



MT. CALVARY & GETHSEMANI CATHOLIC FUNERAL SERVICES

Parish Funeral Preference Questionnaire

This questionnaire has been developed in order to help us coordinate funerals with your parish, in the most efficient manner. By completing this form and providing it to Gethsemani Funeral Home and/or the local funeral homes you work with on a regular basis, we can better understand your preferences when a death occurs and we begin planning the funeral. It is our hope that this questionnaire will be used as a resource tool for both parishes and funeral homes when planning funeral services.

Date Completed _____

Parish Name _____

Address _____

Phone _____ Fax _____

Main parish contact person(s) for funerals. Please note, this information will be provided to families.

Contact 1

Full Name

Title

Phone #

Contact 2

Full Name

Title

Phone #

Funeral Mass, Reception & Service Scheduling

How much notice do you require from the family in order to schedule a specific Funeral Mass time?

Please specify:

Your Catholic Cemeteries require one full business day (M-F, non-holidays) notice for interments. Notice: Other cemeteries may have different policies; your local funeral home can generally provide information about these policies. Mt. Calvary & Gethsemani Cemeteries schedule interments from 9:00am to 3:00pm, Monday through Friday and 9:00am to 11:30am on Saturdays. Saturday Masses should typically conclude in time to get to the cemetery by 11:00 am or the committal and interment will have to be completed the following Monday.

Gethsemani Funeral Home will inform families to contact your parish directly to schedule a funeral.

Do you have a preference for a day of the week for scheduling Funeral Masses and services? Yes No

If yes, please explain _____

If yes, please also rank the days of the week in order of preference (0-6, with 0 being not open or unavailable)

____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____ Saturday

Does your church have a preference on the time of the reception?

- Between the Funeral Mass and the interment After the Interment No Preference

Other comments regarding the reception _____

Do you have any concerns, comments or other preferences regarding scheduling? Yes No

If yes, please explain _____

Do you have preferred times of the day for a Funeral Mass? Yes No

If yes, please explain _____

Does your parish have the facilities/space to handle a funeral reception? Yes No

If yes, what is the capacity of the available space for the reception? _____

Do you have a preferred caterer? Yes No

If yes, please give provide contact information _____

What is the flower policy at your parish? (i.e. How many and where may floral arrangements be placed)

Vigil, Rosary, Visitations

Do you encourage and/or allow visitations and viewings (open casket) at your Parish? Yes No

If yes, when and where in your parish? _____

If the visitations/viewings are at your parish, do you have a lockable storage space and do you allow the deceased remain there overnight? Yes No

If **no**, please explain _____

Do you have a preference for the Rosary and Vigil Service? Yes No

(i.e. At the funeral home, at the church, the night before Mass or the day of the Funeral Mass and burial)

If yes, please explain _____

If the Rosary is at the parish, does the family provide a person to lead the Rosary or will the church provide one?

- Family Church It depends on the availability of parish staff

If the is a Rosary is at the funeral home, does the family provide a person to lead the Rosary or will the church provide one?

- Family Church It depends on the availability of parish staff

Stipends and/or Honorariums

Do you have recommended or required stipends/honorariums? Yes No

If yes, please check the boxes that apply and write the amount in the space provided on the left:

\$_____ Parish facilities for viewings/visitations Recommended Required

\$_____ Priest/Deacon Recommended Required

\$_____ Musicians: Cantor/Soloist Recommended Required

\$_____ Alter Servers Recommended Required

\$_____ Other _____ Recommended Required

Does you parish allow outside musicians? Yes No

If yes, is there a fee is using outside musicians? Yes No \$_____

Does your parish have any other preferences and/or policies related to funerals that your local funeral homes should be aware of? Please explain.

The Archdiocese of Portland Funeral Policies are attached for your review. We encourage you to distribute these to your local funeral homes as well.

Please keep a copy of this questionnaire for your records.

Thank you for your participation.