, the presider should speak to the family.

## **A Child who has died before Baptism:**

Policy: A Mass can always be celebrated for a child who has died, even without baptism. Appropriate prayers are used if the child was not baptized.

## **Eulogies**

The grieving process necessarily includes time to remember the life of the deceased loved one. In the Catholic funeral rite, this is most appropriately done during the time of visitation, at lunch, or even at the Vigil (Wake) Service.

Since the Funeral Mass is primarily the time for praise and thanks for God's gift of eternal life in Jesus, we discourage the inclusion of a eulogy at the Mass.

Therefore, please be sure to plan for eulogies at the Vigil (Wake) Service.

However, if a eulogy is to be included at the Funeral Mass, there can be only one speaker, and the reflections should not be more than three minutes long. It must be presented to the priest-celebrant in writing in advance of the Funeral Mass.