

Planning a Funeral at Nativity of Mary Parish: Policies & Helpful Information

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Core hours: Tuesday – Thursday, 10 a.m. – 3 p.m.; variable Mondays & Fridays

We at Nativity of Mary grieve with you in your time of loss and are honored to serve you at this time to plan a funeral which gives glory to God as Creator and Life-Giver and honors the life and legacy of your loved one. Though difficult, this process has the potential to be a holy and very healing time. It is our desire to make it so, with God's help.

Scheduling a Funeral at Nativity

The Ministry Coordinator will coordinate all aspects of the funeral here at Nativity of Mary. Once your loved one has passed, contact her by phone or email, leaving her the name of your loved one, date of death, name of funeral home (if any) you'll be working with, and a couple of hoped-for dates, along with your preferences for who will preside. Funerals are scheduled on a case-by-case basis and depend on the availability of the church itself and presider availability. Funerals generally take place Tuesdays – Fridays, usually at 11:00 a.m.

Planning the Funeral Mass

Readings and Music Selections:

Please see our Funeral Planning webpage at

<https://nativitybloomington.org/Ministries//Pastoral-Care/Funeral-Planning>

There you will find the Funeral Planning Guide, which contains Scripture reading choices and music choices for each part of the Mass in which they are required. The Funeral Planning (Work)Sheet, ***especially the second page***, is a more succinct way to view what is needed and the choices you have.

You are encouraged to take some time to read through the Scripture choices prior to coming to the funeral planning meeting. However, the Funeral Planning Team can also assist you in your decisions. Remember, there isn't a wrong choice! Know that other scripture selections may be approved for use, if requested.

Song choices begin on page 37 of the Funeral Planning Guide and include many well-known songs and hymns, likely easy for the congregation to sing. Songs not listed in the Funeral Planning Guide but desired by the family will be considered individually. When appropriate, they may be used as prelude pieces; other songs not appropriate for the funeral Mass may be offered during an open microphone/time of sharing stories and memories at the luncheon if you have one. (Note: we do not use any music by composer David Haas.)

During the funeral planning meeting, the Funeral Planning Team can assist you in deciding which songs will fit best in each part of the Mass. Arriving at the meeting with some of your favorite songs in mind can be helpful.

Musicians who are family members or friends may be considered to assist with Mass.

Note: To preserve the integrity of the Mass, recorded music and secular music selections are not allowed in the church, including during the funeral.

Options for including your family/loved ones in the funeral Mass:

- **Readers:** You may designate 1-3 people who are comfortable proclaiming the Word of God as readers of the First Reading, Second Reading, and Prayers of the Faithful (aka "petitions" or "intercessions"). Hard copies of the readings will be given to you at the funeral planning meeting or digital copies emailed to you afterward so readers can prepare ahead of time. Readers are expected to practice with the microphone at the ambo 40-45 minutes before the start of the funeral with a member of the Funeral Coordinator Team. All readings will be in a binder and ready at the ambo before the start of the funeral; readers should not carry up their own copy during the funeral.
- **Words of Remembrance:** One person is welcome to offer Words of Remembrance for up to 7 minutes after Communion and before the Final Commendation. Remarks must be appropriate for a church setting and focused on the deceased's virtues and positive legacy. Remarks of no more than 1,100 words must be submitted in writing to Fr. Bill no more than 48 hours before the funeral at frbduffert@nativitybloomington.org (more time is appreciated). The person giving the Words of Remembrance is encouraged to practice with the microphone at the ambo prior to the start of the funeral.
- **Preparation of Gifts:** Two to three people are welcome to carry the bread, water and wine at this time of the Mass. They should check in at the sacristy or with a Funeral Coordinator no later than 15 minutes prior to the start of the funeral for quick instructions and a walk-through.
- **Musicians:** Let us know whether you have family/friends who may assist with the music, and provide us with their name, phone number and email address. We will contact him/her/them to verify that they are comfortable performing in the context of a Catholic liturgy. Most of the time, we can include them. *If you don't have musicians, no problem; we have several excellent musicians we work with regularly who we can hire on your behalf.*
- **Note regarding attire:** All people participating in the funeral should take care that their style of dress is modest, respectful of the proceedings and is not a cause of undue attention or distraction.

