



## Guide for Servers of Funerals

1. Please arrive at church 15 minutes before Mass.
2. Light candles next to the altar and the Easter candle.
3. Remove pall from the center drawer adjacent to where the vestments are kept and place on counter in the Priests' Sacristy. (The pall is not used in funerals where there are cremains.)
4. Fill wine cruet or carafe; put hosts into the bowl (small and one large). Check with Presider as to how many small hosts to include.
5. Take wine and hosts to the table in the back for the Offertory Procession.
6. Set up the Credence table with the water cruet, lavabo bowl, cup, towel, and purificators. Check with the Presider beforehand to see if additional cups, purificators, or communion bowls are needed and place on the Credence table.
7. Set the book of readings at the ambo, open to the first reading. If readers ask about where the readings are, show them, and remind them to stand behind the tape on the floor at the ambo.
8. The water vessel and sprinkler (aspersorium and aspergill) is in the closet closest to the doorway leading to the sanctuary. Add water to the aspersorium, enough to cover the globe on the end of the aspergill.
9. Check in the hallway for matches, the thurible, charcoal and incense. Set out a cake of incense to use later.
10. Put tabernacle key in the tabernacle. (it is in the drawer over the counter in the Priests' Sacristy marked Miscellaneous)
11. Dress in an alb (located in the Priests' Sacristy). Please do not wear sneakers to serve.
12. When the Mass begins, accompany the Presider to the rear of the Church, carrying the pall, the aspersorium and aspergill. If a cross is used in the procession, it is carried to the back of the church by a second server.
13. Following an opening Prayer, the Presider will take the aspergill and bless the casket/cremains with water.
14. Give the pall to either the Funeral Director or the people who will place the pall over the casket.
15. Process up the aisle, in front of the Presider. Bow with the Presider at the bottom of the steps, and take the aspersorium into the Priests' Sacristy. If the cross is part of the procession, that server leads the procession, ascends the steps without bowing, and takes the cross into the Priests' sacristy.
16. Return to the sanctuary and take a seat on one of the chairs on the left side of the sanctuary, outside of the Priests' Sacristy.
17. Prior to the First Reading, approach the ambo and turn on the microphone for the readers. Leave the microphone on.
18. After the Prayers of the Faithful, set the table with the cup(s) to the right side of center, purificators to the right of the cups, and water near the cups. Turn off the microphone

at the ambo. Follow the Presider to receive the gifts and any flowers that people may bring. Put flowers in the vase set up for that purpose. Return to the Presider who will hand you the wine. Proceed to the altar and hold it on the side of the altar with the cups until the Presider takes it from you. When he returns the carafe, take it to the credence table. Bring the lavabo bowl and towel to the altar for the Presider to wash his hands. Bow.

19. Take bowl, towel and water back to the credence table; return to seat.
20. At the Kiss of Peace, bring any additional bowls from the credence table to the altar.
21. Receive Communion with ministers. Go into the hallway and light the charcoal in the thurible. Hang it on the stand. Return to the sanctuary.
22. Following Communion, consolidate bowls of hosts into one on the altar. Place the reserved hosts in the tabernacle. Remove all empty bowls from the altar and place on the credence table. (do not stack the bowls)
23. Turn the ambo microphone on if there is to be a eulogy. Return to seat.
24. Following or towards the end of the eulogy, bring the thurible from the hallway and the incense container into the sanctuary. (If a cross is being used, the second server brings the cross into the sanctuary, proceeds down the steps and stands at the foot of the casket, facing the altar. Be sure to stand far enough behind the casket to allow for the Presider to incense the casket.) The first server meets the Presider at the top of the steps where he will put incense into the thurible and then incense the casket. He will then return to the top of the stairs. Take the thurible and the incense back to the hallway. Hang the thurible on the hook. Turn off the microphone at the ambo.
25. After the casket is incensed, the Presider will announce that we will proceed to the back of the Church.
26. The Presider will lead the procession down the aisle. Return to the Priests' Sacristy. If there is a cross, the server carrying the cross turns and leads the procession to the rear of the church and returns to the Priests' Sacristy via the side aisle.
27. Purify the vessels and put them in the closet.
28. Empty the water from the aspersorium and put it back in the closet.
29. Remove the book of readings from the ambo.
30. Be sure that the tabernacle is locked and return the key to the drawer marked "Miscellaneous".
31. Return the pall to the drawer.
32. Extinguish candles.

*Remember that funerals are a sensitive time for people and not everything will go exactly the same way all the time. Please be patient and flexible.*

***Thank you very much for participating in this ministry!***

October 26, 2009

A.M.D.G.