



Funeral and Memorial Planning Form

Christ Church Cathedral Cincinnati, Ohio - Diocese of Southern Ohio

Note: a service is called a funeral when the body of the deceased is present, and a memorial when the body is not.

Name of deceased: _____ Nickname if used: _____

Date of Birth: _____ Date of death: _____ Age: _____

Relationship to Christ Church Cathedral: _____

Baptized: Yes ___ No ___

Are you a member of a church at this time? Yes ___ No ___

Contact Information of Person Making Request

Primary Contact: _____

Cell phone: _____ Home phone: _____

Email: _____

Address: _____

Relationship to deceased: _____

Additional contact person(s) and number: _____

Service Information

Date of Service: _____ **Time:** _____ **Anticipated number of guests:** _____

Cathedral Location: Cathedral Nave ___ Centennial Chapel ___ Other: _____

Will the body be present for service? Yes ___ / Casket ___ Cremains ___ No body present ___

Does the family wish to offer parking for family and guests in Queen City Parking Garage? Yes ___ No ___

- *If Yes, to whom does the Cathedral invoice?* _____

Funeral Home Details

Funeral Home: _____ Email: _____

Address: _____

Phone: _____ Contact(s): _____

Will there be a guest book by the family? Yes ___ No ___. *If yes, note that ushers will close the guest book prior to service.*

Will there be pallbearers? Yes ___ No ___. *If yes, please provide names if known at this time.*

_____, _____, _____
_____, _____, _____

Burial Details

Cemetery: _____ Email: _____

Address: _____

Phone: _____ Contact(s): _____

Burial plot: _____ Niche or section number: _____

Would the family like a Cathedral Niche in Cathedral Columbarium? Yes ___ No ___

Inurnment in Cathedral Columbarium

Has niche and Columbarium paperwork been received and completed? Yes ___ No ___ Niche Number ___



Funeral and Memorial Planning Form

Christ Church Cathedral Cincinnati, Ohio - Diocese of Southern Ohio

Burial or Memorial Service Liturgy

Burial Office: ___ Rite I ___ Rite II
Will there be Eucharist: ___ Yes ___ No

Scripture Selection (see accompanying handout for more information)

Old Testament Scripture Reading: ___ Readers Name: ___
Psalm: ___ Readers Name: ___
New Testament Scripture Reading: ___ Readers Name: ___
Gospel Reading*: ___ Readers Name: ___

*If Holy Eucharist is celebrated a Gospel Reading is to be selected as one of the Readings.

Remembrances/Eulogy**

Speaker name and relationship to the deceased: ___
Second speaker name and relationship to the deceased: ___

**We welcome remembrances of the deceased. Remembrances/eulogies are given, before the first Scripture reading. We make three simple requests of the family in regard to eulogies: no more than two speakers; (each) remembrance is five minutes or less; and the remembrance is written out. Some families may wish to provide additional remembrances and we suggest offering them at a previous gathering, during a reception, or during another suitable time and place.

Does the family wish for an audio or audio/visual recording of the service? ___ YES ___ NO

If yes, please note the following:

- Hymns and service music are selected in consultation with the Director of Music
• A fee for a cathedral organist is \$150.00
• Soloist and additional musicians' fees are determined in consultation with the Director of Music
• We request that Musician payments be made on the day of the service or before
• Please see the accompanying selection of appropriate music for the burial office. You may offer initial suggestions below:

Hymns

Prelude (preservice): ___
Service (sung portions of liturgy): ___
Music during Holy Eucharist: ___
Postlude (post-service): ___
Is a soloist, cantor, and/or instrumentalist requested: ___ Yes ___ NO
If there are any further suggestions to share, please provide them here or on a separate page: ___

Post-Service Reception Information

Does the family request a reception at Christ Church Cathedral? ___ YES ___ NO
If NO, but you wish to provide a venue in the bulletin, please provide: ___

If YES, what Cathedral reception location(s) is requested?

- ___ East Hallway and Swan Window ___ Library ___ Vestry Room
___ South Gallery ___ West Narthex (Sycamore St) ___ Sycamore Commons
___ Chapel Hallway ___ Uncertain

Will the family use a caterer? If so, please provide the following:

Name: ___ Phone: ___ Contact: ___
Email: ___ Address: ___
Date and Time of delivery: ___ Estimate time needed for set-up: ___

Bulletin (leaflet) Details

The family may request special remembrances for the outside and inside front and back covers of the bulletin. We are happy to accommodate you as best we are able. Suggestions may include a photo from the life of the deceased, an obituary, a short story or brief recollection of the deceased, a poem, a quote, and similar.

