“In the Lord’s own House shall I dwell”
Psalm 22

CATHOLIC FUNERALS
in
NORTHAMPTON DIOCESE

Introduction

Christ has been raised from the dead,
the first-fruits of all who have fallen asleep
1 Corinthians 15:20
When a Catholic dies we look forward in hope to eternal life, a hope rooted in our baptismal faith in the death and resurrection of Christ. Celebrating the funeral liturgy expresses our faith in the saving power of Christ’s resurrection. We pray for the person who has died that they may indeed dwell in the house of the Lord, and we offer our prayers as consolation for those who mourn.

We offer this series of leaflets for all who are involved in the celebration of a Catholic funeral. They offer information and guidance drawing on the riches of the funeral liturgy that Mother Church provides.

1. For our clergy
2. For funeral directors and their staff
3. Understanding a Catholic funeral
4. Preparing for my funeral

We hope you will find them useful and welcome any comments for their development.

1. For our clergy
This leaflet, after discussion with the Council of Priests and with the authority of our Bishop, sets out fundamental principles and practices to be used consistently across the diocese. A Catholic funeral offers something specific in the face of grief from which contemporary funeral practices are so distant. By being faithful to our tradition we can ensure that the Catholic funeral proclaims Christ’s victory over death and strengthens the faith of the bereaved. At the same time it challenges the assumptions of our secular world that death is the end. The leaflet encourages us to explore and make wider use of the riches of the Order of Christian Funerals as we proclaim the Resurrection of Christ.
2. For funeral directors and their staff
   This leaflet is for all who may work with our families in organising the details of a Catholic funeral. The aim is to help funeral directors and staff understand that the prime responsibility for the funeral liturgy rests with the celebrant. We hope this will foster positive co-operation between clergy and undertakers, and avoid misunderstandings which can lead to conflict and additional grief for families at such a sensitive time. By establishing definite procedures everyone involved will be able to exercise their respective roles and responsibilities effectively.

3. Understanding a Catholic funeral
   This leaflet helps people understand the options for a Catholic funeral. It explores the various aspects of our funeral rites to help people prepare their own funeral in advance, or when faced with the need to prepare the funeral for someone else. It will offer some basic guidance about the shape of Catholic funeral liturgy, the possibilities for scripture, text and song.

4. Preparing for my funeral
   This leaflet will assist a Catholic to consider how they wish their funeral to be celebrated. More and more next of kin appreciate knowing what the individual wanted for their funeral, especially if they are not familiar with Catholic practices.

2019/10
Diocese of Northampton
Liturgy Commission – Liturgical Formation

“In the Lord’s own House shall I dwell”
Psalm 22

CATHOLIC FUNERALS
in
NORTHAMPTON DIOCESE

1. For our clergy

This is the first in a series of four leaflets
The others are
2. For funeral directors and their staff
3. Understanding a Catholic funeral
4. Preparing my funeral
Preparing any funeral liturgy is an important part of our Catholic pastoral care. The context for each funeral will be different and our response must take into account where those involved are on their faith journey. People will come with different levels of understanding and knowledge of Catholic faith and practice, some with none. The diverse nature of our communities means that there will be a wide range of cultural and personal backgrounds, which will shape people’s attitudes and requests.

Mindful of all of these factors we must also be faithful to our own tradition of proclaiming God’s mercy and forgiveness and the hope of resurrection to eternal life. We will try to respond to the needs of a family while always respecting the liturgical norms. There needs to be consistency by all clergy for a common approach which everyone knows is shared across the parishes of our diocese.

**Fundamental Principles**

- **Our funerals are to proclaim faith in the Resurrection**, praying for the soul of the dead, giving thanks for their life and support for the bereaved.

- **Families should talk to the celebrant** before deciding anything about arrangements in church and the liturgy. Undertakers **must** respect this and direct families accordingly.

- **Burial or Cremation** – the choice needs to be established clearly during the preparation. If cremation is chosen the decision about the burial of the ashes should be agreed with the priest or minister during the preparation for the funeral. [See further information below]

- **The Order of Christian Funerals** [OCF] has a wealth of resources. We need to be familiar with it and explore its riches.

- **The Word of God is paramount**, and may not be replaced by anything else.

