



**THE CELEBRATION
OF THE
ORDER OF CHRISTIAN FUNERALS**



Dear Family and Friends,

We are saddened by the death of your loved one and we offer you our sincere condolences and our prayers.

As an assembly of Christian believers, we are invited to focus our lives on the Gospel of Jesus Christ and by seeking the Order of Christian Funerals (OCF) you declare your belief that, “God has created each person for eternal life and that Jesus, the Son of God, by his death and resurrection, has broken the chains of sin and death that bound humanity.” (OCF §1)

At the time of death of a Christian, the church community gathers to celebrate the Order of Christian Funerals in order to:

1. offer worship, praise, and thanksgiving to God for the gift of life which has now been returned to God, the author of life and the hope of the just; (OCF §5)
2. intercede on behalf of the deceased and “to commend the dead to God’s merciful love” and to plead for the forgiveness of their sins; (OCF §6)
3. minister to the sorrowing and to console them “with the comforting Word of God and the sacrament of the Eucharist.”(OCF §5)

The celebration of the Order of Christian Funerals is rooted in the Sunday Assembly. It is an action of the entire Church in whose presence we celebrate the life of the deceased and pray for her/him as well as for all those who mourn his/her loss.

Because the Order of Christian Funeral is worship, it is, above all, congregational. And because it is congregational, every effort should be made to enable the assembly to participate in a full and active manner.

In light of this we have developed this funeral guide. Our intent is to ensure that the Order of Christian Funeral, which you ask to celebrate with us be of the best theological, liturgical, and artistic quality worthy of your love for the deceased.

GENERAL PRINCIPLES AND PROCEDURES

1. The Basilica of Saint Mary will be available for the celebration of the Order of Christian Funerals every day of the week, except Sundays and Holy Days, and providing that nothing else has been scheduled.

2. The funeral services may be celebrated either in the Basilica or in the Saint Joseph Chapel. Both are dignified places for worship. The number of people attending and the desired style of worship will dictate the choice of space. The Saint Joseph Chapel seats about 100 people and provides a more intimate setting.

3. There are three aspects to the funeral rites according to the Catholic tradition:

- the Vigil for the Deceased: this optional service often concludes the Visitation if this is held the night before the funeral Mass, often in the funeral home
- the Funeral Liturgy, either with or without a Mass celebrated in the parish church
- the Rite of Committal which happens at the cemetery at the time of interment.

4. To schedule a funeral, contact the Basilica of Saint Mary Receptionist at 612.333.1381. The Receptionist will direct you to the Funeral Liturgy Planner and the Funeral Coordinator. The role of the Funeral Planner is to assist you with the preparation of the celebration of the Order of Christian Funerals. Together with the Funeral Planner you will make all decisions necessary for the funeral. The Funeral Coordinator will assist in the execution of the celebration.

5. Cremation of the body is permitted by the Catholic Church, provided that the cremated remains be treated with as much respect as the body. Although not mandatory, it is preferred that the body be present for the funeral services and that cremation take place afterward.

6. If the body or the cremated remains are present then a funeral Mass is to be celebrated, unless liturgical/pastoral reasons suggest a funeral liturgy outside of Mass. When neither the body nor the cremated remains are present, then a memorial service is to be celebrated, either with or without a Mass.

7. Guest priests or deacons are welcome to preside. They will be asked to abide by the liturgical customs of the Basilica of Saint Mary and must have a Letter of Suitability if from outside the diocese.

8. The Basilica of Saint Mary will provide the following services:

- The use of The Basilica church/Saint Joseph Chapel as well as the use of the Teresa of Calcutta Hall if a reception is to be held on the Basilica campus
- The Basilica of Saint Mary funeral staff to assist in preparations, work with the liturgical ministers, and be present for the liturgy.
- Planning meeting with the Funeral Planner to help you make decisions in terms of the specifics of the funeral
- A worship booklet designed for each funeral will be prepared by Basilica staff
- The Funeral Coordinator will prepare the church for the funeral and will assist with the funeral
- Basilica musicians will provide the music

9. The Sanctuary is a place where sacred actions and rituals are conducted. Therefore, no liturgical furniture or environment is to be moved. The funeral party will be seated in the first row of pews. Everyone will go to their assigned seats during the procession.

