

# FAMILY'S REMINDER LIST

Keep this as a reminder of what you need to finish after meeting with Sister Sara & the priest. The forms to be completed and returned to Sister Sara are the Funeral Planning Form and the Liturgy Form (NOT this check list).

Saint Francis Xavier Catholic Church

Sister Sara Burress, OSB = 205-381-0095

1. **HAVE I E-MAILED A COPY OF THE OBITUARY TO SISTER SARA?**  
[pastoralcare@sfxbirmingham.com](mailto:pastoralcare@sfxbirmingham.com) (She particularly needs names of deceased parents, siblings, spouse, children, as well as names of surviving family members.)
2. **HAVE I SELECTED ALL SCRIPTURES and READERS and emailed that information to Sister Sara?**  
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 will 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 to Sr. Sara?**  
Hymn selections are also found on the parish website under "Funeral Planning." Click on "Funeral Music." If you are not going immediately to the cemetery or columbarium after the funeral, you will pick a closing hymn (this can be selected from list of entrance hymns).
4. **HAVE I GOTTEN A READER for the INTERCESSORY PRAYERS and emailed that name to Sister Sara? (Molly writes these prayers)**  
(It is best that this reader NOT be an immediate family member.)
5. **(Optional) WILL ANYONE GIVE WORDS OF REMEMBRANCE and have I emailed that name to Sister Sara?**

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

6. **TELL all the above named people** to meet with Sister Sara at the church at least 20 minutes before the funeral for instructions. Please make a copy of your first 2 scriptures to give to your readers to practice ahead of time.

7. **OPTIONAL - Memorial Board:**

Please deliver to the church office an unframed, good quality **PHOTO** of the deceased (or scan and email). After 2 weeks, you may pick up the poster from the parish office. If you haven't done so already, provide 3-4 "bullet points" of descriptive information to be included with the photo on the Memory Board.

8. **AFTER THE FUNERAL, PLEASE REMOVE ALL FLOWERS.** THANK YOU.

9. **BEREAVEMENT MEAL OR RECEPTION?**

We offer lunch or a reception in the parish hall (when the hall is available) following the funeral. Alternatively, the Joseph Room seats 40 people (but does not have a full kitchen), or our Bereavement Meal Team can deliver food to the home following the funeral. If you plan to serve more than 50, we ask that you consider hiring a caterer for the meat, and we can provide the rest, if you wish. For more information, contact Sister Sara (205-381-0095 or 205-803-5414). If you do wish to have a funeral lunch, you must contact Sister Sara immediately to arrange it.

**YOUR CHOICE TO LEAD and ASSIST IN THE FUNERAL LITURGY:**

Name of the **CELEBRANT** you have selected:

- Rev. Joe Culotta, Pastor [The Priest's Honorarium is at your discretion]
- Rev. Jonathan Howard, Associate Pastor
- Or Guest Priest: \_\_\_\_\_

Name of the **CANTOR/SOLOIST** you have selected:

- Nancy Grundhoefer (on SFX Staff) [Suggested honorarium is at least \$75]
- OR Guest Cantor: \_\_\_\_\_

Name of the **PIANIST/ORGANIST** you have selected:

- Molly Knerl (on SFX Staff) [Suggested honorarium is at least \$75]
- OR Guest Accompanist: \_\_\_\_\_

1 to 3 **ALTAR SERVERS** from the school, depending on availability

**LIVE-STREAMING FUNERAL MASS = \$75.00 fee to Yazmine Justiniano**

(more information continues on the next page)

## **ADDITIONAL INFORMATION**

### **Holy Cards** (prayer cards with name of deceased, date of death)

If the Funeral Home you are using does not provide Holy Cards, these may be purchased at Alpha Church Supply and Gifts (205-942-5750), 121 West Valley Avenue (alphachurchsupply.com).

## **CREMATION INFORMATION:**

1. Parishioners have used: Cremation Center of Birmingham (205-970-6886); Lusain Crematory (205-900-8334); Buchelon Funeral Home (205-786-3449); 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 when and where the service will be held. 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. Obtain 1 or 2 guest registration books, IF you wish guests to sign as they arrive for Visitation and the Funeral Mass. Some funeral homes provide.
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.