- **Music** during the liturgy should allow people to participate as much as possible and must follow the liturgical law.

- **Recorded secular music** is not permitted during the liturgical rite.
- **Floral tributes** can be brought into the church but may not be on the coffin during the liturgy.

- **Flags, political and other secular symbols** are not permitted on the coffin in church, chapel or crematorium. [Our bishops resolved in 1998 “that in England & Wales the Union Flag may be used in military funerals and the funerals of ex-service personnel”. This needs to be applied sensitively in the case of military personnel of another jurisdiction.]

- **Christian Symbols** only may be placed on the coffin – normally a crucifix [unless one is there already], the book of scriptures, a white baptismal pall.

- **Other personal signs** of the dead person can be brought and placed on a table at the beginning of the Vigil or Funeral Liturgy. A photograph could be placed on the floor in front of the coffin, on the table or on an easel. Mass cards are best placed in a basket near the coffin.

- **The Homily** primarily proclaims faith in the Resurrection, Christian hope and concern. Where it is appropriate, drawing on the witness of the person who has died can serve to support this but should not be a eulogy.

- **A short eulogy**, if the family so requests, may be given by a family member or friend at the beginning or following the Prayer after Communion. It should be no more than three minutes, and must be seen by the celebrant beforehand. Any longer eulogy or similar is better suited at the wake or reception. There is no place for a series of tributes in a liturgy. Personal details and other tributes could be included in the funeral booklet

- **Funeral booklet** – this needs to be prepared with care ensuring that it helps the people participate especially with responses and hymns. The celebrant needs to approve the text before printing. The preferred wording for the cover is:
  
  *Requiem Mass to pray for the soul of N.*
  
  or *Funeral Service to pray for the soul of N.*
- **Cremation** is permitted as long as it does not deny the resurrection of the body nor is it the final stage of the funeral liturgy. This is why ashes [cremains] must always be buried and never scattered. They may be buried in a new plot or an existing grave. They may be buried in a casket or poured into a marked space. Parishes may not allow the burial of ashes in their own grounds because no provision can be made should the church close or land be developed for other use.

- **Catholic traditions to be encouraged** include bringing the body to church overnight, blessing of a headstone, month’s mind masses, other anniversaries, parish requiems in November, annual blessing of graves in the cemeteries *et al.*

- **Training** is available for lay liturgical leaders, initially to lead the reception and committal.

- **Fees** – it has been agreed to follow the current Church of England Table of Fees which is revised annually. [*cf Table of Parochial Fees*]. We waive fees for the funeral of a child and may do so for other funerals in certain circumstances. [It is important to inform the family that this is the case so that they are not charged accidentally.] Parishes should set fees for sacristans and heating if wished. It would be good to have agreed fees across a pastoral area. Organist and soloist fees vary but it is also good to standardise these across a pastoral area if possible.

*2019/10*
CATHOLIC FUNERALS in NORTHAMPTON DIOCESE

2. For funeral directors and their staff

This is the second in a series of four leaflets
The others are
1. For our clergy
3. Understanding a Catholic funeral
4. Preparing my funeral
The Catholic Church very much appreciates the pastoral care and professionalism of those with whom we work at the time of a funeral. Every death is a time of great sensitivity for those who are bereaved. For us in the Church this is a moment of great importance when we proclaim what is the central belief of Christian faith that Christ is risen from the dead, and in him all who have died are offered eternal life. This means that how we celebrate a Catholic funeral is shaped by our belief in the resurrection of the dead and our hope for the one who has died. It is this hope that we offer to the bereaved as consolation.

Understanding our position, as outlined below, will help you serve the families who come to you and to work alongside us at this crucial time for so many people.

1. When a family or others come to discuss a Catholic funeral it is essential to explain from the outset that all details of a funeral celebrated according to the rites of the Catholic Church must first be discussed with whoever will celebrate the liturgy. The choice of readings, other texts, hymns and music are governed by the universal norms of the Church. Clergy will always try to meet the needs of a family within this framework. If you ensure that the family understands this from the beginning then there can be no misunderstanding or confusion. It avoids what can be a difficult situation where the family comes with expectations which are contrary to Catholic practice and therefore cannot be permitted.