10. The family is welcome to use the Teresa of Calcutta Hall for a reception. Since The Basilica neither has an accessible kitchen nor food service, the food will have to be catered. We can provide the names of several caterers who are familiar with the policies of The Basilica so that you can make the arrangements for the food. A team of volunteers will assist the caterers with the set-up and with the serving of the food. We can provide lemonade and coffee.

11. Only Basilica musicians may be used at the funeral. This will guarantee that the service goes smoothly as the presider, cantor, organist, and instrumentalists are used to working with each other, as well as with the specific demands of our space. It ensures a desirable continuity with the church's regular worship life and it protects The Basilica's mission in terms of high quality liturgy. The Cathedral Choir or other Basilica music groups may be available for a funeral. All list of Basilica musicians and their fees will be provided by the funeral planner. This possibility is to be discussed with the Funeral Planner. It is the responsibility of the Basilica Funeral Planner to book all musicians.

12. During the visitation and the reception, it is recommended that a memorial table is set-up with photos and mementos that capture the life of the deceased. A guest book will allow guests to write down memories and messages.

13. Be careful not to leave any of your valuable belongings unattended. Despite its security officers, The Basilica of Saint Mary is not responsible for loss or theft.

LITURGICAL MINISTERS

Pall Bearers

Family and friends are invited to carry the coffin or urn with the cremated remains in and out of the church as well as to the place of burial. In selecting the pall bearers, it is good to take into account that they will have to carry the coffin up and down the steps to The Basilica.

Lectors (Readers)

Members of the family or friends may be asked to proclaim the first and/or second reading, as well as the intercessions. Although this may be a very meaningful experience for both the family and the reader it is good to remember the importance of the Word of God and the need for good readers. Be sure that the lectors have their reading in advance and advise them that they are to speak slowly and to project clearly. They will rehearse prior to the funeral with the Funeral Coordinator.

Gift Bearers

At the time of the preparation of the gifts, several members of the family or friends may be asked to bring the gifts of bread and wine to the altar. The Funeral Coordinator will work with the gift bearers before the service.

Eucharistic Ministers

If any of the members of the family or friends are installed as Extraordinary Ministers of the Holy Communion, particularly ones that belong to this community, they may be invited to assist with the distribution of communion. This can be discussed at the meeting with the Basilica Funeral Planner.

Cantor

The cantor plays an important ministerial role in your Funeral. He/she leads the hymns, the acclamations and sings the psalm. In many cases the cantor also functions as soloist. People who may be fine soloists are not necessarily trained as a cantor. You will need a Basilica cantor for your funeral.

LITURGICAL ENVIRONMENT

Liturgical furnishings are sacred; they are not liturgical props and thus are not to be moved, removed, or replaced.

Depending on the liturgical season, The Basilica of Saint Mary will show a different liturgical environment. This seasonal environment is intended for all liturgical celebrations during that particular time of the year. The existing environment will not be changed or removed for any service. You may consult the Director of Liturgy and Sacred Arts for details.

Although not required, it is very appropriate to decorate the church with flowers for the celebration of the Order of Christian Funerals. You can either opt for one arrangement to be placed on top of the tabernacle; or two arrangements placed on the high altar on either side of the tabernacle. In either case, care should be taken that the size of the bouquets fit the size of the church. Artificial flowers or plants are not permitted.

Flowers that have been sent to The Basilica will be placed in the church/chapel. After the service you may take these flowers or leave them in the church.

TIMETABLE FOR FUNERALS AT THE BASILICA OF SAINT MARY

Every effort will be made to accommodate the funeral at a time best suited for the family.

Example of timetable for a morning funeral:

10:30am:	Body arrives at the church
11:00am:	Visitation
NOON	Beginning of Funeral
1:00am:	End of Funeral
1:00am:	Beginning of lunch
2:30am:	Departure for cemetery

Example of timetable for an afternoon funeral:

11:30am:	Body arrives at the church
Noon:	Visitation
1:00am:	Beginning of Funeral
2:00pm:	End of Funeral
2:30pm:	Beginning of lunch
4:00pm:	Departure for cemetery

If there is no visitation in the church prior to the funeral service then the body arrives about one half hour before the service.

