



*Holy Trinity Catholic Parish  
25 East Richmond St.  
Westmont, IL 60559  
630-968-1366*

*Rev. Rafal Wasilewski, C.R.  
Pastor*

## Funeral Contact Policy as of January 2022

As of January 3, 2022, please implement the following procedure for scheduling and planning a funeral at Holy Trinity Catholic Parish:

The funeral director will now contact Mr. Christopher Simon—Director of Communications—directly at (630) 968-1366, ext. 120 and speak with Mr. Simon regarding arrangements. If need be, please leave a voicemail to be returned as soon as possible by Mr. Simon before proceeding with the family or leave a message on extension 131 if you are calling after office hours or on weekends. Please also feel free to communicate via email at [csimon@holytrinitywestmont.org](mailto:csimon@holytrinitywestmont.org).

Details about the funeral date and time will be discussed over the phone and confirmation of the funeral—as well as additional information about the deceased, contact information for the family and visitation hours—will be obtained in writing via email. After the initial call, the funeral home will be sent the following: 1) The Holy Trinity Stipend Policy Sheet for the family; 2) Quick Reference Sheet for the family regarding funeral liturgy policies at Holy Trinity; 3) and a blank funeral information template for the funeral director to complete with the family and send back to Mr. Simon via email.

Finally, note that once the funeral director confirms the date and time of the funeral with the Director of Communications and passes along the necessary information, the liturgy will be planned with the family by the Director of Liturgy and Music at Holy Trinity—Mrs. Megan Shirer. She will reach out directly to the family to begin that process. Please allow up to 24 hours for Mrs. Shirer to contact the family. After confirmation of the date and time of the Mass, questions should be directed to Mrs. Shirer.

Thank you for your cooperation and service. Please contact us with any questions.

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\* It is the responsibility of the parish to bury their dead.

\*\*Funerals are celebrated at 9:30am on Tuesday-Thursday and 10:00am on Fridays.

\*\*\* According to Diocesan policy, if family members wish to offer eulogies, they should do so during the wake. #382 of the General Instruction for the Universal Church states: "At the funeral Mass there should as a rule be a short homily, but never a eulogy of any kind."

\*\*\*\* Use of the Narthex for wake service is not allowed. Wake services are to be held at chapels and funeral homes only