



ST. CECILIA

CATHOLIC CHURCH

Funeral Guidelines

Revised January 2026

These procedures provide a detailed overview of the steps and requirements involved in scheduling and preparing for a funeral at St. Cecilia Catholic Church.

1. Funeral services at St. Cecilia Catholic Church are scheduled through a licensed Funeral Home and the Church Office. Those preparing for a funeral service, are asked to communicate with a Funeral Home of their choice before scheduling commences.
2. Funerals are not to be scheduled on Sundays, Holy Days of Obligation, National Holidays or those days in close proximity to them; furthermore, funerals may not conflict with school pick up or drop off procedures or evening activities.
3. Funeral Times:
 - a. Unless otherwise noted, anytime between 8:00 AM and 7:00 PM.
 - b. When school is in session, Funerals may only be scheduled between 9:00 AM and 11:00 AM.
 - c. Saturdays, between 9:00 AM and 12:00 Noon.
 - d. *Note: These times may be subject to change due to need and ability. St. Cecilia Catholic Church maintains the right to withhold additional services (i.e. a reception).*
4. Visitations
 - a. It is highly recommended that all visitation services be held at the funeral home as it provides a setting designed to best accommodate gatherings while maintaining a calm and respectful atmosphere.
 - b. Visitations at St. Cecilia Catholic Church are limited to three (3) hours in length and may not begin before 9:00 AM.
 - c. Evening visitation hours are permissible the day before funeral services depending on availability.
 - d. Visitations may not be scheduled on Saturday nights, Sundays, Holy Days of Obligation, National Holidays or those days in close proximity to them.
5. Burial
 - a. Under normal circumstances, the burial takes place immediately after the funeral services. If it is to be at a later time or date, the scheduling party needs to clarify this with St. Cecilia Catholic Church.

- b. *Note: Church law does not permit cremains to be kept in private homes for indeterminate lengths of time.*
6. Receptions
- a. St. Cecilia Catholic Church is happy to host a reception at no cost for the deceased's family and friends, after the funeral service and burial, in our Fr. Urlange Hall.
 - b. Receptions must be scheduled as close in time to the end of the funeral service as possible.
 - c. Receptions must be concluded on school days by 1:00 PM, and by 3:00 PM on all Saturdays.
7. Funeral services not celebrated at St. Cecilia Catholic Church may be scheduled with the Pastor.

In relation to the Rites celebrated at a Funeral, please note the following:

1. Funerals are limited at St. Cecilia Catholic Church to either a Mass of Christian Burial or a Liturgy of the Word. The Rite of Committal is said at the place of burial. These prayers are governed by the law, norms, and customs of the Roman Catholic Church.
2. Eulogies are not permitted during the funeral rites, however they may be offered during the visitation or after the committal.
3. Lectors and Extraordinary Ministers of Holy Communion
 - a. The Diocese of Covington has mandated that Lectors and Extraordinary Ministers of Holy Communion need to be trained and commissioned by the Diocese of Covington.
 - b. St. Cecilia Catholic Church will appoint ministers from a pre-approved list.
 - c. Family members and friends of the deceased are welcome to serve in this capacity so long as they meet the requirement above.
4. Servers
 - a. Serving at Mass, and the other rites, is a time-honored tradition that is fulfilled mostly by the youth of St. Cecilia Catholic Church
 - b. Servers will be asked to volunteer their time for funeral services.
 - c. Family and friends of the deceased, who are servers at other parishes, are invited to serve at St. Cecilia Catholic Church
5. Readings
 - a. Family and friends of the deceased may select the readings for funeral services from a pre-approved list provided by the St. Cecilia Church Office.
 - b. Other readings from Sacred Scripture (Catholic Church approved translation) may be requested but must be approved by the Pastor.

- c. Secular readings, and readings from other religious texts, are not permissible.
6. Music
- a. All musical accompaniments for funeral services at St. Cecilia Catholic Church are conducted by St. Cecilia's Director of Sacred Music.
 - b. Visiting musicians and vocalists are permissible upon approval of the Director of Sacred Music.
 - c. Family and friends of the deceased may select the hymns for funeral services from a pre-approved list provided by the St. Cecilia Church Office.
 - d. Non-approved Catholic hymns may be requested but must be approved by the Director of Sacred Music. Non-Catholic Christian and secular music are not permissible.

When planning a Funeral, please note the following:

1. The first objective is to schedule the date, time, and location of the visitation, funeral, burial and reception.
2. The Bereavement Committee of St. Cecilia Catholic Church assists the Pastor in funeral and reception planning. These tasks include:
 - a. Meeting with the family of the deceased
 - b. Reviewing these Funeral Guidelines
 - c. Assisting the family in making selections and filling out the necessary paperwork (Funeral Preparation Form).
 - d. Estimate the number of participants for the funeral and the reception, if one takes place
 - e. Contacting all necessary parties:
 - i. The Pastor to confirm and approve all selections and requests.
 - ii. The Director of Sacred Music to confirm the date, time and music selection.
 - iii. The Church Office is to confirm reading and music selections for a program. The Church Office will also schedule Lectors, Extraordinary Ministers of Holy Communion and Servers
 - iv. Volunteers for the Reception
 - f. The Pastor is also available for planning and counseling

St. Cecilia Catholic Cemetery

St. Cecilia Catholic Church is blessed to have its own cemetery on campus. Regarding its use, the policy states: "The cemetery of St. Cecilia Catholic Church is owned, operated and maintained by the Parish. Therefore, the purchasing of burial plots and columbarium space is limited to active parishioners. At the discretion of the Pastor, former and/or inactive parishioners may be allowed to purchase burial plots and columbarium space if they can demonstrate a reasonable association with persons who are, or will be, buried in the cemetery (example: the child of a deceased and buried parent). Cemetery plots and columbarium spaces are sold on a

first come first serve basis. Plots and spaces will not be held for future purchase.”
(Policy 107 – *The Purchasing of Cemetery Burial Plots and Columbarium Space*, Approved: September 21, 2022)

Those wishing to purchase a plot are directed to speak with the Business Manager for a contract.