

FUNERAL SERVICE PREPARATION SHEET

Bayley is honored to be able to make The Bayley Enrichment Center available to family members for funeral services for their loved one who was a resident of Bayley. Your loved one became part of our extended family. Our residents and staff are grateful for the opportunity to be able to attend the visitation and/or funeral service of your loved one.

Following are some directives and options available to you as you consider planning the Funeral. Note, all arrangements for the funeral liturgy need to be approved by the Bayley Pastoral Care Department and its Director. Please note, if the family chooses to have the funeral service here at Bayley, we ask that Bayley Pastoral Care be included in the obituary for memorial donations.

- If funeral is to take place at Bayley, we ask that Bayley Pastoral Care be placed in the obituary.
- The visitation and/or funeral liturgy/service may be held at Bayley in the Enrichment Center. Visitation can be held 1 to 2 hours prior to the funeral service. We are unable to schedule any funerals on Saturday or Sunday.
- The Pastoral Care Department, funeral director, and family will work together to meet the family's needs.
- Funerals at Bayley can be scheduled on available days Monday through Friday. Conflicts in Bayley's schedules may require some flexibility in scheduling the time of the visitation and/or service. All funeral Masses are held at 10:30 a.m.
- The family will meet with a member of the Pastoral Care Department to plan the funeral service. A book of sample readings, prayers of the faithful and music suggestions will be provided to assist in planning a Catholic liturgy. Most of these forms are available online through our website at Bayleylife.org. PLEASE, review these forms prior to your meeting with the pastoral care staff member. If you have any questions regarding the process, please call 347-5525. We will gladly assist you.
- In this meeting we will discuss the selections of minister/celebrant, musician and/or soloist. At the planning meeting we will determine who will participate in the various ministries of the funeral liturgy.

* Stipends: Minimal expected stipends are as follows:

Bayley Pastoral Care Department: \$450.00

Priest/Minister - \$150.00

Musician - \$150.00

Soloist - \$150.00

Musician who also sings - \$175.00

Stipends should be submitted to the Pastoral Care Department prior to the funeral liturgy.

Please complete the following information requests.

Our BISTRO (seats a maximum of 30 people.)

The family is more than welcome to use the Bistro for a reception after the service, based on the availability of the space. We ask that the family remove any leftover food, beverages, etc. after the reception. Bayley staff will assist in setting up tables and chairs for the number requested (up to 30).

_____The family would like to use the Bistro following the service for a reception.

The Bistro is available from _____ to _____ on _____.

The availability of the time and date needs to be confirmed by the assisting member of the Pastoral Care Department.

TIME:

_____The time of visitation will be _____.

_____The date of the funeral will be _____@10:30 a.m.

PRIESTS or MINISTER/MUSICIAN/SOLOIST

PRIEST: _____

MUSICIAN: _____

SOLOIST: _____

Thank you for allowing us to celebrate the life of your loved one. It is our hope that this time of planning with you will help to create more memories that will provide you comfort in the days ahead.

(Pastoral Care Member) (513) 347-5525

(Family Representative and Phone Number)

Revised 10/12/22