2. Given the pressure on parishes at the moment it is vital always to consult the clergy before booking and confirming dates and times for a funeral. We will always do our best to accommodate reasonable requests.

3. Our Catholic theology at a funeral is to pray for the soul of the deceased. This is the primary purpose of our funeral rites. Praying for the dead is the way we offer comfort and support to the bereaved. Therefore, the title for our service booklets should be: Requiem Mass to pray for the soul of N. or Funeral Service to pray for the soul of N. The celebrant needs to approve the text before printing to ensure that all the necessary responses and hymns are included.
4. Our Catholic Funeral Liturgy has several possible stages –
- Prayers before the coffin is closed
- Reception of the body into Church the night before the funeral
- Requiem Mass [or Funeral Service] in church
[or a Service at the Cemetery Chapel, Graveside or Crematorium Chapel]
- The Burial or Cremation [the latter followed by the burial of ashes]

5. Cremation has been permitted by the Catholic Church since 1964 so long as that choice does not deny the Christian belief in life after death. A service at the crematorium is also governed by the universal norms of the Catholic Church whether it is a full service or a committal after a church service. The family must discuss this with the celebrant when they meet as to what readings, hymns, or music are possible. The norm is for curtains to be closed at the commendation prayer.

6. The Church at a universal level insists that the ashes of Catholics who are cremated must be buried with the prescribed service. Scattering is not permitted. While not every family will observe this, it is important you are aware of the Church’s law in this regard.

7. In the Funeral Service
- Christian Symbols only may be placed on the coffin – normally a crucifix [unless one is there already], the book of scriptures, a white baptismal pall.
- Other personal signs of the dead person can be brought and placed on a table only at the beginning of the Vigil or Funeral Liturgy. A photograph could be placed on the floor in front of the coffin, on a table or easel.
- Floral tributes can be brought into the church but may not be on the coffin during the liturgy.
- Flags, political and other secular symbols are not permitted on the coffin in church, chapel or crematorium. [Our bishops resolved in 1998 “that in England & Wales the Union Flag may be used in military funerals and the funerals of ex-service personnel”. This needs to be applied sensitively in the case of military personnel of another jurisdiction.]
8. **Fees** - it has been agreed to follow the current Church of England Table of Fees which is revised annually. [cf Table of Parochial Fees]. Travel costs may be added.

We waive fees for the funeral of a child and may do so for other funerals in certain circumstances. [We will inform the family that this is the case so that they are not charged accidentally.]

Fees for the sacristan [verger], heating, organist, musicians and soloist will be determined locally.

9. **Funeral Plans** – can be very helpful to the bereaved and consoling to the person who died. When a Catholic purchases a funeral plan it is important to discuss and make provision for the different requirements of a Catholic funeral as we have outlined above, nn. 4, 8.

It is important that any funeral plan is inflation proofed to ensure such elements can be met.

2019/10
“In the Lord’s own House shall I dwell”
Psalm 22

CATHOLIC FUNERALS
in
NORTHAMPTON DIOCESE

3. Understanding a Catholic funeral

This is the third in a series of four leaflets
The others are
1. For our clergy
2. For funeral directors and their staff
4. Preparing for my funeral
INTRODUCTION
This leaflet offers you the Church’s help in understanding Catholic funeral rites. The parish will do anything it can to support you then, and afterwards. We want you to keep this leaflet and use it for your own prayer and quiet time now and into the future.

Prayer and reflection are very important. The Church believes it is right and good to pray for someone who has died, because we continue to express our love and support for them through prayer.

A Catholic funeral is first and foremost to pray for the person who has died and to ask God to forgive their sins and have mercy on them. We give thanks to God for all they have done in their life and shared with people. At the same time we pray for all who mourn to comfort them and to strengthen their faith.

The funeral can take several forms and be celebrated in different stages.
- there can be prayers before the coffin is closed
- a vigil can be celebrated when the body is brought to the church the night before the funeral
- or the body is brought to the church or chapel at the beginning of the funeral service.

1. Prayers before the coffin is closed
Before the coffin is closed some may wish to gather to say the rosary, while others may wish to use the formal prayers for the Gathering in the Presence of a Body from the Order of Christian Funerals.