Other details to consider:

- **Placing of the Pall:** If there is a casket, do family members wish to place the pall, or would you like church or funeral home personnel to do so?
- **Moving the Urn:** If there is an urn, how would you like the urn to be moved from the Gathering Space into the church proper? It may be carried in procession by a family member, or moved by church or funeral home personnel before the funeral begins. This is completely up to you.
- **Procession of the Family:** Do you want your family members to process into the church during the opening hymn? If so, you may determine your own order and which family members to include.
- **Kneeler during Visitation:** Do you wish to have a kneeler placed in the Gathering Space near the casket or urn during the visitation?
- **Reserving Pews for the Family:** For how many people/family members should we reserve pews at the front of the church?
- **Number of Attendees:** How many people do you estimate will attend the funeral? How many are anticipated to attend the luncheon, if you have one?
- **Worship Aid:** We will create and print Worship Guides (8-page folded, black & white booklets) to assist attendees to participate in the funeral. Song texts and common responses are included, as well as some printed music.

Additional notes about the Worship Aid:

- **Photo:** You may have a photo of your loved one on the front cover, if you desire, **provided it is a high-quality photo image**. We will crop it as best we are able. The digital image file in the form of a JPEG, GIF or TIFF (please no PDF images) should be emailed to the Beth Gaetz at bgaetz@nativitybloomington.org.
 - **After funeral instructions:** We will include brief statements about the burial and luncheon arrangements toward the end of the booklet, when applicable.
 - **Names of participants:** Due to space considerations and the high occurrence of last-minute changes, we do not print the names of those taking part in the Funeral Mass in the worship aid. We thank you for your understanding.
 - **A note about other customized information:** Due to a lack of extra space in our worship aids, we are not able to include poems, obituaries, quotes or other additional text or images. If you wish to distribute these types of offerings, you are encouraged to speak with your funeral home representative or a printer and place them on the visitation sign-in table.
- **Resurrection Choir or Cantor Option:** You may request the presence of Nativity's Resurrection Choir to lead the sung worship during the funeral at no additional cost or opt to have us hire a cantor/soloist/song leader to lead the sung worship for an additional fee of \$125.

Funeral Size & Location

We can host funerals of up to 40 attendees in our Chapel to provide a more intimate experience, especially when a small group is anticipated. If desired, the Visitation may also take place in the Chapel. Funerals of more than 40 attendees will take place in the main Church. Funerals in the Chapel will be accompanied by piano, due to the organ's location.

Visitation

Unfortunately, we are not able to host wakes or visitations at the parish the evening before the funeral, nor are we able to provide leadership for a rosary or prayers during these times. You are welcome to provide your own prayer leaders, if desired.

You are welcome to have a public visitation for one hour prior to the start of the funeral Mass at Nativity of Mary. Visitations take place in the Gathering Space, nearest the south/main church entrance. The family is welcome to arrive after 9:30 a.m. (which is after the bus drop off on school days) for their own private viewing and to set up any items for display.

Items available for use during the Visitation in the Gathering Space:

- **Tables:** A large table (11.5' x 3') is available to display memorabilia, framed photos, photo albums, trifold photo boards or flowers/plants. You may also request extra 8' x 3' tables for those items. We have a solid wood table that we use for a guest book and cards (60" x 15" x 29.5" tall), and a wood & glass-topped table upon which we place an urn (60" x 14" x 26.25" high). The solid wood table upon which we place an urn in the church sanctuary is 30" x 14" x 29.5" high.
- **Easels:** We have 5 floor easels upon which to display lightweight photo boards. We also have a number of small and large table easels, if needed. If you are using a funeral home, they can often provide extra easels, if needed; check with them.
- **Electronic Video/Photo Display:** We have a large TV (with an HDMI cable) mounted to the far wall of our Gathering Space; it is available for photo/video presentations prepared by the family. You may bring a thumb drive or laptop with a HDMI port. Note: the parish is not able to provide much technological support. We do have an AV cart for the laptop to rest on and a Mac/Apple adapter available for your use.
- **Card/Memorials Basket:** We provide a basket for cards/memorials. You may wish to bring a bag in which to transport them home, especially when a funeral home is not present. *Note: the basket is moved to a more secure place while the funeral is taking place to discourage theft.*
- **Table Cloths:** Cloth table coverings are provided by the parish for the display tables and urn table in the Gathering Space and the urn table in the church. The sign-in table in the Gathering Space is typically not covered. If you desire to bring in your own tablecloth for the sign-in table, see the dimensions for it listed above under "Tables".

