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St Joseph's Church Funeral Service Application Form 聖若瑟堂殯葬禮儀申請表格

1. Funeral Date 葬禮日期：_____ 2. Time 時間：_____	
<i>Family may enter the church up to one hour before the service to prepare. The parish office will confirm the exact time. 家屬可於禮儀開始前一小時進入聖堂準備，堂區辦事處將通知確切時間。[]</i>	
3. Venue of Service 舉行禮儀地點： <input type="checkbox"/> SJC 聖若瑟堂 <input type="checkbox"/> Chai Wan Holy Cross Chapel 柴灣小堂 <input type="checkbox"/> Others 其他：_____ <input type="checkbox"/> Cremation 火葬/ Burial 土葬：_____	
4. Name of the Deceased 亡者姓名：_____ (Eng/中) Christian Name 聖名：_____	
5. Contact Person 聯絡人 (Name 姓名/ Relationship 關係/ WhatsApp Tel 電話)： (1) _____ (2) _____ (3) _____	
6. Funeral Company, Contact & Phone 殯儀公司及聯絡人電話：_____	
<i>A WhatsApp group will be set up by the Bereavement Team Leader to communicate the service arrangements. This group will only include the contact persons listed on the application form and will not include the funeral company (Leader will contact them). Also, please refrain from discussing personal family matters in the group. 善別小組組長將開設 WhatsApp 群組溝通禮儀安排，群組只會包括在報名表上的聯絡人，不包括殯儀公司（善別組長會聯絡）。另外，請避免在群組中討論私人家庭事務。[]</i>	
7. <input type="checkbox"/> Need Burial Permit in the Catholic Cemetery 需要天主教墳場安葬許可證	
8. Celebrant 主禮神父：_____ Concelebrant 共祭：_____	
<i>Family is asked to respect the celebrant's and parish's decisions. 家屬需要尊重主禮神父或堂區關於禮儀的決定。[]</i>	
9. Estimated No. of Attendees 預計出席人數：_____	
10. Language of Mass 彌撒語言： <input type="checkbox"/> English <input type="checkbox"/> 廣東話 <input type="checkbox"/> 普通話 <input type="checkbox"/> Others 其他：_____	
<i>The liturgy is shown on screens with subtitles. To care for the environment and help guests stay focused, the parish advises not printing the liturgy as booklets. Families are encouraged instead to prepare a memorial booklet about the deceased. 為了愛護環境並幫助來賓專心參與，堂區建議家屬不將禮儀印製成小冊子，但鼓勵製作關於亡者的紀念冊。[]</i>	
11. Bereavement Ministry & Choir 善別組及歌詠團： <input type="checkbox"/> SJC Liturgy 禮儀 <input type="checkbox"/> SJC Choir 歌詠團 <input type="checkbox"/> Outside BM/Choir & Contact 外來善別組/歌詠團及聯絡：_____	
<i>For the services celebrated by our parish priests, the parish reserves the right to decline requests for outside bereavement groups, choirs, or individual participants. 由本堂神父主禮之禮儀，本堂保留拒絕外來善別小組、歌詠團或個別人員參與的權利。[]</i>	

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12. Casket 靈柩 Pallbearers 扶靈 Pascal Candlelighter(s) 燭光禮 (2p) : _____

Lectors 讀經員 (All by volunteers 全由義工負責) :

➤ Reading & Responsorial Psalms 讀經及答唱詠 (1/2p) : _____

➤ General Intercession 禱詞 (1p) : _____

➤ Litany of Saints 諸聖禱文 (1p) : _____

Eulogy 悼詞 (Pls limit the eulogy to 10 mins. 請限制在10分鐘以內) : Yes 會 No 不會

If yes 如會 : (1) Name 姓名 : _____ Relationship 關係 : _____

(2) Name 姓名 : _____ Relationship 關係 : _____

The celebrant has the right to ask that the number of speakers be reduced.

主禮神父有權要求減少致辭人數。[]

Offering Bread & Wine 奉獻餅酒 Paying Last Respect 瞻仰遺容 Placing Flower 獻花

13. Deposit & Donation 按金與捐獻

a. Booking Donation 借用聖堂捐獻 (HK\$6,000) - Date received 收款日期 : _____

Cash 現金 Cheque 支票 (Bank: _____ No.: _____)

Receipt Name 收據抬頭人姓名: _____

No receipt required 無需收據

b. Free Donation 自由捐獻 - Date received 收款日期 : _____

Cash 現金 Cheque 支票 (Bank: _____ No.: _____)

Receipt Name 收據抬頭人姓名: _____

No receipt required 無需收據

c. Deposit 按金 (HK\$2,000) - Date received 收款日期 : _____

Cash 現金 Cheque 支票 (Bank: _____ No.: _____)