2. Vigil
Many families have a tradition of bringing the body of the person who has died to church on the night before the funeral. This is a simple service, and allows people who cannot come to the funeral to be there to pray and pay their respects. A photograph can be brought and placed at the foot of the coffin or nearby. Flowers that are on the coffin are laid underneath or close to it while it is in church. This may also be the time for the funeral eulogy from a member of the family or friend.
3. **Reception of the body**

Family members and friends may carry the coffin in and out of church or chapel if desired. Signs of Christian Faith are placed on the coffin to express our belief unless this has happened at the Vigil.

  - **the Bible**: where we find the words of Jesus promising us eternal life with him in heaven to those who follow his call. If the deceased or family have a special copy of the bible this may be used.
  - **Holy Water**: a reminder of baptism, when a Christian becomes a son or daughter of God, and is invited to begin their journey towards heaven.
  - **the Crucifix**: the sign of Jesus’ own death for us and his resurrection. If the deceased or family have a special crucifix that may be used.
  - **Incense**: a sign of our prayers rising up to heaven, and its sweet smell speaks of the dignity of each human being.
  - **Mass cards**: are signs of prayer and support for the person who has died and the family. A basket should be provided for them near the coffin.
  - **the Tolling Bell**: where there is a church bell, it tolls slowly to call people to prayer when someone has died, and when the funeral is being celebrated.

4. **Celebrating the Funeral**

There are several forms of a Catholic Funeral which we outline below:

**a. Requiem Mass in Church**

For a Requiem Mass the celebrant will offer you the choice of readings and bidding prayers. Hymns may be chosen. Members of the family and friends and parishioners may proclaim the readings and prayers, as well as bringing up the bread and wine at the Mass. A priest or deacon will read the gospel. A tribute to the person who has died may be given at the beginning or towards the end of the service. This should be no more than three minutes long and needs to be checked with the celebrant beforehand. You may prefer to leave this until the reception after the funeral.

**For Burial** - From the church the funeral procession moves to the grave where the committal prayers are said. Close family and others invited may come forward to sprinkle holy water on the coffin after it is lowered into the grave, and this is the moment also for any personal flowers to be placed on the coffin.

It is good to ask for the headstone of a grave to be blessed once it has been erected.
For Cremation and Burial of Ashes - From the church the funeral procession moves to the crematorium where the committal prayers are said. Close family and others invited may come forward to sprinkle holy water on the coffin before the curtains close.

In our tradition after a cremation the ashes must be buried in a casket or poured into a grave space. It is not permitted to scatter ashes. Sometime after cremation there is a short service for the burial of ashes which the celebrant will lead. Again close family and others invited may come forward to sprinkle holy water on the casket as it is lowered into the grave, and this is the moment also for any personal flowers to be placed on the casket. It is good to ask for the headstone of a grave to be blessed once it has been erected.

b. Funeral Service in Church or Cemetery Chapel
For a Funeral Service the celebrant will offer you the choice of readings and bidding prayers. Hymns may be chosen. Members of the family and friends and parishioners may proclaim the readings and prayers. A priest or deacon will read the gospel. A tribute to the person who has died may be given at the beginning or towards the end of the service. This should be no more than three minutes long and needs to be checked with the celebrant beforehand. You may prefer to leave this until the reception after the funeral.

For Burial - From the church the funeral procession moves to the grave where the committal prayers are said. Close family and others invited may come forward to sprinkle holy water on the coffin after it is lowered into the grave, and this is the moment also for any personal flowers to be placed on the coffin.

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c. Funeral Service in a Crematorium Chapel without a service in church
For a Funeral Service at a crematorium the celebrant will offer you the choice of readings and bidding prayers. Hymns may be chosen. Members of the family and friends and parishioners may proclaim the readings and prayers. A priest or deacon will read the gospel. A tribute to the person who has died may be given at the beginning or towards the end of the service. This should be no more than three minutes long and needs to be checked with the celebrant beforehand. You may prefer to leave this until the reception after the funeral. Before the committal prayers close family and others invited may come forward to sprinkle holy water on the coffin before the curtain is closed.

