

*Funeral Services
without a Funeral
Home*



**The Catholic Churches of
Sacred Heart, Freeport
Immaculate Conception, New Munich
*St. Rose of Lima, St. Rosa***

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We extend our deepest sympathy to you and your family in the loss of your loved one. We highly recommend the use of the funeral home. These professionals are an amazing staff that are a great blessing to the families that are suffering the loss of their loved one's allowing them to mourn and put to rest their dearly departed. Sometimes the family chooses to not use the service of the funeral home. In such cases we have developed the following information.

Church Provides:

Space
Chairs
Single Table (for Urn)

Family Provides:

“Welcome” Table
Guest Book & Pens
Easel for Pictures/Photos
Memorial Cards and/or Programs
Stands for Memorial Gifts
Bible and Cross to be used in funeral procession
Family takes care of publicizing funeral—newspaper/radio
Family takes care of processing death records, notifications of death to appropriate parties, etc.
Family contacts monument company to etch in date of death if headstone exists in cemetery

Bills: Covered by funeral coordinating fee (\$1,500*)

(*\$500 nonrefundable deposit is required before planning can begin; balance is due on day of funeral; make check payable to church where Christian Funeral Mass is held)

Funeral Hospitality—Church

Options:

1. Visitation before Mass
2. Visitation the night before and morning of Mass

Food Preparation

Administrative Cost

Ministry Involvement

Clergy

Additional Bills: To be paid by family directly to respective parties

- Musicians
- Grocery Cost or Caterer
- Cemetery/Burial Expenses

Policies

Music Policy

A musician from one of our parishes may be available for the liturgy. If you will be using musicians outside of one of the Parish Music Coordinators, it is required that the musician have music ability and knowledge of liturgical celebrations. The music they use must also be approved by the Parish Music Coordinator. If using an outside musician, there will be an additional fee for setting up microphones and equipment for them. All questions regarding music should be directed to the music coordinator.

Outside soloists and instrumentalists are allowed to perform under the following conditions:

1. Musical selections are to be approved by the Parish Music Coordinator.
2. There is a fee for additional meetings and rehearsals with outside musicians in addition to the fee to the outside musician. Payment to be paid to parish where Mass is taking place.

All music fees (organist, cantor, instrumentalist, choir, and extra rehearsal time) must be paid as agreed upon to the musician.

Food and Drink

No food or drink are allowed in the body of Church. These items are to remain in the church basement.

Clean-Up After Visitation and Funeral

Please have individuals to clean up the Church and basement after the visitation and funeral. We may have school or parish events or Mass following, so it is important to have the Church space in order and clean.

In the Church

- Remove all funeral decorations and any special items that may have been used for the funeral, such as photographs, statues or flowers
- Remove any water-bottles from the Church.
- Remove any programs/worship aids or memorial cards left in the pews.
- Remove any cardboard boxes from the Church that were used for programs/worship aids, memorial cards, flowers, etc.

In the Basement

- If food was shared in the basement during the visitation, please wash any counters or tables that were used.
 - Sweep for crumbs under the tables.
 - Use the large wastebaskets for food waste, water bottles, and cans.
 - Restrooms should be in good order. They do not have to be specially cleaned, but paper towels should be in the waste basket, etc.
- Clean-Up after the visitation or funeral to be complete or family may be billed for expense to have it done.

Mass Intentions

Masses offered for loved ones must be turned into the parish pastor. The reason for this is if a donor gives a Mass intention they expect the Masses to be fulfilled. The basic obligation is to respect the intentions of the donor. Donors give Mass stipends, understanding that these are to be taken care of by the pastor, then their intentions must be honored.

If the family would like Mass intentions sent to another priest, please call the parish office. This is done by check, so there is a clear record of the matter.