

FUNERAL SERVER GUIDELINES

UPON ARRIVING TO THE SACRISTY:

1. Arrive at least 45 minutes early for set up.
2. Light the Paschal (Easter) Candle if the usher has not already done so. Please use 2 people. Should be lit when body or cremains are present.
3. Get the 2 server copies of the Worship Aid plus the printed Gospel Reading from the basket. Paper clip the Gospel reading inside the Book of Gospels using two plastic-coated paper clips. Place Book on table behind Baptismal Font if the body is present or face down on the altar if cremains are present or it's a memorial with no body/cremains.
4. Check if Father Andrew, Father Dieudonné or a visiting priest is celebrating mass
5. For **Father Andrew, Father D** and **Visiting Celebrants**, take out large (tall) Gold Chalice.
6. Remove Purificator from the drawer.
7. Fill the Gold, Hammered Finish Paten with small hosts from freezer.
8. **For Father Andrew, Father D or a visiting celebrant**, place a 2 ¾" (celebrant's) host on top of small hosts (plastic container in freezer door).
9. Place the Chalice with the Purificator draped on top, then a White Pall over both.
10. Use matching, tall cruets for the wine and water (Offertory Gifts).
11. Take out 2 Gold Cups and 2 Linen Towels for Precious Blood distribution.
12. **For Father Andrew, Father D or a visiting priest**, pour wine into a larger pitcher if it is a large funeral (approximate 6 ½' tall) and fill to the neck for a gift bearer. This is the only wine used. Father does not use a small cruet of wine at funerals.
13. Pour refrigerated water into a matching cruet, also to the neck. Offertory gift.
14. Check the Tabernacle to see that there are enough reserve consecrated hosts for larger funerals.
15. For washing of the hands, use the large Gold Pitcher and Basin (Lavabo). Put warm tap water in the pitcher and a white terrycloth towel on the basin. (Never put the towel in the basin once water has been poured into it).
16. Remove the leaf sprig sprinkler from the refrigerator.
17. **For Father Andrew**: Set out the large Brazier with 5 large charcoals when the body is present. Set out the small Brazier with 4 large charcoals when the cremains are present. Use the tongs and pick up gently. The charcoals are very brittle and will break in pieces if pressure is used. Put the Gold Incense Boat on the tall wood stand in the Sanctuary.

Verify that the incense boat is at least $\frac{3}{4}$ full. Never mix different scents of incense to the boat.

18. **For Father D or a visiting priest:** Set out the Silver Thurible (Censer) with 3 large charcoals. Place the Silver Incense Boat on the Thurible Stand in the Sanctuary. Verify that the incense boat is at least $\frac{3}{4}$ full. Thurible and stand are in the locked closet behind the chapel sanctuary. Key is in butter dish in refrigerator.
19. For ease of lighting charcoals in the Sacristy, set out the candle dish, tongs, taper & matches on the cookie sheet next to the Brazier or Thurible which you've placed on the glass cutting board. Make sure the Incense Boat is full (but not overflowing).

PLACEMENT OF VESSELS

1. The Paten of hosts will be placed on the table behind the baptismal font on top of the cloth. The Wine Cruet or Pitcher will be placed in the refrigerator in the Vesting Room. The Chalice and the Water Cruet will be placed on the Credence Table (or the Water Cruet can be placed on the table with the hosts as an extra Offertory Gift). The Lavabo and Terry Towel will be placed on the Credence Table.

CROSS

1. Carry the Cross from the stand in the Sanctuary to the stand behind the Baptismal Font.

THE STAND

1. Make sure the stand (plant stand) from behind the ramp wall near the Chapel door is placed next to the Cross stand in the Sanctuary for the Brazier and charcoal to be placed or the crystal bowl containing holy water to be placed for cremains. If you don't see the stand, get one from the staircase in the chapel Vestibule. The keys are in the butter dish in the refrigerator in the Sacristy. **OR**
2. Make sure the Thurible stand (from the locked closet behind the Chapel Sanctuary – (key is in the butter dish in the refrigerator in the Sacristy) is placed next to the Cross stand in the Sanctuary for the Thurible and charcoal to be placed.

GIFT BEARERS

1. Ask the usher for the number of gift bearers. If there are several, use the Paten of Hosts, the Pitcher or Cruet of Wine and the Cruet of Water. Then ask the Funeral

Director to give the Usher long stemmed flowers to be carried up by the remaining gift bearers. Father will place these on the casket.

