# Funeral Scheduling

**The first step** is to contact the church and the funeral home of your choice to handle the necessary arrangements. Here are the contact numbers for our parish:

 **Office Manager:** Linda Thomas 940-686-2088

 **Emergency after hours number:** Fr. Martin 817-701-9819

 **Funeral Coordinator:** Nancy Dechaud 214-537-2490

**The funeral home** and the church will work together to schedule a time for the Mass and/or Service. Make sure someone contacts Father when scheduling. It is appropriate to call or text the emergency number if no one answers the office phone. As a general rule, the funeral Mass for a Catholic is celebrated in his or her own parish church.

A vigil service may be held the night before the Funeral Mass. This service may have scripture readings and/or a rosary. A deacon typically celebrates this service.

Ladies of St. Thomas will host a luncheon in the Parish Center after the internment at the cemetery, if the family desires.

**After setting the day and time for the visitation and funeral, contact** Nancy Dechaud, St. Thomas Funeral Coordinatorand/or **Linda Thomas, St. Thomas Office Manager**. The funeral coordinator makes sure that everything is in place for the vigil service, funeral Mass, and luncheon. A meeting with the funeral coordinator is a must.

A Funeral Planning Book may be picked up at the church office to assist you with some of the details or you can visit our website: stthomaspilotpoint.org and click on parish ministries and then on funeral coordinator or use this direct link: https://stthomaspilotpoint.org/funeral-coordinator

**At the meeting with the funeral coordinator,** the coordinator will help you select the readings and music, as well as answer any questions you may have about the funeral services. This meeting can be completed over the phone.

**If you would like to pre-plan a funeral Mass**, you may contact the funeral coordinator at any time.