Photo? _____ Obituary? _____ Short Story? _____ Brief Recollection? _____

Anniversaries of Death and Necrology: It is our tradition to include the name of the deceased in our Cathedral prayers on the anniversary of death and to remember the deceased on the Sunday of All Saints (Necrology).

Would you like the Cathedral to include the deceased name on these occasions? _____ Yes _____ No

Memorial Gifts

Designations for Memorial gifts in honor of the deceased will be included in the bulletin. We welcome memorial gifts to further the ministries of the Cathedral and are delighted to list other organizations dear to the heart of the deceased and family. Please note that memorial gifts are to include the Cathedral when other organizations and/or causes are included. It is customary for the ministry of Christ Church Cathedral to be listed first.

Memorial Gift Designation

Christ Church Cathedral (*general or specific ministry*)

Other Designation(s)

Flower Arrangements

A member of the Cathedral Flower Guild will contact you to discuss flowers and answer any questions you may have about the Cathedral flower guidelines. There is no fee for Cathedral-provided floral arrangements. If you wish to donate to help cover some of the cost, please direct your donation to Flower Guild.

If the family wishes to offer suggestions for flowers and/or colors or types of arrangements, you may note suggestions here: _____

Honoraria and Fees

For members of Christ Church Cathedral, there is no planning fee for Funerals or Memorial Services, use of the cathedral space, or cathedral clergy services. For non-members, cathedral services and subsequent honoraria and fee schedules are to be approved by the Dean before planning may begin. Honoraria are customary for an honorarium (gift donation) to be considered at the family's discretion for the following parties:

- *Christ Church Cathedral Discretionary Fund in thanksgiving for the services of the clergy. This fund is used solely to assist those in need.*
- *Flower Guild in thanksgiving for the floral arrangement provided, as noted above.*

Fees: As noted above there are fees for organist(s) and there may be fees for requested musicians.

- *Additional costs can be incurred if requested music require additional musicians and instrumentalists. The family will be notified before contracting.*
- *Please know that scholarships and exceptions can be considered in consultation with the Dean.*
- *The Director of Music can provide further fee schedules.*

Funeral and Memorial Planning Form

Christ Church Cathedral Cincinnati, Ohio - Diocese of Southern Ohio

For Internal Use
Rota

 Celebrant/Officiant: _____ Preacher: _____
 Deacon: _____ Assisting Clergy: _____
 Acolytes***: _____, _____, _____
 Readers***: _____, _____, _____
 Ushers***: _____, _____, _____
 Organist: _____ Choir Director: _____
 Other Participants: _____

***Kathy Noe: Please contact acolyte(s), readers(s) for service

Honorarium and Fees

 Has the clergy discretionary fund been reviewed? ____ YES ____ NO
 Have fees for the organist and additional musicians and/or instrumentalists been reviewed? ____ YES ____ NO

Video and Sound

If requested, has Ron Thomas and/or Ron Ketterer been informed? ____ YES ____ NO

Operations / Facilities

 Clear street or other areas for a hearse? ____ YES ____ NO
 Number of meters to be capped? ____

Sexton Note: The first several rows of pews on the NORTH side of the main church should be roped off and reserved for the family

 Other requested seating arrangements: _____

 Have parking options been discussed: ____ YES ____ NO
 Have rooms been offered and reserved for family gatherings before and after service: ____ YES ____

 Additional Comments for bulletin / other: _____

Todays Date: _____ **Staff completing this form:** _____

Emails to:

Clergy	Music Department	Other Staff
<input type="checkbox"/> Dean <input type="checkbox"/> Sub Dean (Paul W) <input type="checkbox"/> Canon Pastor (Bill S) <input type="checkbox"/> Canon Missioner (Brian B)	<input type="checkbox"/> Dir of Music (Stephan C) <input type="checkbox"/> Assist Dir of Music (Shiloh R) <input type="checkbox"/> Sound (Ron Ketterer) <input type="checkbox"/> Video (Ron Thomas)	<input type="checkbox"/> Communications (Sam S, Annelise E) <input type="checkbox"/> Parish Administrator (Carine D) <input type="checkbox"/> Calendar & Events (Michelle H) <input type="checkbox"/> Dean's Assist (Ann S) <input type="checkbox"/> Clergy Assist (Kathy N) <input type="checkbox"/> Operations (Carine) <input type="checkbox"/> Facilities (Matt)

Altar Guild	Ushers	Flower Guild	Acolytes/Readers
Chair (Toni Grate) Monthly Chair (see schedule)	Chair (Paula Rose)	Chair (Susan Pace) Funeral (Patti Radenheimer) Scheduling (Nancy Christensen)	Stephan Casurella

Email to Vestry: Kathy will send an email notification (not this form) to vestry members notifying them of funeral.