ROMAN MISSAL

- 1.** **For all priests,** place the Roman Missal on the ledge behind the celebrant and server chairs before Mass begins.
- 2.** Open the book to the beginning of the Funeral Liturgies near the back of the book (page number 1217). Place the purple ribbon out to the side of the page.
- 3.** Open the book to the Preface for Funerals on page 474. Place a ribbon out to the side of the page. Father will check & close the book before the funeral begins.
- 4.** **For all priests,** remove the missal from the altar during or after communion.

BOOK OF GOSPELS

- 1.** Get the Book of Gospels (Red book. There are 2. Use the better looking of the two.) from the Vesting Room (either in the cupboard or on the counter).
- 2.** Using two plastic-coated paper clips, clip the printed Gospel reading top and side (from the basket of Worship Aids) to a page in the middle of the book, mark the page with a ribbon draped out the edge of the pages.
- 3.** Place the book on the table behind the Baptismal Font next to the Pall until Father is ready to place it on the casket. If there is no body present, place the Book of Gospels face down on the center of the Altar. If a visiting priest offers Mass and he doesn't place the Book of Gospels on the casket, the second server will process with the Book to the Altar.

PLACEMENT OF VESSELS, GIFTS, ETC:

- 1.** Assuming there are 3 Gift Bearers, place the Paten of hosts and Cruet of Water on the Gift Table. Place the Pitcher or Cruet of Wine in the small refrigerator in the Vesting Room. The usher will get it out after the homily. If there are 4, 5 or more gift bearers, ask the Funeral Director for long stemmed flowers to be carried by the remaining Gift Bearers to be placed on the casket. The usher usually handles this.
- 2.** Place the leaf sprig sprinkler (from Sacristy refrigerator) on the edge of the Baptismal Font.
- 3.** Place the Chalice (with Purificator and Pall), the 2 Gold Cups with the 2 Linen Towels, the Pitcher & Basin (Lavabo) plus the terry towel for hand washing on the Credence Table.

4. Place the key in the Tabernacle with the door closed after checking for at least one ciborium with consecrated host for reserve.
5. Place the Incense Boat on the stand or the Thurible stand to the left of the Altar. If the stand is not already in the Sanctuary, look behind the ramp wall next to the Chapel door. If you don't see one, retrieve one from the stairs in the chapel vestibule. (Keys are in the butter dish of the refrigerator in the Sacristy). Thurible stand is in the closet behind the chapel altar (keys in the butter dish of the refrigerator in the Sacristy).

SPRINKLER FOR CEMETERY SERVICE

1. If the obituary in the Worship Aid lists a burial service at the cemetery, get the grey and bronze sprinkler from the Vesting Room and fill it with water from the Baptismal Font. Replace the sprinkler in the holder on the counter. Father will pick it up on his way out.

LIGHTING OF CANDLES

1. Light the two candles on either side of the Altar, and the two candles on either side of the Ambo approximately 15 minutes before Mass. The Paschal Candle was lit earlier.
2. Light the wick and keep the flame in an upward position so wax doesn't drip. Only turn it downward when you are lighting the candle. Once lit, turn it upward again as you walk to the next candle. And so on.
3. To extinguish the wick, slide the wick back into the holder, then immediately extend it back out about ½" to prevent the heat from the wick melting the wax inside the holder.

ASSUMING 2 SERVERS ARE WORKING THE FUNERAL MASS:

1. One server will carry the Cross. The Cross bearer will stand to the front of the Baptismal Font facing the casket during the opening prayer & placing of Pall.
2. Second server will hand Father the Leaf Sprig Sprinkler and accept Father's prayer book. After Father completes the blessing, he will return the sprinkler to you. Place on the Baptismal Font. Do not return his book to him yet.
3. After placement of the Pall on the casket by the family, the second server will hand Father the Book of Gospels to be placed on the casket. If a visiting priest does not place the Book of Gospels on the casket, the second server will carry the book in the procession and place it on the Corporal on the Altar face down, leaving Father room to reverence the Altar. Father may also place the cross from the casket on top of the Pall.

4. The second server returns the prayer book to Father.
5. After the completion of the opening service, the cross bearer will turn to face the Altar and move to the edge of the carpeting.
6. The second server will now join the cross bearer, standing a step behind.
7. When the choir begins **SINGING** the entrance hymn, all servers will slowly walk down the aisle. The cross bearer, holding the cross high will turn to the right when approaching the Sanctuary, stop and wait for the other server and Father to reach the Sanctuary steps.
8. The second server will turn to the left at the Sanctuary steps and wait for Father.
9. Father will bow and/or genuflect. The cross bearer will wait thru the bow, then approach the cross stand from the side steps, place the cross in the stand, and approach the chair to the left of Father's chair.
10. The second server will bow at the same moment Father does. As Father ascends the steps, this server will ascend the side steps between the Ambo and the Organ and approach the chair to the right of Father's chair.

