

# Ottawa Catholic Community - Ottawa, IL

## Funeral Planning Guide

### Deceased Information

|                                                 |  |
|-------------------------------------------------|--|
| Name of Deceased (First, Middle, and Last Name) |  |
| Date of Birth                                   |  |
| Date of Death                                   |  |
| Contact Person                                  |  |
| Mobile Phone Number of Contact                  |  |
| Email Address                                   |  |
| Immediate Relatives                             |  |

### Wake Service Information

***Normally, the Wake Service or Rosary begins the time of Vigil***

|              |                                                                                       |
|--------------|---------------------------------------------------------------------------------------|
| Date         |                                                                                       |
| Location     |                                                                                       |
| Time         |                                                                                       |
| Presider     |                                                                                       |
| Wake Service | <input type="checkbox"/> Wake Service w/ Scripture<br><input type="checkbox"/> Rosary |
| Comments     |                                                                                       |

### Funeral Liturgy

|                                   |                                                             |
|-----------------------------------|-------------------------------------------------------------|
| Date of Funeral                   |                                                             |
| Time                              |                                                             |
| # of Guests for Programs          |                                                             |
| Mass of Christian Burial Location |                                                             |
| Body Present                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Cremated Remains                  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Memorial Mass                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Presider                          |                                                             |
| Organist                          |                                                             |
| Cantor                            |                                                             |
| Others                            |                                                             |

## Sacred Scripture Reading Selections

|                                   |                                                                        |
|-----------------------------------|------------------------------------------------------------------------|
| 1st Reading                       |                                                                        |
| Read By (must be Catholic)        |                                                                        |
| Psalm (normally sung)             |                                                                        |
| 2nd Reading                       |                                                                        |
| Read By (must be Catholic)        |                                                                        |
| Gospel                            |                                                                        |
| Petitions                         | <input type="checkbox"/> Option 1<br><input type="checkbox"/> Option 2 |
| Read By (normally read by Deacon) |                                                                        |
| Presentation of Offertory Gifts   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No            |
| By                                |                                                                        |

## Music Requests

***Please see the Parish website for music options for the Funeral***

|                       |  |
|-----------------------|--|
| Opening               |  |
| Offertory             |  |
| Communion             |  |
| Meditation (Optional) |  |
| Closing               |  |

## Pallbearers

|               |  |
|---------------|--|
| Pallbearer #1 |  |
| Pallbearer #2 |  |
| Pallbearer #3 |  |
| Pallbearer #4 |  |
| Pallbearer #5 |  |
| Pallbearer #6 |  |

## Post Funeral Details

|                   |                                                             |
|-------------------|-------------------------------------------------------------|
| Funeral Luncheon? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Additional Notes  |                                                             |