THE ORDER OF CHRISTIAN FUNERALS

In order to facilitate the preparation of your funeral liturgy we carefully prepared this overview. It will take you through the different ritual segments and will give you basic guidelines by which to abide in order to ensure that your funeral will be of the highest liturgical, theological, and artistic quality.

Please note that the items identified with ** are not used in a memorial Mass.

Remember that the Order of Christian Funerals is a liturgical celebration, therefore, one of the basic principles that should underlie your selection of music is whether the music is indeed liturgical music. Popular songs and secular music, no matter how meaningful they may be to you or your loved one, have no place in the liturgy. They maybe sung during the visitation or at the reception. The only appropriate time for solos or choir, anthems, etc. is during the Prelude, at the Preparation of the Altar and the Gifts, or as a Communion Meditation.

“Certain important parts of the liturgy are always to be sung, especially the Gospel Acclamation, the Holy, Holy, the Memorial Acclamation, and the Amen. The Responsorial Psalm is also best sung. It is also recommended that the congregation sing a gathering song, and a psalm or hymn during communion.” (Diocesan Guideline for Music)

Although the following selections are by no means complete, any other music must be approved by the Funeral Planner. In addition to the suggested selections, some music appropriate to the liturgical season(Advent/Christmas or Lent/Easter) may also be selected.

Prelude

As the family and friends gather for the funeral, the musicians will play a variety of music to assist the people in their prayer.

Jupiter from The Planets

Holst

INTRODUCTORY RITES

****Processional**

The coffin is closed and placed near the baptismal font. The family gathers around the coffin. The ministers will process from the sacristy to the entrance of the church to greet the family.

****Greeting**

The presider greets the family and all those present and invites them to participate in every aspect of the liturgy.

****Sprinkling with Holy Water**

The coffin is sprinkled with Holy Water in remembrance of the baptism of the deceased.

****Placing of Pall**

The coffin is clad with the white pall as the deceased was clothed in white at the time of baptism. The family is invited to assist in placing the pall over the coffin.

Processional Hymn

The coffin is brought to the front of the church by the pall bearers. The family and pall bearers take their seats in the front rows. During this time a hymn is sung.

*The King of Love My Shepherd Is
Lord of All Hopefulness
Amazing Grace
By All Your Saints Still Striving
I Come with Joy to Meet My Lord
What Wondrous Love Is This*

Collect (Opening Prayer)

As soon as everyone is in place the presider speaks the collect.

LITURGY OF THE WORD

First Reading

The first reading is taken from the Hebrew Scriptures. This reading is obligatory and should be proclaimed by a lector of your choice. To help you in the selection of the readings we have provided you with the book *Scriptural Readings for the Rite of Christian Burial*. It is not appropriate to replace this or any of the readings with secular prose or poetry.

Responsorial Psalm

The Responsorial Psalm is a psalm of your choice, sung, alternatingly by cantor and assembly. It is not appropriate to replace the psalm with a solo or other song.

Psalm 23	<i>The Lord is my shepherd</i>
Psalm 25	<i>To you, O Lord, I lift my soul</i>
Psalm 27	<i>The Lord is my light and my salvation</i>
Psalm 42	<i>My soul is thirsting</i>
Psalm 63	<i>My soul is thirsting for you, O Lord my God</i>
Psalm 91	<i>On Eagle's Wings</i>
Psalm 103	<i>The Lord is kind and merciful</i>
Psalm 122	<i>I rejoiced when I heard them say: let us go to the house of the Lord</i>
Psalm 143	<i>O Lord, hear my prayer</i>

Second Reading

This reading is taken from the Acts of the Apostles or the Apostolic Letters. This reading is highly recommended, yet optional. It should be proclaimed by a second lector of your choice. Again, to help you in selecting your readings we have provided you with the provided Book of Scripture Readings.

Gospel Acclamation

The Gospel Acclamation is sung by the cantor and the entire assembly. This is one of the parts of the liturgy which is always sung congregationally. The Gospel Acclamation will be repeated after the Gospel.

Gospel

Either a priest or deacon will proclaim the Gospel. The provided Book of Readings will help you in your selection.

Homily

Either a priest or deacon will preach at this point.

Intercessions

We pray for our own needs and the needs of the whole world. Please remember that intercessions are petitions, not prayers of thanksgiving.