BLESSING THE CREMAINS

1. After the opening hymn, Father will approach the cremains at the base of the Sanctuary for a blessing. The 2nd server will pick up the Crystal Bowl and Sprinkler from the stand next to the cross and take the side steps to the base of the Sanctuary and wait for Father's signal. Don't crowd Father.
2. After Father dips the sprinkler into the Holy Water, take several steps away from him as he proceeds to bless the cremains.
3. Take the sprinkler from Father and take a few steps away from him. Wait until he ascends the steps and then return the sprinkler and Holy Water to the Credence Table using the ramp. Return to your chair

OFFERTORY – BRINGING UP OF GIFTS:

1. The cross bearer will proceed down the main aisle to the edge of the carpet immediately after the Prayers of the Faithful, then lead the gift bearers to Father. The cross bearer **IMMEDIATELY** returns the cross to the stand and approaches the 2nd server to help receive the gifts.
2. When the Cross bearer leaves the Sanctuary, the 2nd server will prepare the Altar. Place the closed Roman Missal on the left side of the Altar. Place the Chalice to the right of the Corporal. Place the 2 Gold Cups and 2 Linen Towels above the Chalice. Do not

place any vessels on the Corporal. The only things remaining on the Credence Table now are the Pitcher, Bowl & Terry Towel (called Lavabo) for the hand washing.

3. Server 2 will proceed with Father to accept the gifts. The Paten of breads (hosts) will be placed on the center of the Corporal. The Wine and Water will also be placed to the right of the Corporal – pitchers with their handles facing Father.
4. One server will remain at the Altar to hand Father the Water and receive that cruet as well as the empty Wine Pitcher from Father. Place on Credence Table.
5. One server will approach Father (at the edge of his rug) with the Lavabo (pitcher & basin), and the 2nd server approaches with the opened towel.
6. After Father has finished washing, he will bow to both servers and both will simultaneously bow to Father.
7. Place the Lavabo & Towel back on the Credence Table (do not put the towel in the basin).
8. Stand behind the rug on the right side of Father during the Consecration.

CONSECRATION

1. During Christmas season (Christmas until the Baptism of the Lord), and Easter season (Easter until Pentecost), the bells will be used at funerals. Fr. D always uses the bells at every Mass and prefers hesitant rings as he turns to the left, middle, then right.
 - a) When Father places his hands over the altar breads and wine at the beginning of the consecration – **One long ring.**
 - b) When Father elevates the host – **Three short rings**
 - c) When Father elevates the wine – **Three short rings**
 - d) Fr. D would like a short, tinkling of the bells when he genuflects after raising the bread and also after raising the cup.

After each ringing, place the bells on the pillow to silence the bells.

CHARCOAL LIGHTING

1. Immediately after the Consecration, server 2 will proceed quietly to the Sacristy to light the prepared Charcoal unless Father tells you to wait longer. You may go through the Chapel Door (if it is not Thursday when Exposition of the Blessed Sacrament is being

- celebrated) taking care not to rattle the door. Always make sure the Brazier or Thurible has not been moved off the glass cutting board in the Sacristy.
2. Using the tongs, hold each charcoal, over the Brazier or Thurible, as it will spark when lighting. Light both sides and edges of each charcoal until it sparks. Place back in the vessel with the hollowed- out side of the charcoal facing up. **(Hold extremely gently, or the charcoal will break up).**
 3. Quietly return to the Sanctuary and place the Brazier or Thurible on the brick wall next to the ramp. Make sure you **DO NOT PUT THE LID ON THE THURIBLE**, or it will become too hot to open with the burning charcoals inside. The Brazier or Thurible will be brought to the stand either during Communion by an available server, or immediately after Communion while the other server is closing the Tabernacle.