Note: Please be sure to build time into your schedule on funeral day to pick up photos or memorabilia and/or leftover food from the reception and any plants/flowers prior to the end of the parish's business day at 4:30 p.m.

Luncheon Information

Families will often provide lunch or refreshments for the guests who attend the funeral. Some families choose to host their post-funeral social event at Bloomington Event Center (formerly the Knights of Columbus Hall) in Bloomington, the Bloomington Armory, or a restaurant of their choosing. Others prefer to stay on-site at Nativity of Mary for a catered lunch.

General Information:

- Luncheons for 130 or fewer people are held in the Gathering Space at oblong (5' x 6') tables which comfortably seat 8.
- For numbers greater than 130, the luncheon is held in the School Cafeteria, which also has 5' x 6' oblong tables which seat 8. School luncheon tables with built-in benches are also used when the number of luncheon guests requires them. An elevator is available, and directional signs are placed so guests can easily find the cafeteria.
- Coffee, water, and the set-up, serving, and packaging of the food is provided by parish volunteers, who will eat lunch after all guests have been served.
- The serving tables are covered by cloth tablecloths provided by the parish. Paper placemats and decorative centerpieces are provided by the parish on the tables used for eating.
- Clean up of the tables and room is done by parish volunteers and staff. However, families are asked to take everything with them that they have brought in.
- No food, other than that provided by the caterer, is allowed to be brought in. However, a family may, if desired, serve canned or bottled soft drinks, if they are willing to provide their own ice and serving container to keep them cold.
- No alcohol of any kind is allowed on the premises at any time; the campus is also smoke-free.
- Leftover food is packaged up by our volunteers and sent home with the family. (It is helpful for family members to bring their own reusable containers for leftovers, whenever possible, to reduce waste and keep costs down.)

Catering Options:

As part of Nativity's service to you, Nativity of Mary's Ministry Coordinator will coordinate luncheons ordered through ABC (Affordable Best Catering) Catering or Festival Foods, both in Bloomington.

- **ABC Catering:** ABC offers a choice of three popular luncheon buffets (see the last page of this document) at three price points. You will inform the Ministry Coordinator of which buffet option you have chosen, and she will place the order and be sure it arrives onsite. There is an additional \$25 charge for delivery to the church.
- **Festival Foods:** Festival offers a large variety of prepared foods. If interested in using them, you will create your buffet by ordering each item *a la carte* from their online menu, which you can access here:
<https://cart.festivalfoods.net/dept/catering/name/25>. *A note of limitation: because Festival Foods doesn't have the capacity to keep hot foods hot after delivery (and we are not equipped for hot foods, either), only cold foods may be ordered from them. You will*

inform the Ministry Coordinator of your selections and quantities; the Ministry Coordinator will place the order and be sure it arrives onsite. Delivery can sometimes be arranged, and if so, is free for orders over \$100.

- **Other Catering Options:** If you desire a hot meal (other than Buffet #3 from ABC), you will need to hire a full-service caterer who can handle hot food and keep it hot on-site. Hy-Vee in Eagan, ABC Catering, Lunds & Byerly's, and D'Amico & Sons have been used here in the past. You may also use another licensed caterer/food service provider of your choosing. In these cases, you will place the order and pay the caterer directly, and then inform the Ministry Coordinator of the details of your order and the name and contact information of the catering manager, so that she can manage the behind-the-scenes details.

Music & Spoken Tributes at the Luncheon: Some families like to have a time to offer tributes and share memories of the deceased. This typically begins about 20 minutes after all have received their food. A cordless microphone is available by request for this time. Additionally, if any songs were desired that did not fit into the service in the church or are secular in nature (but still appropriate for a church setting), the musician(s) may offer their tribute at this time, or a recording may be played. It can be a beautiful, joy-filled and poignant time for all present; however, it can be helpful to have at least 2-3 people identified beforehand as willing to speak during that time to avoid an awkward silence.

Financial Information

Base Fees:

Nativity of Mary charges a base fee of \$600, which includes:

- ❖ a stipend for the priest presider (or deacon presider, when appropriate);
- ❖ a stipend for the pianist/organist; and
- ❖ a fee to cover some of the parish's expenses.