LITURGY OF THE EUCHARIST

****Preparation of the Altar and the Gifts**

During the Preparation of the Altar and the Gifts, the gift bearers of your choice will bring the bread and wine to the altar. This is a good time for an instrumental piece or for the singing either of a solo or of a song by the assembly, led by the cantor:

<i>Ave Maria</i>	Bach/Gounod; Schubert
<i>Bist Du Bei Mir</i>	Bach
<i>Going Home</i>	Dvořák
<i>He Shall Feed His Flock</i>	Handel
<i>Panis Angelicus</i>	Franck
<i>Pie Jesu</i>	Fauré
<i>The Call</i>	Vaughan Williams
<i>There is a Balm in Gilead</i>	Spiritual

****Eucharistic Prayer**

The Acclamations to the Eucharistic Prayer (Holy, Holy, Holy; Memorial Acclamation; and Great Amen).

The Lord's Prayer

The Lord's Prayer may either be said or sung (plainsong). It is very important that provision be made for the entire Assembly to be able to pray the Lord's Prayer. It is not appropriate to have a soloist sing this prayer.

The Sign of Peace

The people present exchange a sign of Christ's peace. Care should be taken that the Sign of Peace does not become a semi-greeting line. Due to its brevity, no song or instrumental selection is to be chosen for the exchange of peace. The organist may improvise briefly making the bridge between the Sign of Peace and the Breaking of the Bread.

The Breaking of the Bread

During this time the cantor and the assembly sing the Lamb of God. Extraordinary Ministers of Holy Communion who assist with the distribution of communion need to be fully initiated Catholics active in the Catholic Church.

THE COMMUNION RITE

Communion Procession

It is recommended that the assembly receive communion under both species, i.e. bread and wine. Eucharistic Ministers should assist the Presider in the distribution of communion. During this time an appropriate psalm or song ought to be sung.

One Bread, One Body

Gift of Finest Wheat

Eat this Bread

I Received the Living Bread

I am the Bread of Life

Ubi Caritas

Taste and See

Panis Angelicus (solo)

or any of the solos mentioned earlier

Foley

Westendorf

Berthier

arr. Proulx

Toolan

Berthier

Moore; Willcock;

Bower; Proulx

Franck

Communion Prayer

Words of Remembrance

Please see page 14 for full disclosure of Archdiocesan Policies regarding Words of Remembrance / Eulogies.

Final Commendation

Invitation to Prayer

The presider and other ministers gather by the coffin or urn for the final prayers.

Song of Farewell

After the presider invites the people to pray these final prayers, he incenses the body/cremated remains honoring the body as the temple of the Holy Spirit. During this time the cantor sings the *In Paradisum*. This ancient prayer connects us with all those who have gone before us and those who will come after us. The prayer is sung in Gregorian Chant.

In paradisum deducant te angeli
May choirs of angels escort you into paradise:
in tuo adventu suscipiant te martyres,
and at your arrival may the martyrs welcome you;
et perducant te in civitatem sanctam Jerusalem.
may they bring you into the holy city, the new and eternal Jerusalem.
Chorus angelorum te suscipiat,
May the holy angels welcome you,
et cum Lazaro quondam paupere
and with Lazarus, who lived in poverty,
aeternam habeas requiem.
may you have everlasting rest.

Prayer of Commendation

The presider speaks the final prayer and invites the people to go forth.

Procession to the Place of Committal

All Creatures of Our God and King
Holy God, We Praise Thy Name
I Know That My Redeemer Lives
Jerusalem, My Happy Home
Joyful, Joyful We Adore You
Praise to the Lord, the Almighty
Sing with All the Saints in Glory

The Funeral party processes out, followed by the guests.

Personal Items

We strongly encourage families not to leave coats, purses, or any other personal items unattended. If at all possible, store items securely in the trunk of your car or keep them with you at all times. While a place of worship, unfortunately, there are individuals who may find this as an opportunity for theft. As this is a public space, The Basilica of Saint Mary is not responsible for the theft of unattended items.

Parking

Free parking is available on the west side of the church on 17th Street and in the parking lot north of the rectory and school building at 16th and Laurel. Parking spaces marked “Basilica Permit Parking” are reserved for you and your funeral guests while on campus. No permit is needed and you will not be towed or ticketed. Free parking underneath I-94 on the corner of 17th street and Hennepin begins at 5:00pm on Fridays and on weekends. Limousines are encouraged to park in the circle located on 17th Street. Unattended cars are not allowed to be parked in the circle in the event of an emergency and are subject to being towed.