Deposit Refund: Date: _____ Recipient 取款人 : _____

If the flower baskets are not removed after the service, or if the church is damaged during use, the deposit will not be refunded. In the event of serious damage, additional repair costs may be required. 如果禮儀結束後花籃沒有移走，或聖堂在使用期間受到損壞，按金將不予退還。若有嚴重損壞，可能需要額外支付修理費用。 []

Family should submit all donations and deposit to the parish before the service. They should also contact the parish office within one month after the service to retrieve the deposit. After 31 days, the deposit will automatically be treated as a donation to the parish. 家屬應在禮儀前將所有捐獻和按金交給堂區。禮儀結束後一個月內，家屬需聯絡堂區辦事處取回按金。逾期31天，按金將自動視為堂區捐獻。 []

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d. →Offering Flowers at Tabernacle 奉獻聖體龕兩旁鮮花

Office Use Only: RT - G 1 Catholic Non-Catholic P B V

Documents: HKID Baptism Cert. Death Cert. or C-B Permit Address Proof

Wreaths and Flower Baskets 花圈及花籃

a. Number and location 數量及位置

- Next to the picture of the deceased under the cross: four max. 祭台十字架下遺照旁邊：最多4個； On the other side of the altar: three max. 祭台另一邊：最多3個；
- Wreaths at the altar must not exceed 92 cm (3 ft). Those do not meet this requirement will be moved to a designated spot in the parking lot. 放祭台的花圈高度限於3尺或以下，不符合規定的花圈會被要求移往停車場；
- All other wreaths and flower baskets are to be in a designated spot in the parking lot. The parish staff will inform the funeral company as to where to place the wreaths. 其餘所有花圈及花籃：停車場指定位；殯儀公司須按堂區職員指示擺放花圈。[]

b. Wreaths and flower baskets can usually be delivered to the parish one hour before the service. The parish office will notify the family of the exact time, but flowers delivered too early will be rejected. 花圈和花籃通常可於禮儀一小時前送到堂區範圍，堂區辦事處會通知家人具體時間，但過早送到的花將會被拒收。[]

c. The family and the funeral company must make prior arrangements to remove the flowers from the parish within half an hour of the end of the service. 家人及殯儀公司必須預先安排在禮儀結束後半小時內將花從堂區範圍移走。[]

d. Overnight wreaths are not allowed in the parish. 本堂區不允許擺放花圈過夜。[]



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Additional Information其他注意事項

1. The church provides a long table and white tablecloth for reception. Family members are requested to prepare other items by themselves. Family may place commemorative items such as family photos, birthday pictures, or group photos (Table size: approx. 180cm x 75cm) 本堂提供接待用的長枱及白色枱布，其他物品請家人自行準備。家屬可放置紀念亡者的物品，如家庭生活照、生日照或與友人聚會的照片 (枱面尺寸約180cm x 75cm) []
2. If family members plan to show a video on that day, they should inform the Bereavement Team Leader as soon as possible in order to arrange for manpower. The video will be shown continuously 30 minutes before the service and stop five minutes before the service. Parish accepts mp4 format only (Note that PowerPoint can convert to mp4). Please send it via e-mail to office2.stjosephs.hk@gmail.com or provide the Google Drive link **two working days** before the service. 如果家人計畫當天播放影片，應盡快通知善別小組組長，以安排人手。影片會在禮儀前30分鐘不停播放，到禮儀前五分鐘停止。聖堂只接受mp4格式（注意：PowerPoint有轉mp4功能），請禮儀前兩個工作天電郵至 office2.stjosephs.hk@gmail.com 或提供Google Drive鏈接。[]
3. The audio, computer, and projection equipment in the church must be operated by parish staff or Bereavement Team members. The family may arrange their own camera crew. However, the church cannot provide Wi-Fi access for security reasons. Also, the camera crew will need to follow these rules during the service 聖堂的音響、電腦投影設備等須由堂區職員或善別小組操作。家人可另安排專人拍照及錄像，但因保安原因，不能使用聖堂 Wi-Fi。另外，攝影師需要遵守以下規則：[]
 - a. Do not make any noise 不能發出聲音
 - b. Do not disturb the service 不能阻礙禮儀進行
 - c. Do not walk up to the altar 不能上祭台
 - d. Do not connect to the church's audio and video systems 不能連接聖堂影音系統
 - e. Do not use flash when taking photos during the service 禮儀進行中請勿使用閃光燈
4. No one is allowed to enter the altar nor the area behind the altar without permission. No outside decorations will be accepted. None of the objects in the church (including kneeling benches, pews, pianos, etc.) can be moved. 任何人士不得擅自進入祭台及祭台後方範圍、不得擺放外來佈置、並不得移動聖堂內所有物件（包括跪凳、琴等）。[]