Optional Fees: As mentioned earlier, additional optional fees are \$125 for the services of a funeral cantor/song leader/vocal soloist, and all food/catering costs. An additional \$50 stipend may be requested for a deacon to lead gravesite prayers when a priest is not available.

Payment: An invoice detailing the charges will be emailed to the primary family contact prior to the funeral day. Payment is due on the day of the funeral and checks should be made to Nativity of Mary Catholic Church and given to the Ministry Coordinator or a Funeral Coordinator. Families who prefer to pay before the funeral date may drop off their payment to the Ministry Coordinator at the Parish Office during regular business hours.

If you are using the services of one of our local funeral homes, the Ministry Coordinator will let the funeral home know the total amount due to Nativity (base fee plus any options you've chosen). The funeral home will add it to their bill; you will make one payment to the funeral home. The funeral home will pay Nativity, and we, in turn, will pay anyone we have contracted with on your behalf.

Prepayment to Nativity of Mary: We do not accept payments ahead of time for funerals. However, if you have preplanned your funeral, we will keep your plans on file. You may ask the funeral home you are using if they will allow you to prepay any anticipated church costs to them.

Flowers and Plants

General information:

We encourage families to take and enjoy the flowers/plants given in honor of their loved one, as it is difficult for our staff to manage all the flowers, vases, containers, etc. which accumulate over time. If you have particularly large arrangements or green plants you wish to leave with the church, we may accept up to two of those and maybe up to two smaller fresh-cut arrangements--depending on the liturgical season. Check with the Ministry Coordinator or the Director of Liturgy & Music about the possibility of leaving flowers/plants. Many families break down the larger floral arrangements and create vases/containers of arrangements to pass out to family members. You may also check to see whether any local nursing homes can accept donations of unwanted flowers or plants.

Flower arrangement for urns:

The wooden tables/stands upon which the urn rests both in the Gathering Space and in the church sanctuary are 12"-14" deep. We encourage you, when working with the florist, to choose a more petite arrangement that will easily fit the size of our tables/stands.

Notice Regarding Parish Mailings/Electronic Giving

If your recently deceased loved one was an active parishioner at Nativity of Mary and was receiving contribution envelopes by mail, please know that their records will be updated in a timely manner. However, please also note that it routinely takes 1-2 *quarterly cycles* (which could take up to 6 months) for contribution envelopes to stop being mailed, due to the fact they are mailed once every three months, and the envelope company requires notification of changes 7 weeks prior to the next quarterly mailing. If you continue to receive envelopes for **more than two cycles after notifying us of the death**, please contact our bookkeeper. Also, if your loved one has been giving electronically and those contributions do not stop within one month after we receive notice of death, please contact our bookkeeper.

We understand how irritating and even painful it can be to continue to receive mail for a deceased loved one. Please trust our sincere efforts to stop all mailings as soon as possible.

Notice of Changes

Please note that current policies and prices may change at any time, with or without notice.

Summary

We are happy to meet with you in person or talk things through over the phone once you have had the opportunity to read, discuss and ponder your options. Know of our prayers and those of the Nativity of Mary community of faith.



LUNCHEON MENUS

BUFFET #1 **\$9.95 per person**

Deluxe Turkey, Ham & Roast Beef –
served on fresh croissants
Potato Salad or Italian Pasta Salad
Kettle Chips
Baby Dill Pickles & Olives
Assorted Desserts
Punch & Coffee
Condiments

BUFFET #2 **\$10.95 per person**

Deluxe Turkey, Ham & Roast Beef –
served on fresh croissants
Fresh Veggie Platter with Dip
Cranberry Almond Pasta Salad -
prepared with sweet poppy seed dressing
Fancy Cheese Tray with Crackers
Baby Dill Pickles & Olives
Assorted Desserts
Punch & Coffee
Condiments

BUFFET #3 **\$11.95 per person**

Hot BBQ Pork or Hot Roast Beef & Au Jus - served with fresh buns
Cheesy Hash Brown Potatoes
Broccoli Salad -
prepared with sunflower seeds, bacon bits & raisins
Fresh Cut Fruit Display
Baby Dill Pickles and Olives
Assorted Desserts
Punch and Coffee

Note: A \$25 delivery fee will be added to all orders.

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