Accessibility

People with disabilities can be dropped off in the circle on 17th Street—reserved handicapped parking spaces are located nearby. Additional parking for people with disabilities is located directly behind the Basilica, entering via 16th Street.

Handicapped-accessible ramps and doors are located on the lower east-side of the building or by using the elevator on the west-side ground entrance. Wheelchairs are available upon request.

Hearing assisted devices are available at the rear of the church.

Refreshments after the Funeral

It is customary to invite everyone who attends the funeral services to gather for refreshments following after the liturgy. The selection of refreshments may vary from coffee and cookies to a sit-down meal.

The Teresa of Calcutta Hall in the undercroft may be available for use. \$300 is the standard fee for use of the space. In addition, we will provide tables, chairs, volunteer staff, paper products, coffee, and lemonade. All other food needs to be arranged through a caterer. We can provide you with the names of the caterers who have worked at The Basilica. During this time you may want to invite a number of people to give some testimonials.

Words of Remembrance (Eulogy) Policy

Our ministry to those who are grieving is one of our most important ministries. Central to this is the Rite of Christian Burial celebrated with the family and friends of the deceased. In order to personalize this liturgy we meet with the family and select the readings and music together. Often the question is asked if it is permissible for a family member or friend to give a eulogy. This note is intended to address this question.

The Catholic Church does not allow “eulogies” within the context of the liturgy. The most appropriate place for these is during the visitation at the Funeral Home the night before, or at a reception following the Funeral Mass. Nevertheless, allowance is made for “Words of Remembrance” offered by a family member or friend at the end of the service. These “Words of Remembrance,” do not seek to canonize the person who died but describe his/her life highlighting the decedent’s Christian faith, hope, and love.

Some guidelines for “Words of Remembrance” at The Basilica of Saint Mary:

- That which was most loved about the deceased should be spoken, including his/her Christian faith, hope, and love.
- The text should always be written out beforehand.
- The “Words of Remembrance” should be brief. They should not exceed 8 minutes in total. Read at an appropriate pace this translates to about 500 words.
- The family ought to select one person to read the “Words of Remembrance.”
- This person should be the one most likely to maintain composure at this emotional time.
- Profanity or unseemly anecdotes have no place in the “Words of Remembrance.”
- “Words of Remembrance” should simply be read, and not be accompanied by music or video presentations.
- The pastor and/or celebrant may ask to see the text to give final approval.

BASILICA FUNERAL CD

Track	Description
1	In Paradisum
2	Introduction to CD
3	Instrumental Music
4	Thaxted – Holst
5	Arioso – Bach
6	Largo in d minor – Bach/Vivaldi
7	Dearest Jesus, According to Your Word – Bach
8	Now Thank We All Our God – Karg/Elert
9	Praise to the Lord – Walther
10	Congregational Hymns and Psalms
11	Opening and Closing Hymns
12	Amazing Grace (tune: NEW BRITAIN)
13	Sing With All the Saints in Glory (tune: HYMN TO JOY)
14	Lord of All Hopefulness (tune: SLANE)
15	Jerusalem, My Happy Home (tune: LAND OF REST)
16	How Great Thou Art (tune: O STORE GUD)
17	For All the Saints (tune: SINE NOMINE)
18	The King of Love (tune: ST. COLUMBA)
19	Responsorial Psalms
20	The Lord is My Light (Willcock)
21	Shepherd Me, O God (Haugen)
22	On Eagle's Wings (Joncas)
23	My Shepherd is the Lord
24	My Soul is Thirsting (Joncas)
25	Solo Music
26	Ave Maria (Schubert)
27	The Call (Vaughan Williams)
28	Stand Still Jordan (Spiritual)
29	Precious Lord, Take My Hand (Dorsey)
30	Pie Jesu (Faure)
31	Ave Verum (Mozart)
32	Steal Away (Spiritual)
33	There is a Balm (Spiritual)
34	Panis Angelicus (Franck)
35	Goin' Home (Dvořák)
36	Seasonal and Special Selections
37	Conclusion

THE BASILICA OF SAINT MARY