In our tradition after a cremation the ashes must be buried in a casket or poured into a grave space. It is not permitted to scatter ashes. Sometime after cremation there is a short service for the burial of ashes which the celebrant will lead. Again close family and others invited may come forward to sprinkle holy water on the casket as it is lowered into the grave, and this is the moment also for any personal flowers to be placed on the casket.

It is good to ask for the headstone of a grave to be blessed once it has been erected.

d. Funeral Service at the graveside without a service in church
For a Funeral Service the celebrant will offer you the choice of readings and bidding prayers. Hymns may be chosen. Members of the family and friends and parishioners may proclaim the readings and prayers. A priest or deacon will read the gospel.

Close family and others invited may come forward to sprinkle holy water on the coffin after it is lowered into the grave, and this is the moment also for any personal flowers to be placed on the coffin.

It is good to ask for the headstone of a grave to be blessed once it has been erected.

5. **Recorded music** is not permitted during a Catholic funeral liturgy. Sometimes it may be appropriate for a suitable piece to be played as the funeral procession leaves the church or at the end of a funeral service at the crematorium.
6. Order of Service.
This needs to be prepared with care ensuring that it helps the people participate especially with responses and hymns. The celebrant needs to approve the text before printing.
The preferred wording for the cover is:
*Requiem Mass to pray for the soul of N.*
or *Funeral Service to pray for the soul of N.*

7. Remembering our dead
There is a strong Catholic tradition to gather for Mass one month after someone’s death, we call this the Month’s Mind.
Many also ask for a Mass on the anniversary of death each year and perhaps on significant dates such as their birthday.
November is kept as a month of particular prayer for those who have died. There may be an annual Requiem Mass in November when those who have died in the previous year are remembered. All Souls’ Day, November 2, is the Church’s day of prayer for all the dead.
Every year there may be a service in each of our cemeteries when we gather as a Catholic community to pray for all who have died and have been buried or their ashes interred.
PRAYERS FOR YOU TO USE AT THIS TIME

*Prayer is at the heart of everyone’s relationship with God and with others in the Church.*

*At this time of sadness and grief it is so important for us all.*

**OUR FATHER**, who art in heaven.
Hallowed be thy name. Thy kingdom come.
Thy will be done on earth as it is in heaven.
Give us this day our daily bread.
And for give us our trespasses
as we forgive those who trespass against us.
And lead us not into temptation but deliver us from evil.

**HAIL MARY**, full of grace, the Lord is with thee.
Blessed art thou amongst women,
and blessed is the fruit of thy womb, Jesus.
Holy Mary, Mother of God, pray for us sinners
now and at the hour of our death. Amen.

**GLORY BE** to the Father, and to the Son, and to the Holy Spirit.
As it was in the beginning, is now and ever shall be, world without end. Amen.

**PSALM 129 - the traditional psalm for the dead.**

Out of the depths I cry to you, O Lord,
Lord, hear my voice!
O let your ears be attentive to the voice of my pleading.
If you, O Lord, should mark our guilt,
Lord, who would survive?
But with you is found forgiveness:
for this we revere you.
My soul is waiting for the Lord.
I count on his word.
My soul is longing for the Lord
more than those who watch for day break.
Let the watchmen count on daybreak and Israel on the Lord.
Because with the Lord there is mercy and fullness of redemption,
Israel indeed he will redeem from all its iniquity

*Eternal rest give to them, O Lord,*
*and let perpetual light shine upon them.*
*May they rest in peace. Amen*
*May the souls of the faithful departed,*
*through the mercy of God, rest in peace. Amen*

2019/10
“In the Lord’s own House shall I dwell”
Psalm 22

CATHOLIC FUNERALS
in
NORTHAMPTON DIOCESE

4. Preparing for my funeral

This is the last in a series of four leaflets
The others are
1. For our clergy
2. For funeral directors and their staff
3. Understanding a Catholic funeral
Preparing for my funeral

This leaflet is offered to help you, as a Catholic, to consider how you wish your funeral to be celebrated. Leaflet 3 in this series, *Understanding a Catholic funeral* will help you consider the options available to you.

More and more next of kin appreciate knowing what the individual wanted for their funeral, especially if they are not familiar with Catholic practices.

If you have any questions or need any help in completing this form please speak to your parish priest.