COMMUNION PREPARATION

1. **FATHER ANDREW SERVES THE CHOIR FIRST, THEN THE GUESTS ON THE CHOIR SIDE, THEN HE MOVES TO THE CHAPEL SIDE OF THE CASKET/CREMAINS TO SERVE. WALK ON THE SANCTUARY STEPS TO CROSS OVER TO THE OTHER SIDE. FATHER DIEUDONNÉ PREFERS TO SERVE THE CHOIR FIRST, THEN SERVES THE CONGREGATION STANDING IN FRONT OF THE CASKET/CREMAINS AND SERVES BOTH SIDES SIMULTANEOUSLY.**
2. During the Greeting of Peace, unlock the Tabernacle and remove the top Ciborium and place it on the Credence Table for the possibility of needing additional consecrated hosts for Communion. Be alert if it is a very large funeral. You may not have put enough breads in the Paten when doing your set up.
3. After receiving the Body of Christ, and if there are no scheduled Eucharistic Ministers, the servers will be needed to distribute the Precious Blood.
4. During Communion (if not needed to serve the Precious Blood), one server can return the water cruet to the Altar for Father to purify the Chalice, Paten & Ciborium. Note: the Chalice, Pall and Purificator are left on the altar during communion for Father to purify. Likewise, hosts remaining in Father's Paten will be combined with the Ciboria you took out earlier. Father will also purify the Paten at the altar. Return the Roman Missal to the Wall. Wait for him to hand you everything to be returned to the Credence Table.
5. Place the Brazier or Thurible (Censer) on the stand to the left of the Altar. If using the Thurible, place the ring on the top hook, and place the lid on the lower hook. The lid at this point has never been placed over the Thurible.

6. Watch for Father to turn around and signal his need for the additional consecrated Hosts in the Ciboria you earlier placed on the Credence Table.
7. After Communion is distributed, the first available server will receive the Cups from the Ministers and place them on the credence table. Take the ciboria you earlier removed from the Tabernacle to Father so he can combine his remaining Hosts. Then take the ciboria and place it in the Tabernacle with the lid on the top. **Lock and remove the key.** Reverence the Tabernacle either by genuflecting or bowing, then place the key in the tray on the Credence Table. Either or both servers will now receive the purified vessels from the altar and place them on the credence table. Return to you seat.
8. After Communion, follow directions in #4, #5 and #7 (if you both had to serve the Precious Blood).

CONCLUSION OF MASS, INCENSE BLESSING AND FINAL BLESSING: Father Andrew

1. After Mass when father moves to the casket or cremains for the blessing:
For Father Andrew: The Cross bearer will take the cross to the bottom of the side steps and wait.
Server 2 will accept Father's Prayer Book and hand him the Incense Boat and receive it back after he covers the charcoal. Leave the Brazier on the stand and Father will pick it up when he has completed filling it with incense. Server 2 will step down out of the sanctuary by the cross bearer and wait until Father is finished incensing the casket/cremains and Paschal Candle. (Do not stand in the sanctuary when Father is incensing).
2. Father will bring the Brazier to the stand and set it down and receive his book from S2.
3. Server 2 will now re-join the Cross bearer and wait through the final prayer.
4. Father Andrew will offer the Closing Prayer, and when **Father Andrew** says "Let us take (name) to his/her final place of rest", both servers proceed to the middle aisle, turn and face the Altar (Server 2 standing in front of the Cross bearer). When **Father Andrew** bows during the closing hymn, then makes his turn to walk down the aisle, you will do likewise.

5. When you reach the back of the Baptismal Font, the Cross bearer will stop at the door and turn towards the procession. Server 2 will prepare to hand Father the sprinkler for the final blessing as the Pall is being removed. After the blessing, the Cross Bearer turns, lowers the cross to go through the doorway, and leads the procession to the outside doors of the church. If the flag will be placed back on the casket, the Cross Bearer will stop midway through the gathering space until this is completed. Cross Bearer then steps aside so the casket and guests can proceed out to the funeral coach. The Cross Bearer remains here until the guests have been ushered out unless they congregate in the gathering space to visit.

CONCLUSION OF MASS, INCENSE BLESSING AND FINAL BLESSING: Father Dieudonne

1. **For Father D:** One server will take the Thurible off the stand by holding the chain with one hand and the lid with the other hand while the 2nd server takes the incense boat from the stand. They both walk to the base of the Sanctuary to meet Father D in front of the casket or cremains. Use the side steps to get there. Server 2 will accept Father's Prayer Book (if he's holding it) and hand him the Incense Boat. Father will then add incense to the charcoals and hand the boat back to Server 2. Server 1 will close the lid when Father is finished filling with incense and hand the Thurible to him.
2. Both servers move several steps away from Father so he may incense the casket/cremains and the Paschal Candle during the Song of Farewell.
3. Father will hand the Thurible back to Server 1 who will immediately remove the cover from the burning charcoals.
4. Re-hang the Thurible on the stand with the ring on the top hook and the cover on the lower hook. Server 2 places the incense back on the stand.
5. The Cross Bearer will take the cross from the stand and step down the side steps and wait. The 2nd server will step down as well and wait.
6. When the music for the closing hymn begins, Cross Bearer and Server 2 will proceed to the middle aisle, turn and face the Altar (Server 2 standing just in front of the Cross Bearer). When Father bows during the hymn and makes his turn to walk down the aisle, you will do likewise.
7. When you reach the Baptismal Font, the Cross Bearer turns towards the procession just in front of the doorway.
8. After the Pall is removed, the Cross Bearer will lower the cross to go through the doorway and slowly lead the procession to the outer doors of the church.

