

Funerals at Immaculate Heart of Mary (New Melle)

Scheduling

- **All funerals and visitations to be held at Immaculate Heart of Mary Parish MUST be arranged through a reputable funeral services provider, and funeral directors must be present.**
- To accommodate our facilities and the schedule of our staff, we prefer to schedule funeral liturgies between 10:00am and 11:00am with a 1-hour visitation (see below) prior in Weber Hall, although alternate arrangements may be made with staff.
- Monday-Friday, 9am-3pm, you can call our parish office to schedule a funeral.
- During weekends, holidays, or after 3pm during the week, our phones are not staffed. If you call to schedule a funeral during these times, please follow prompts to connect to our emergency line to reach a priest. Messages left on the general mailbox will not be checked until the next business day at 9am. Funeral services should not be made public until IHM has confirmed the availability of clergy and facilities. If for any reason you cannot reach a priest via the emergency line during off hours, contact Bryan Beams, our director of liturgy and music, at 636-485-2765. This number should not be given to families.

1-hour visitation before Mass in Weber Hall

- We do not require a visitation, but encourage this for all our families.
- We do allow visitation in church on the evening prior to a funeral in very rare circumstances, such as the death of a priest.
- Most visitations are staged in Weber Hall unless other arrangements are specifically discussed with staff.

Funeral Homes may arrive 30 minutes before the start of a visitation to set up

- Please be sure that any preceding Mass or service has dismissed and its congregants have dispersed before setting up.
- Funeral Directors may temporarily park directly in front of the church doors to drop off supplies and for transport of the decedent; cars should be moved to the lot before Mass begins in compliance with fire codes.

Flowers

- The family can have as many flowers/photos for the visitation as they would like. Arrangements that are brought into church should not obstruct view of the sanctuary. **NO FLOWERS MAY BE LEFT IN CHURCH.**

Mass

- The priest will come out just before the start of Mass to say a prayer with the family.
- Family and visitors should be allowed to continue to visit until the priest comes out. **When it is time for Mass, we ask that the Funeral Directors assist in asking those who will not be a part of the opening procession to be seated so that Mass begins on time.**
 - open-casket: for these services, the casket should remain open until after the priest's prayer
 - closed-casket/urn: the priest will still say a prayer with the family
- Funeral directors should come forward at the Final Commendation to escort the casket during final procession.

Exiting Church

- *If burial in our cemetery* – procession goes directly to the plot or temporary tent.
- *If burial in another cemetery or body being cremated after Mass* – Funeral Directors may bring the hearse back directly in front of church to receive the body after Mass.