



Spring Hill College

Forming leaders engaged in learning, faith, justice and service for life.

FUNERAL AND MEMORIAL SERVICE POLICIES

Generally, funerals or memorial liturgies may not take place at St. Joseph Chapel or Sodality Chapel because the rightful place for a funeral or memorial liturgy is in the parish church.

The Archdiocese of Mobile has directed that funerals and memorial services are limited to the following:

- Members of the Society of Jesus
- Professors who are members of the faculty at the time of death, as well as their spouses
- Students enrolled at the College at the time of death
- Employees who are members of the staff or administration at the time of death

Additionally, the following conditions apply:

- All college events and scheduled weddings take precedence over funerals or memorials.
- Because of traffic and parking difficulties on campus during the week, funerals and memorial liturgies may only take place after 4 pm when school is in session.
- If a visitation is desired prior to the funeral service, you may request the use of the Gautrelet Room through Campus Ministry.
- It is desirable if only one family member is the designated spokesperson with Campus Ministry.
- It is the responsibility of the family member to inform the parish of the deceased the date and time of the liturgy, by obtaining a clergy record card from the funeral home and sending it to the parish.

THE PRESIDER

It is the family's responsibility to arrange for a priest or deacon to preside. It is the responsibility of the presider to help plan the details of your liturgy. Suggested orders of service and scripture passages are available from Campus Ministry.

MUSIC

The Campus Minister for Liturgy and Music at Spring Hill College is also the pianist/organist at St. Joseph Chapel. All music selections must be approved by him. Guest musicians may be utilized only with the approval of the Campus Minister for Liturgy and Music. Please note that the use of pre-recorded music is not allowed, nor is the showing of slideshows, videos, and other multimedia displays.

FLOWERS

Floral deliveries may be sent to the chapel on the day of the service. With the exception of flowers on the back altar, which are to remain for Sunday Mass, all flowers must be removed from the chapel immediately following the liturgy. Your funeral home may be able to assist with this task.

October 3, 2014