

# HOLY FAMILY CATHOLIC CHURCH

830 MAIN STREET  
HONOLULU, HI 96818

## FUNERAL SERVICES GUIDELINES & AGREEMENT *v.2023.12.11*



FAMILY REPRESENTATIVE	
CONTACT PHONE #	
CONTACT EMAIL	
MORTUARY	
MORTUARY CONTACT INFORMATION	
FUNERAL DATE & TIME:	
BURIAL LOCATION & TIME:	

## **FUNERAL/BURIAL PLANNING CHECKLIST**

1. Funeral Services Fee (Total: \$450)
  - Reservation Deposit of \$150 (required prior to scheduling any dates on the parish calendar)
  - Remaining Balance of \$300 (due no later than 10 calendar days prior to the funeral/burial)
2. Clergy Record (received from the mortuary)
3. Wake, funeral, and burial services dates/times listed on the parish calendar
4. Funeral services information recorded in the parish register
5. Liturgical Planner (e.g. selection form from, *From Death to Life*)
6. Signed agreement to *Holy Family Catholic Church: Funeral Services Guidelines & Agreement*

**1. GENERAL INFORMATION:** We are deeply sorry for the passing of your loved one and you have our sincere condolences in your time of grief. Please be assured of our prayers for the soul of the deceased and for consolation for the family.

1.1 All baptized Catholics are entitled to Catholic funeral and burial services. Out of respect for the faith of the person deceased, funeral and burial services are usually provided by the parish at which the deceased person had participated in religious services in life. Please call the parish office at 808.422.1135 or email us at [info@holyfamilyhonolulu.org](mailto:info@holyfamilyhonolulu.org) to schedule an initial meeting with a representative of the parish in planning for your loved one's funeral services.

1.2 Catholic funeral rites consist of *three* distinct services, **ALL** of which ought to be honored for the deceased: a wake service, a funeral Mass, and a burial service. None of these services may be omitted.

1.2.1 ***Wake Service:*** a wake service is intended to celebrate the memory of the deceased. This service or these services can vary depending on the culture of the deceased. In some cultures, these services can extend for a week or more. Locally, this is often celebrated the night before the funeral Mass. This service can also occur the same day as the funeral Mass prior to it depending on the availability of the Church.

There is great flexibility in the wake service, which can include a rosary or other prayer service, eulogies, viewing of the casket, a memorial slide or video presentation, reflective music, etc.

1.2.2 ***Funeral Mass:*** This celebration is led by the priest, who offers the Holy Mass for the eternal repose *of the soul of the deceased*. While the funeral Mass can be very consoling to the family of the deceased, the *primary* purpose of this celebration is to pray for God's mercy for the departed loved one. This celebration should *never* be omitted when the deceased was a baptized Catholic, whether or not the surviving family of the deceased are themselves Catholic or not.

1.2.3 ***Burial Service:*** The Catholic Church believes in the Resurrection of the Dead on the Last Day, which includes the restoration of the union between body and soul for all human persons. Therefore, the Catholic Church greatly respects the bodies of the faithful departed, and reverences the remains of the deceased as holy ground. All Catholic remains *must* be buried according to the Catholic ritual. No *non-Catholic* ritual is to be facilitated by the Catholic Church nor her representatives. Prohibited practices include the

scattering of ashes or other practices that make impossible the burial of human remains.

1.3 As a Catholic celebration, all persons attending funeral services for the deceased *must* be respectful towards the Catholic Church and conduct themselves in a manner worthy of the sacred space. Modesty in dress, appearance, and decorum is required. This includes, but is not limited to, covered shoulders and cleavage when on Church property; dresses and bottoms of knee-length or longer; clothing devoid of polarizing images, symbols, or emblems; and respectful use of language, tone, and volume.

**2. FUNERAL SERVICES FEE:** The *total* fee is **\$450**.

2.1 A **\$150** deposit to the parish is required *prior* to reserving the Church space and finalizing any dates on the parish calendar.

2.2 The remaining balance of **\$300** is due to the parish no later than 10 calendar days prior to any service. At the sole discretion of the pastor, this \$300 may be waived for parishioners with a history of tithing to Holy Family Catholic Church in the amount of \$300 or more within the current calendar year.

2.3 Though not required, it is also customary to provide a monetary gift to the celebrant on the day of the funeral.

2.4 In the event that services are canceled for any reason, any and all fees may be refunded to the family at their request.

**3. LITURGY & MASS READINGS:** When meeting in person with a parish representative, you will be provided a booklet with selections of readings from which you may choose passages from the Old Testament and the New Testament, to be proclaimed during the Funeral Mass of your deceased loved one. You may take this booklet home to reflect on passages with other family members. Please promptly inform the parish of your choices for readings. With regard to lectors (those who participate in the Mass by proclaiming the readings), you may ask a friend or extended family member

**4. FLOWERS AND CHURCH FURNISHINGS:** You are welcome to add flower arrangements (except during Lent), provided that they do not obstruct the view of the altar, ambo, presider's chair. All decorations must be removed following the ceremony, and must not be taped, nailed, pinned, glued, or tacked to the furnishings (clip flower arrangements are allowed).

**5. MUSIC:** Only sacred songs and instrumental music appropriate for Catholic liturgy is permitted in the church. All music must be approved by the pastor or his

delegate and *must* be arranged with one of Holy Family's parish musicians, who can be contacted through the parish office. Other musicians are welcome to accompany our parish musician, provided that they conform to the norms for Catholic worship, are approved by the pastor or his delegate, and coordinate their musical contribution with the parish musician. The family of the deceased is responsible for the conduct and compensation of outside musicians they might bring into the ceremony.

**6. PHOTOGRAPHY/VIDEOGRAPHY:** Professional photographers and videographers are welcome to take pictures and record any of the funeral services, provided that no flash photography is used, and the ceremony is not disrupted in any way. Photographers/videographers must refrain from entering the sanctuary space and must not impede the movement of the participants. Photographers and videographers are encouraged to speak with the officiating priest or deacon to avoid any unpleasant surprises.

**7. OUTSIDE FOOD AND/OR BEVERAGES:** Neither is allowed inside the church. No alcoholic beverages or containers are permitted on church property. There is a hospitality area near the restrooms along the outside of the Church that may be used to distribute food (e.g. bentos after Mass or refreshments beforehand). However, we do not have a kitchen on campus available to support funeral services. No smoking is permitted in or near any of our facilities.

**8. BRINGING YOUR OWN PRIEST OR DEACON:** If you wish to have another priest or deacon preside at the celebration of the deceased who is an active priest or deacon of the Diocese of Honolulu in good standing, he simply needs to receive delegation from the pastor of Holy Family in order to do so. However, if you wish to have another priest or deacon, who resides *outside* the State of Hawaii, preside at services on the Holy Family campus, it is necessary that he obtain a *Letter of Suitability* from his Ordinary or Religious Superior, and provide that to the Office of the Vicar for Clergy at the Diocesan Chancery.

**9. LIABILITY:** Holy Family Church reserves the right to cancel any and all activities, events, and functions before or during the program that are not, in our judgment, in agreement with Catholic principles and practices.

9.1 The Church is not responsible for any personal property of the guests, vendors, or any contractors.

9.2 The Church is not responsible for physical or personal injuries happening in or on the property of Holy Family Catholic Church.



I have read, understood, and agree to the policies and provisions contained within this document. I acknowledge that I am responsible for informing my guests, vendors, and contractors of these policies and provisions.

Family Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_