



**ST. TERESA**  
**OF CALCUTTA PARISH**  
WARREN, OHIO

July 3, 2024

Dear Funeral Directors,

Thank you for your compassionate service to the grieving members of Warren St. Teresa of Calcutta Parish. The following outlines our funeral policies. Feel free to contact me with any questions. I appreciate working with you in this sacred ministry.

Yours in Christ,

Fr. Cicero  
Pastor

**Catholic Funeral Services:**

Funeral Mass:

Celebrated in the parish church in the presence of the body or cremated remains. Liturgy of the Word, Liturgy of the Eucharist, Holy Communion, Rite of Commendation.

Memorial Mass:

Celebrated in the parish church when the body or cremains are not available due to prior burial, delayed cremation, etc.. Liturgy of the Word, Liturgy of the Eucharist, Holy Communion.

Funeral Service Outside of Mass:

Celebrated at the funeral home. Liturgy of the Word and Rite of Commendation.

Rite of Committal:

Celebrated at the cemetery after the funeral or cremation. Blessing/prayers over the place of burial, prayers for the dead, etc.

Vigil Service:

Celebrated at the funeral home on the eve of the Funeral Mass 30 minutes prior to the start of visitation. Available on request only. Liturgy of the Word and prayers for the dead at the funeral home on the eve of the funeral Mass.

Visitation at the Church:

One hour prior to the Mass (e.g. visitation 10:00 to 10:50 AM, 11:00 AM Mass).

Blessed Sacrament Church: Gathering Space

St. James Church: Rear of Church

St. Mary Church: Designated Area



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**Bereavement Luncheon at the Church (Blessed Sacrament and St. James):**

Bereavement luncheons are offered in the parish hall at Blessed Sacrament and St. James. Bereavement luncheons are not offered at St. Mary at this time. Families can contact the parish office to make arrangements.

**Funeral Policies and Instructions:**

**Date, Time, Location:**

Families begin the planning process by contacting the funeral home. The funeral director is the liaison between the parish, the family, the cemetery, and the funeral home. He or she establishes the date, time, and location of the funeral in consultation with all parties. To schedule during regular office hours, contact the parish office located at Blessed Sacrament 330-372-2215. To schedule after office hours, contact Fr. Cicero directly on his mobile phone (330-717-0078) or via email [ccicero@warrencatholic.org](mailto:ccicero@warrencatholic.org)

**Funeral Information Sheet:**

The funeral director reports all data on the funeral information sheet to the parish office. The parish uses this information to contact the family and begin the planning process. Office Manager: Lisha Pompili Baumiller: 330-372-2215, [lbaumiller@warrencatholic.org](mailto:lbaumiller@warrencatholic.org)

**Funeral Liturgy Planning Meeting:**

The family meets with the priest, deacon, or staff member at the parish office to plan all aspects of the funeral service (readings, readers, offertory procession, music, announcements, etc.).

**Cremation:**

Cremated remains must be properly buried or enshrined in a mausoleum or columbarium. Cremated remains may not be reserved in the home, divided among family members, or fashioned into products. If ashes are to be scattered, funeral services cannot be provided. (See Vatican Instruction: Instruction *Ad resurgendum cum Christo* regarding the burial of the deceased and the conservation of the ashes in the case of cremation.)

**Empty Casket or Urn:**

The use of empty caskets and urns is not permitted. The actual presence of the body or cremated remains is theologically significant and presumed in the prayers of the funeral rites.

**Flowers:**

Flower arrangements may be placed by the altar, ambo (pulpit), Blessed Mother, or Communion rail in consultation with the priest. Flowers may not be placed on the



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casket or urn during Mass. The funeral home is responsible for removing all flowers etc. from the premises at the conclusion of the services.

Photographs, Portraits, Memorial Items:

Photographs and portraits may be placed in the gathering space at Blessed Sacrament or in the visitation area at St. James and St. Mary. Memorial items such as blankets, garden ornaments, and statues may be placed in the visitation area only. Memorial items are not permitted in the sanctuary or by the casket or urn during Mass.

Reception of the Body and Entrance Procession:

Blessed Sacrament Church:

At the baptism font.

St. James Church:

In the rear of Church.

St. Mary Church:

In the rear of Church.

For caskets, immediate family members may assist with the placement of the funeral pall (white covering). The funeral home provides a crucifix to be placed on the casket. For cremations, a family member or the funeral director holds the urn for the reception of the body as well as the entrance and exit processions. In the entrance procession, immediate family members follow behind the casket (guided by funeral director) or the urn.

Placement of the Casket or Urn During Mass:

Blessed Sacrament Church:

Casket: Six feet in front of the paschal candle.

Urn: On small table (church provides) three feet in front of paschal candle.

St. James Church:

Casket: Six feet in front of the paschal candle.

Urn: On small table (church provides) three feet in front of paschal candle.

St. Mary Church:

Casket: Six feet in front of the paschal candle.

Urn: On small table (church provides) three feet in front of paschal candle.

Immediate Family Seating:

Blessed Sacrament:

Front and center chairs on south side of the church.

St. James:

Front pews on ambo (pulpit) side.

St. Mary:



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Front pews on ambo (pulpit) side.

Offertory Gifts:

At the funeral Mass, family members can participate in the preparation of the gifts. Bread, wine, water (provided by the Church) and food for the poor (provided by the family) are the gifts that can be presented.

Exit Procession:

Immediate family and congregation follows immediately behind the casket or urn (carried by family member or funeral director).

Pall Bearers:

The family chooses the pall bearers in consultation with the funeral director. The funeral director directs the pall bearers.

Eulogies:

Eulogies are not permitted at the church before, during, or after the Mass. Eulogies may be given at the bereavement luncheon, funeral home, or cemetery.

**Names and Titles for Use in Publications:**

Father Christopher Cicero  
Father Edward Stafford  
Deacon Robert Simmerly  
Deacon Edward Kleese

Funeral Mass (*casket or urn present*)  
Memorial Mass (*casket or urn NOT present*)  
Funeral Service (*at funeral home*)  
Rite of Committal (*at cemetery*)

St. Teresa of Calcutta Parish, Blessed Sacrament Church  
3020 Reeves Rd., N.E. Warren, OH 44483  
Blessed Sacrament Holy Family Hall  
Blessed Sacrament Reagan Hall

St. Teresa of Calcutta Parish, St. James Church  
2532 Burton St., S.E. Warren, OH 44484  
Saint James White Hall

St. Teresa of Calcutta Parish, St. Mary Church  
232 Seneca Ave. N.E. Warren, OH 44481

**Stipends:**



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For names, contact administrative assistant at parish office. Please bring individual payments to the service.

**Celebrant (Priest or Deacon Celebrating):** \$150.00 (Check payable to the parish)

**Organist:** \$150.00 (Check payable to the organist)

**Cantor** (as needed): \$100.00 (Check payable to the cantor)

**Altar Servers & Assisting Deacon:** Total: \$50 cash (5: \$10 bills)

**Church Usage Fees:** None