

St. Therese Church Funeral Checklist

After deciding upon and scheduling all the funeral services at St. Therese Church and/or the funeral home, please do the following:

___ Decide which family member will be the point of contact between the family and the church.

___ From the website, www.StThereseChurchAlhambra.org (under FUNERALS), click on the link to choose the readings for the funeral Mass and to fill out a form showing your selections and, if desired, the names of the family members or friends you would like to serve as lectors, gift bearers, etc. If you don't have access to the internet, you may instead pick up a copy of the funeral ceremony planning booklet, "Through Death to Life," from the St. Therese Church offices (510 N. El Molino Street, Alhambra 91801). You may also opt to have the celebrant choose the standard funeral readings and to not have your family participate.

___ Contact the Music Coordinator, Evelyn DeFelice, to coordinate the funeral music (contact info to the right) and the musicians.

Note: No recorded music (CDs, I-Pod, etc.) is allowed. Also, funeral music will be provided from the front right-hand side choir area (in front of the statue of St. Joseph). The rear choir loft is kept locked during funerals.

___ If you would like to speak with the funeral celebrant about the deceased and/or other details or questions about the funeral, contact him as soon as possible.

___ Submit the form (from the back of the planning booklet or **from the website**) to the Parish Offices at least a day before the funeral service.

___ Submit one check to the offices (made out to "St. Therese Church") for the church fees and the musicians' fees (we will pay the musicians, etc., from our checking account).

___ Appoint a family member to give each of the two altar servers a stipend of \$20 cash each. This can be done immediately before the funeral service.

ST. THERESE CHURCH POLICIES REGARDING EULOGIES, ETC.

As per the General Instructions of the Roman Missal (GIRM), Chapter VIII, No. 382, which regulates the celebration of Mass, **St. Therese Church does not allow eulogies to be given at our funeral Masses.** The celebrant will give a short homily after the Gospel, but not a eulogy. If family members would like to deliver eulogies, they may do so at a vigil the night before the funeral, at the gravesite, or at any reception held after the services. Be sure that anyone reading during the liturgy is emotionally able to do so. Moreover, we do not allow "welcomes" or "closing remarks" to be offered by anyone other than the priest.

SANCTUARY: Please do not enter the sanctuary (the area around the altar)



Contacts



Parish Secretary: Denise McMaster-Holguin
(626) 282-2744 x223 / email: denisekay@hotmail.com

Pastor: Fr. Thomas Koller, OCD – (626) 282-2744,
x222 / email: thomasofthetrinity@gmail.com

Associate Pastor: Fr. David Guzman, OCD (626) 282-2744,
x232 / email: davidguzman@live.com

Music Coordinator: Evelyn DeFelice — (619) 905-0084 /
Email: evmgrimm@gmail.com

Caterer (for receptions): Maureen Craig
(626) 840-7288



CHURCH FEES

Vigil only.....	\$100
Vigil and Mass only.....	\$300
Vigil, Mass, and Graveside Service	\$400
Mass and Graveside Only	\$300
Graveside Only	\$100
Memorial Mass (no graveside).....	\$200

MUSIC FEES

Organist.....	\$250
Cantor.....	\$200
TOTAL FOR BOTH.....	\$450

PAYMENT OF THE FEES: Either the family or the funeral home should submit one check for the total to St. Therese Church. If the family pays directly, the check should be submitted at least two days in advance of the funeral service.