

# FAMILY'S REMINDER LIST

Use these 3 pages as your "to do" check list. **The forms to be completed and returned to Sister Sara are the Funeral Planning Form and the Liturgy Form from our website (NOT this check list which is for you only).**

Saint Francis Xavier Catholic Church, 2 Xavier Circle, Birmingham, AL 35213

**Sister Sara Burress, OSB = 205-381-0095**

**[pastoralcare@sfxbirmingham.com](mailto:pastoralcare@sfxbirmingham.com)**

**1. HAVE I e-MAILED A COPY OF THE OBITUARY?**

From this we get names of deceased parents, siblings, spouse, children, as well as names of all surviving family members which we need for church records.

**2. HAVE I SELECTED ALL SCRIPTURES and READERS and emailed that information?**

Scripture selections can be found on the parish website under "funeral planning". Select one Old Testament reading, one New Testament reading, and one Gospel reading. Also, you provide a reader for the first and second scriptures. The priest will read the Gospel.

**3. HAVE I SELECTED ALL THE HYMNS and emailed them?**

Hymn choices are also found in the Funeral Planning part of our website. Click on "Funeral Music." If the burial is another day, and you are not going to the cemetery or columbarium after the funeral, you pick a closing hymn (this can be selected from the list of entrance hymns).

**4. HAVE I GOTTEN A READER for the INTERCESSORY PRAYERS and emailed that name? (Nancy Grundhoefer, from our parish staff, writes these prayers)**

(It is best that this reader is NOT an immediate family member.)

**5. (Optional) WILL ANYONE GIVE WORDS OF REMEMBRANCE and have I emailed that name?**

**(Limit 2 people, 10 minutes total)**

■ Continued on reverse side of page.



## **ADDITIONAL INFORMATION**

**(Optional) Holy Cards** (small prayer cards with name of deceased, date of death, and a prayer) If the Funeral Home you are using does not provide prayer cards, they may be purchased at Alpha Church Supply & Gifts (205-942-5750), 121 West Valley Avenue (alphachurchsupply.com).

### **CREMATION INFORMATION:**

1. Parishioners have used: Aubrey Bushelon Funeral Home (205-956-8388); Lusain Crematory (205-900-8334); Cremation Center of Birmingham (205-970-6886); Abanks Mortuary (205-322-9050), and Ridout's Valley Chapel (205-879-3401). Other names of local cremation services can be found on the internet or telephone directory.
2. If you wish to purchase a niche in our columbarium, speak with Kathy Kononchek in our office (205-803-5418). To arrange a time to pick up the metal cylinder which will hold the cremains inside the niche, please contact Kathy or our receptionist (205-871-1153).
3. Take this container to the crematory of your choice. Tell them the date of the funeral. If they deliver, the Parish Office is open Monday through Thursday 9:00 a.m. to 4:00 p.m., and Friday 9:00 a.m. to Noon.
4. IF you wish, obtain 1 or 2 guest books from the mortuary (or buy elsewhere), for guests to sign as they arrive for Visitation and/or Funeral.
5. You may bring a framed photograph (free-standing) and a vase of flowers to sit on a small table along with the cremains, at the base of the altar. If you are using a niche in our columbarium, the metal cylinder containing the cremains will be placed inside SFX's wooden box during the Funeral Mass. If you are NOT using our columbarium, the urn you provide containing the cremains will be placed on that small table.
6. IF you will be processing out to our columbarium at the end of the funeral mass for the committal service, please decide who in the family will carry the cremated remains out to the columbarium.