9. If the Flag is to be placed back on the casket, the Cross Bearer will stop in the middle of the gathering space until this has been completed and then lead the procession to the doors of the church then step aside.

MILITARY HONORS

1. If a military funeral/service/honors is taking place after the final blessing, all servers will remain at your place alongside the Altar steps or at your chairs until the service is completed.
2. When the military honors are complete, the bagpiper or the music will begin which is your cue to proceed to the middle aisle. Watch for the presider to bow and turn. You will then do the same and quietly process back to the Baptismal Font, turn and face the oncoming casket & guests.
3. Second server be prepared to take Father's book and hand him the sprinkler.

FOR A MEMORIAL SERVICE WITH CREMAINS

1. Place the Book of Gospels on the Altar before Mass, front cover down. Make sure the paper copy of the Gospel is paper clipped on a middle page with the ribbon extending out the side of the book
2. Have Holy Water in the Crystal Bowl and the Leaf Sprig Sprinkler sitting on the stand next to the Altar, as Father will bless the cremains at the base of the Sanctuary after the Opening Hymn. When Father descends the steps to the cremains, server 2 will descend the side steps next to the cross and take the Crystal Bowl and Sprinkler to Father. After Father dips the Sprinkler in the Holy Water, step to the right of the Candle 4 or 5 steps so you are not in close proximity while Father is blessing the cremains. Accept the Sprinkler from Father and return these items to the Credence Table when Father begins his ascent to his presider chair.
3. Remainder of procedures are the same as a funeral liturgy with the body present.

FOR A MEMORIAL SERVICE WITH NO BODY OR CREMAINS

1. Place Book of Gospels on the Altar before Mass, front cover down. Make sure the paper copy of the Gospel is paper clipped on a middle page with the ribbon extending out the side of the book
2. No Holy Water or Incense is used.
3. Remainder of procedures are the same as a funeral liturgy with the body present.

CLEAN UP

1. When all the guests have processed out, take the Cross back to the stand in the back, take the Leaf Sprig Sprinkler back to the refrigerator in the Sacristy wrapping it in a damp paper towel and placing it in the ziplock bag, extinguish all candles with a snuffer (carrying snuffer in the upwards position, snuffing a candle, then turning it back in the upwards position to prevent dripping wax) return the Book of Gospels and Father's written homily to the Vesting Room, remove all other papers (readings and prayers of the faithful) to the office recycling bin, clear the Credence Table and take vessels to the Sacristy for purifying and putting them away. (During Covid procedures, purifying takes place at the altar by Father.) Leave the Brazier with burning charcoals on the stand in the sanctuary. They will cool there and be disposed of later by staff. Wipe all counters down. Always use paper towels to wipe the counter and glass cutting board where you have worked with the charcoal. Do not use the cloths in this area.
2. Make sure the Sacristy is back in order, then turn out the light, lock and close the door.

NOTES

1. Do not look at your watch during the service.
2. If a visiting priest is celebrant, ask him if he will read prayers from a funeral service prayer book, or from the Roman Missal. If using the Missal, mark the correct pages for him, or remind him to do that **BEFORE** Mass.
3. Check with the usher to make sure readers have their readings and have been instructed. The two readings and the prayers of the faithful will be placed in the 3 ring binder by the usher before the funeral and the binder will be placed on the Ambo.

4. After the 2nd reading, before the Gospel, move the book of readings to the lower shelf in the ambo if the 2nd reader has not done this. Ambo is now clear for the Book of Gospels.
5. Adjust the mic for a family reader if necessary.
6. Be alert and ready for any last-minute changes to the service and adjust accordingly.
7. Server 1 is the cross bearer and server 2 is the book bearer and lights the charcoal.

Rev. Andrew A. Czajkowski – Approved

Mary Jo Headrick, May 14, 2017

Mary Jo Headrick – Revised January 2024

