



CARMEL MISSION  
BASILICA

Carmel Mission Bereavement Ministry

*"Blessed are they who mourn, for they shall be comforted." Matthew 5:4*

## **Funeral Mass and Reception Information Form**

**Please complete both sides of this form and bring it to your meeting at the Church.**

**We will assist in completing the form if necessary. Please print.**

Today's Date \_\_\_\_\_

Name of deceased \_\_\_\_\_ Date of: death \_\_\_\_\_ birth \_\_\_\_\_

Funeral Mass location (circle one): Basilica or Blessed Sacrament Chapel Date/Time: \_\_\_\_\_

Celebrant: \_\_\_\_\_ Family contact/relationship to deceased: \_\_\_\_\_

Address, phone and cell numbers of the contact: \_\_\_\_\_

### **† Funeral Planning choices below:**

How many pews should be reserved for your family (each pew seats six people)? \_\_\_\_\_

Would you like to display a photograph of the deceased at the entrance or in the sanctuary? \_\_\_\_\_

**\*Optional:** "Words of Remembrance," a talk no longer than 5 minutes, with script written and delivered by one speaker before Mass starts;  
Speaker: \_\_\_\_\_; "Words" can also be delivered at the Vigil or Crespi Hall reception without limitations.

**\*Family/Friend Participation.** Lectors (2): \_\_\_\_\_

Bearers of the Gifts of Bread & Wine (2): \_\_\_\_\_

Eucharistic Ministers (1 or 2): \_\_\_\_\_

Organist \_\_\_\_\_ Cantor \_\_\_\_\_

Will you have a guest book? \_\_\_\_\_ Expected number of mourners \_\_\_\_\_

Will cremated remains (urn) be present at the Mass? \_\_\_\_\_ Will the body (casket) be present at the Mass?\*

Would you like to participate in the entrance procession or be seated in the pew?\*

If the casket is present at the funeral, do you wish to have pallbearers?\* If so, please list their names: \_\_\_\_\_

Who will place the pall on the casket?\* Family: \_\_\_\_\_ Pallbearers: \_\_\_\_\_ Funeral Director: \_\_\_\_\_

\* These questions apply only to funerals held in the Basilica.

Is interment planned for the body or cremated remains? \_\_\_\_\_ Will mourners be invited to attend? \_\_\_\_\_

Date and time of the interment: \_\_\_\_\_

† **Liturgy of the Word:** The suggested Scripture readings are printed on pages 5 through 13 in the planning booklet.  
**Circle the number of each reading you chose. If you chose a reading not included in this booklet, please indicate your choice by listing the book, chapter and verse.**

First Reading\*: 1, 2, 3, 4, 5. \_\_\_\_\_

Read by: \_\_\_\_\_

\* See note on page 4 about optional readings for the Easter Season which extends from Easter Sunday to Pentecost Sunday.

Responsorial Psalm: 6, 7, 8, 9, 10 \_\_\_\_\_

Cantor sings verses of the Psalm, congregation sings response.

Second Reading: 11, 12, 13, 14, 15, 16, 17, 18 \_\_\_\_\_

Read by: \_\_\_\_\_

Gospel, read by the Celebrant: 19, 20, 21, 22, 23, 24, 25, 26 \_\_\_\_\_

General Intercessions read by \_\_\_ Bereavement or \_\_\_\_\_ (family) Optional: List names of deceased family members for whom to pray: \_\_\_\_\_

† **Music Liturgy Hymns:** Suggested Hymns are listed on page 14 of the planning booklet.

Entrance Hymn: \_\_\_\_\_ Hymn Number \_\_\_\_\_

Preparation of the Gifts Hymn: \_\_\_\_\_ Hymn Number \_\_\_\_\_

Communion Hymn: \_\_\_\_\_ Hymn Number \_\_\_\_\_

Recessional Hymn: \_\_\_\_\_ Hymn Number \_\_\_\_\_

† **Mass Liturgy Guides:** *Non-personalized Mass Liturgy Guides* are provided by the Mission and will be distributed by Bereavement Ministers. If personalized guides are preferred, we will give you instructions on how to acquire them easily at the funeral planning meeting.

† **Reception:** Information concerning receptions held in Crespi Hall: Diocesan policy does not allow alcohol consumption at funeral receptions held on Church property. Thank you for your cooperation.

Our ministers will assist with transferring any memorabilia or picture boards from the church to Crespi Hall after the service.

Please ensure that the food that is to be served at the reception is delivered to Crespi Hall prior to the funeral service. A minister will contact you to verify the time of the food delivery so that someone is there to meet you.

Person or caterer delivering the food: \_\_\_\_\_ Phone: \_\_\_\_\_