



Funeral Request Form

Date Received	Received By:
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Funeral Information

Name of Deceased		Age	Faith	
Date of Birth	Date of Death		Next of Kin or Spouse	
Home Telephone Number	Cell Phone Number	Email Address		Relationship
Address		City	State	Zip Code
Funeral Home	Telephone Number		Contact	
Additional Comments				

Service Requested

	Weekday	Date	Time	Place	Priest/Deacon
Wake					
Funeral					
Burial					
Memorial					

Presence		Body	None
Ministry		Approved By	

Music/Liturgy

Music Requested	Organist	Violinist	Cello
Performed By			
Liturgy Prepared			
Notes from Family			

Memorials

☐ Sanctuary Lamp/Flowers	☐ Blessed Mother Grotto	☐ St. Peregrine Garden	☐ St. Patrick Garden	☐ Vestments	☐ Liturgical Memorial
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Front Office Checklist

Notified:	☐	Harris	☐	Vargas	☐	Coordinator	☐	Finance	☐
Front Office:	☐	Place on bulletin board	☐	Send condolence card	☐				

Funeral Procedures

Complete the Form as follows:

Enter N/A for fields not being used. For example: if there is no wake, type in N/A for 'Day' 'Date', etc.

(N/A = Non Applicable)

Fields with Yes or No, or Y or N, please type in the desired response.

For example: delete the N and leave the Y for a Yes answer

Last Line: Please use this line to MANUALLY check off when posted to Bulletin Board, Condolence Card is written, Choir is Contacted

Save the completed form into Funeral Monthly folder on the server as 'Funeral Request Form Deceased Name'

WAKE \$275:

A wake is a prayer service prior to the funeral. This takes place in a funeral home typically. This is the time that the family should say the eulogy and recite any special poems or information.

Please contact the Deacons for to advise of the wake service. (Priest should be asked if Deacon is unavailable.)

REMEMBER: Two checks will be needed

Check #1: Payable to St. Thomas More Church for \$150.00

Check #2: Payable to the Celebrant for \$125

FUNERAL \$275:

A funeral takes place in the Chapel. The front office does NOT have authorization to move the funeral to Church.

We do NOT allow the following: Outside Music - PowerPoints - Slide Shows - No special allowances

If the family makes a request you are unsure of how to answer, please contact management and advise family you will follow up with them at a later time. DO NOT give them an answer if you do not have correct information.

Ask the following questions:

Would they like music? An organist? (additional \$125) - A cantor? (additional \$125) - A soloist? (additional \$125)

Would they like a choir? (the choir is a free service when an organist is being used)

Please Note: The funeral time date and time is a REQUESTED date and time. Advise the funeral home or family making the request that the availability needs to be confirmed.

Check the online Calendar and Mass Book for events or conflicts.

We do NOT allow for Funerals on Saturdays or Sundays.

Contact Clergy immediately if they are in the office to authorize approval.

If they are not in the office, send them an email. Print the form and place in corresponding mailbox.

REMEMBER: Two checks will be needed

Check #1: Payable to St. Thomas More Church for \$150.00 + Additional Music Fees if applicable

Check #2: Payable to the Celebrant for \$125

After Clergy Approval:

Call the funeral home or family immediately to advise of date approval.

Refer them to the website or ask them to come into the office to select Music and funeral readings.

(They MUST choose from the selection as listed in the guidelines).

Ask for a page long BIO so that the Priest can make a personalized Homily for the deceased.

Payment should be made by the family and funeral home PRIOR to the Mass at the front desk

(Or to the Music Director or Finance Department.)

Call the organist, soloist, and choir as requested to confirm availability.

Update the form on the board with organist, soloist name and choir confirmation.

Add the funeral to the Mass Book and OnLine Calendar. Set up the Liturgy Book when readings, etc. received.

(See Liturgy Book for set up directions.)

BURIAL \$275:

Be sure to ask for the location. If its not in our designated area, its likely that we will not have a Priest available.

Please confirm location with the Priest.

REMEMBER: Two checks will be needed

Check #1: Payable to St. Thomas More Church for \$150.00

Check #2: Payable to the Celebrant for \$125