



Funeral Procedures

Contact the Funeral Home:

Babione/Kraeer Funeral Homes 561-395-8787 • 1100 N Federal Hwy., Boca Raton, FL 33432
561-483-9500 • 10060 Calle Comercio Dr., Boca Raton, FL 33428

Glick Family Funeral Home 561-672-1880 • 3600 N. Federal Hwy., Boca Raton, FL 33431

Gary Panoch Funeral Home & Cremations 561-997-8580 • 6140 N. Federal Hwy., Boca Raton, FL 33487

The **Funeral Director** will offer you guidance and work with the Church when scheduling a funeral.

A member of the **SJA Parish Funeral Ministry** team will call you and they will send you an e-mail with the information needed to plan the Funeral Mass. The Funeral Ministry team will handle many details for you, as well as pray for you and your family.

You will be asked to make several decisions in planning the Funeral Mass:

- Selection of the **readings** (*First Reading and Second Reading*)
- Identify the **baptismal name** of loved one to complete the Prayers of the Faithful
- Identify who will be the **readers** (*lectors*) for the one or two readings and intercessions. (The presiding celebrant will select the gospel)
- Identify who will be the **gift bearers** who will bring the bread and wine to the altar - 2 or 4 individuals
- Identify Pallbearers (6 individuals)

Other things to consider:

- **Music:** You must contact the **Music Director** at **561-952-2856** for guidelines in choosing the appropriate music.
- **Funeral Program:** may be developed and printed by family if desired.
- **Military Honors:** The Funeral Home makes these arrangements with the proper military service.
- **Memorial Donations:** Identify who will receive memorial donations "in lieu of flowers." These can be directed to SJA Church, a SJA School scholarship fund, the SJA Care Ministry, **visit:** <http://stjoan.org/development-stewardship/memorials/> or any other non-profit organization (the exact address is necessary for the Funeral program).
- **Costs:** Normally, the costs for the use of the Church and the music ministry fees are included in the comprehensive bill provided by the Funeral Home.
- **Flowers:** Arrangements for flowers must be made directly with the Florist of your choice (Boca by Design — 561-447-5444 Carlos Marquez is a florist who frequently donates flowers to the Church). Your flowers may be taken after the funeral to the reception or your home. If left at the church they will be viewed by parishioners as a remembrance of your loved one.

- **Celebration of Life Reception:** If this is planned you will need to determine where it will be held, how your guests will be invited; how details and directions are provided (back of the Funeral Program or a separate handout)

Mercy Center is available to all **active participating parishioners** of St Joan of Arc. If you would like to use Mercy Center you will need to contact Deacon Bill Watzek at 561-392-0007 to determine availability. **If available:**

- A fee of \$100 will reserve the Mercy Center
- Your caterer must be licensed and insurance-approved by the Diocese of Palm Beach.
Currently, the Diocesan approved Caterers are:
 - **Too Jays** - phone # 561-659-9011 ext.567, ask for Kinsey
 - **Tomasso's** - phone # 561-392-8985, ask for Peggy
 - **Christafaros** – phone # 561-835-0066, ask for Doreen
 - **Hughs Catering** – phone # 954-563-4844, ask for Pam
- **Items included in Mercy Center rental:**
 - Thirty – 60 inch round tables (*Accommodates approximately 8 per table*)
 - Six – 72 inch round tables (*Accommodates approximately 10 per table*)
 - Chairs – There are approximately 300 chairs available for use.
 - Buffet tables – 40 rectangular with dimensions of 30" x 96"
 - Use of kitchen refrigerator and warming ovens by an authorized catering company.
 - Ice
- **Items not included in Mercy Center rental** (*These items can be rented through the caterer or by contacting a rental company*):
 - Linens
 - China
 - Flatware
 - Glassware
 - Center pieces
 - Guest registry
- **Mercy Center Set up**
 - A drawing or a written explanation of how the room is to be set up must be submitted with the Rental Agreement.
 - Clean-up must be performed after the event by the catering staff and individual who rented the facility.



ST. JOAN OF ARC CATHOLIC CHURCH
 370 SW 3rd Street • Boca Raton • Florida 33432
 561.392.0007
www.stjoan.org