



DEACON FUNERAL PLANNING FORM

Deacon Name _____ Cellular Phone _____
Address _____ City _____ State _____ Zip _____
Email _____ Home Phone _____
Parish _____ City _____ Spouse _____

In the face of death, the Church reassures us that every individual is created for eternal life, and through His death and resurrection, Jesus, the Son of God, has liberated humanity from the grips of sin and death. This profound mystery lies at the heart of the Church's life (*Order of Christian Funerals*). The death of a deacon profoundly impacts his family, friends, parish, and the broader community. As an ordained minister, a deacon's death carries both personal and communal significance, drawing the attention of the Archdiocese of Louisville and the diaconal community. The office of Diaconal Ministry is committed to offering compassionate support and practical assistance to those grieving the loss of a deacon. It is essential for all deacons to prepare and keep updated funeral and burial instructions, using this form provided by Diaconal Ministry where it will be kept on file. Copies of this form can also be shared with the next of kin, funeral directors, or personal representatives.

NEXT OF KIN | PERSONAL REPRESENTATIVE (Spouse, Family Member, et cetera)

Name _____ Cellular Phone _____ Email _____

ALTERNATES

Name _____ Cellular Phone _____ Email _____

Name _____ Cellular Phone _____ Email _____

Following the death of a deacon, it is essential for a family member, the pastor, or another designated person to promptly inform **Diaconal Ministry at (502) 471-2258 or via email at diaconate@archlou.org**. The Director of Diaconal Ministry or an appointed representative will extend support to the family in preparing, coordinating, and communicating funeral arrangements. Typically, the Archbishop of Louisville will officiate the Funeral Mass for a deacon, provided he is available. However, the family's preferences will take precedence in all aspects of the funeral planning process, ensuring that their wishes are respected and prioritized throughout the arrangements.

FUNERAL ARRANGEMENT PREFERENCES (Vigil Service and Mass of Christian Burial)

Vigil of the Deceased

Presider: _____ Contact Phone: _____
Alternate Presider: _____ Contact Phone: _____
Homilist: _____ Contact Phone: _____
Alternate Homilist: _____ Contact Phone: _____

Rite of the Vigil of the Deceased

The Vigil of the Deceased for deacons typically takes place in a funeral home; however, arrangements can also be made for the deacon to lie in state at the parish church, with the Vigil Service held there. It is appropriate for a deacon to preside over the Vigil Service, and they may also contribute by proclaiming Scripture readings and offering intercessions. The deacons throughout the archdiocese are encouraged to attend the Vigil Service with their wives and be seated together as one body.

Introductory Rites

Opening Song _____ Hymnal _____ No. _____

Liturgy of the Word

First Reading _____ Lectionary No. _____ Reader _____
Responsorial Psalm _____ Lectionary No. _____ Reader _____
Gospel _____ Lectionary No. _____ Deacon _____

Prayer of Intercession

Concluding Rite

Closing Song _____ Hymnal _____ No. _____

OTHER SPECIFIC INSTRUCTIONS ABOUT VIGIL NOT LISTED ABOVE:

Funeral Mass

As a rule, the Archbishop of Louisville will officiate the Funeral Mass for a deacon, provided he is available. In his absence, the Vicar General, the parish pastor, or another priest designated by the family may lead the service. Priests are encouraged to concelebrate, while deacons are invited to vest and sit together. The deacon can specify his choice for the homilist on the Deacon Funeral Planning Form; if no preference is indicated, the pastor will consult the family. It is also recommended that two deacons assist in the sanctuary, one serving as Deacon of the Word and the other as Deacon of the Altar. Additionally, the deacon's casket should be positioned with the head facing the sanctuary, honoring the tradition of placing the deceased in a posture reflective of their life.

Presider: Typically, the Archbishop of Louisville will officiate the Funeral Mass for a deacon, provided he is available

Alternate Presider: _____ Contact Phone: _____

Alternate Presider: _____ Contact Phone: _____

Homilist: _____ Contact Phone: _____

Alternate Homilist: _____ Contact Phone: _____

Deacon of the Word: _____ Contact Phone: _____

Alternate: _____ Contact Phone: _____

Deacon of the Altar: _____ Contact Phone: _____

Alternate: _____ Contact Phone: _____

Lector: _____ Contact Phone: _____

Lector: _____ Contact Phone: _____

Alternate Lector: _____ Contact Phone: _____

Rite of the Funeral Mass

Introductory Rites

Placing of the Pall _____
(done by family or friends)

Placing of Christian Symbols _____
(done by family or friends)

Opening Song _____ Hymnal _____ No. _____

Liturgy of the Word

First Reading _____ Lectionary No. _____ Reader _____

Responsorial Psalm _____ Lectionary No. _____ Cantor _____

Second Reading _____ Lectionary No. _____ Deacon _____

Gospel Acclamation _____ Hymnal _____ No. _____

Gospel _____ Lectionary No. _____ Deacon _____

Liturgy of the Eucharist

Offertory Song _____ Hymnal _____ No. _____

Presentation of Gifts (Name) _____ (Name) _____
(done by family or friends)

Holy, Holy, Holy _____ Hymnal _____ No. _____

Mystery of Faith _____ Hymnal _____ No. _____

Great Amen _____ Hymnal _____ No. _____

Lamb of God _____ Hymnal _____ No. _____

Communion Song I _____ Hymnal _____ No. _____

Communion Song II _____ Hymnal _____ No. _____

Final Commendation

Song of Farewell _____ Hymnal _____ No. _____

Procession to

Place of Committal

Closing Song _____ Hymnal _____ No. _____

Rite of Committal

Presider: _____

Alternate Presider: _____

Scripture Reading: _____ Lectionary No. _____ Reader _____

OTHER SPECIFIC FUNERAL INSTRUCTIONS (Pallbearers, Servers, Cantors, Musicians, et cetera)

LOCATION OF FUNERAL MASS

Parish _____ City _____ Phone _____

Pastor/Rector _____ Email _____ Phone _____

FUNERAL HOME OR MORTUARY

Name _____ Location _____ Phone _____

CEMETERY, MAUSOLEUM, OR COLUMBARIUM

Name _____ Location _____ Phone _____

Deacons and families are encouraged to review and update this form every three to five years.

Signature of Deacon Date

Signature of Pastor Date

Signature of Deacon's Wife (if applicable) Date

Recognition by Director of Diaconal Ministry Date