When it is completed please make sure that your next of kin and whoever is responsible for your funeral has a copy.
Completing the details on this sheet will help you indicate the sort of funeral you wish and guide those who will be responsible.

### PRACTICAL DETAILS

<table>
<thead>
<tr>
<th><strong>Name</strong> – Some people have a shorter form of their name, or another form of their name by which they are known. If you wish this to be used please indicate.</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Name</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Next of kin</td>
<td></td>
</tr>
<tr>
<td>Who will arrange my funeral</td>
<td></td>
</tr>
</tbody>
</table>

**Funeral Director** - if you have a preference for a funeral director please indicate this, especially if you have a prepaid funeral plan. It is also important to state where the documentation for this is held.

| Preferred funeral director  |
| Pre-paid plan with  |
| Documents for this with  |

**The place for my funeral** - this can be your own parish church, the church you regularly attend, or another church with which you have personal connections. A funeral service [not a Mass] is sometimes held in the cemetery chapel or crematorium chapel.

| Preferred Church for my funeral  |
| Burial or Cremation with Burial of Ashes - our Catholic tradition always involves burial in a churchyard or cemetery of the coffin or the ashes. It is not permitted to scatter ashes. **Please circle your choice.** | Burial or Cremation  
Place of burial or burial of ashes  
Burial in an existing plot  
Cemetery and number of plot if available |
| --- | --- |
| **Funeral Liturgy - the time honoured norm for a Catholic funeral** is a Requiem Mass in a Church, followed by a burial or cremation and burial of ashes. The possibility of a funeral service without a Mass is also available. This can be in church, or at the cemetery or crematorium chapel. **Please circle your choice.** | Requiem Mass in Church with burial/cremation  
Funeral Service in Church with burial /cremation  
Funeral Service in Cemetery Chapel with burial  
Funeral Service in Crematorium Chapel |
| **Reception of the Body - Many Catholics like their body to rest in church overnight before the funeral liturgy. Otherwise the body is brought to church at the beginning of the funeral liturgy. Your own crucifix and bible may be used as the Christian signs on the coffin if you wish. Nothing else is to be placed on the coffin for the liturgy unless a baptismal pall has been used.** **Please circle your choice.** | I would like my body to be brought into Church the night before  
I would like my body to be brought into Church at the beginning of the funeral liturgy |
<table>
<thead>
<tr>
<th>CHOICES IN THE LITURGY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Readings from Scripture</strong> – as scripture is a fundamental part of every liturgy the Church offers a wide choice for a funeral which is available to you in different forms. It is good to choose readings which reflect your faith and relationship with God. As at any Mass there is</td>
</tr>
<tr>
<td>- First reading</td>
</tr>
<tr>
<td>- Psalm, which can be sung or read</td>
</tr>
<tr>
<td>- Second reading [optional]</td>
</tr>
<tr>
<td>- Gospel</td>
</tr>
<tr>
<td><strong>Please indicate your preferences.</strong></td>
</tr>
<tr>
<td><strong>First Reading</strong></td>
</tr>
<tr>
<td>Psalm [sung/read]</td>
</tr>
<tr>
<td><strong>Second Reading (optional)</strong></td>
</tr>
<tr>
<td>Gospel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Intercessions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The Church provides a particular format for the Bidding Prayers which can be adapted to reflect appropriate needs, and should be agreed with the celebrant beforehand.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Tribute [Eulogy]</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A tribute to the person who has died may be given at the beginning or towards the end of the service. This should be no more than three minutes long and needs to be checked with the celebrant beforehand. You may prefer to leave this until the reception after the funeral.</td>
</tr>
</tbody>
</table>
**Music in the celebration**
At a Requiem Mass the Gospel and Eucharistic acclamations are normally sung.  
*In the Catholic liturgy music should foster a prayerful celebration.* Therefore your selection of psalms and hymns can be used by the celebrant to decide which fits best with the nature of the liturgy. Other music can sometimes be possible again depending on what is appropriate in the liturgy. Recorded music is not permitted.

**Please indicate your preferences**

**Involving people**
You may wish to indicate people you would like to be involved in different aspects of the funeral liturgy.

**Any other comments**
*eg if you wish to indicate a charity*

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**Signed**

**Dated**

Copies of this form are with