

Altar Server Checklist For Funerals

<u>Father Andrew</u>	<u>Fr. Dieudonne</u>	<u>Visiting Priest</u>	<u>Placement</u>
Tabernacle Key	Tabernacle Key	Tabernacle Key	In Tabernacle
Large Gold Chalice	Large Gold Chalice	Large Gold Chalice	Credence Table
Bottled Water in Cruet That Matches Wine Pitcher	Bottled Water in Cruet That Matches Wine Pitcher	Bottled Water In Cruet That Matches Wine Pitcher	Credence Table or Offertory Gift Table
Wine in 6 ½" Pitcher That Matches Water Cruet	Wine in 6 ½" Pitcher That Matches Water Cruet	Wine in 6 ½" Pitcher That Matches Water Cruet	Credence Table or Sacristy Refrigerator
Gold Hammered Paten with Small Hosts and Celebrant's Host on Top	Gold Hammered Paten with Small Hosts and Celebrant's Host on Top	Gold Hammered Paten with Small Hosts and Celebrant's Host on Top	Offertory Gift Table
Gold Pitcher With Warm Water, Gold Basin and Terry Towel for Hand Washing	Gold Pitcher With Warm Water, Gold Basin and Terry Towel for Hand Washing	Gold Pitcher With Warm Water, Gold Basin and Terry Towel for Hand Washing	Credence Table
Purificator is Placed on Top of Chalice with White Pall on Top	Purificator is Placed on Top of Chalice with White Pall on Top	Purificator is Placed On Top Of Chalice With White Pall On Top	Credence Table
2 Gold Cups & 2 Linen Towels For Precious Blood	2 Gold Cups & 2 Linen Towels For Precious Blood	2 Gold Cups & 2 Linen Towels For Precious Blood	Credence Table
Leaf Sprinkler	Leaf Sprinkler	Leaf Sprinkler	Baptismal Font
Large Brazier With 5 Large Charcoals When Body is Present OR	Silver Thurible With 3 Large Charcoals When Body is Present NEVER PUT LID ON!!! OR	Silver Thurible With 3 Large Charcoals When Body is Present NEVER PUT LID ON!!! OR	Place On The Brick Wall after Lighting. Take to the Stand Next To The Cross During or After Communion
Small Brazier With 4 Large Charcoals When Cremains are Present	Silver Thurible with 3 Large Charcoals When Cremains are Present NEVER PUT LID ON!!!	Silver Thurible with 3 Large Charcoals When Cremains are Present NEVER PUT LID ON!!!	Place On The Brick Wall after Lighting. Take to the Stand Next To The Cross During or After Communion
Gold Incense Boat	Silver Incense Boat	Silver Incense Boat	Stand Next to Cross
Crystal Bowl with Holy Water & Leaf Sprinkler for Cremains only.	Crystal Bowl with Holy Water & Leaf Sprinkler for Cremains only.	Crystal Bowl with Holy Water & Leaf Sprinkler for Cremains only.	Placed on the Stand in the Sanctuary Next to the Cross.
Book of Gospels	Book of Gospels ALWAYS PLACED FACE DOWN ON THE ALTAR	Book of Gospels	Placed on Table Behind Baptismal Font to be placed on the casket OR Placed face down on the Altar for Mass with Cremains or Memorial.
Roman Missal Pgs. 474 & 1217	Roman Missal Pgs. 474 & 1217	Roman Missal Pgs. 474 & 1217	Brick Ledge behind celebrant's chair.
Sprinkler for Cemetery Service Immediately Following Funeral	Sprinkler for Cemetery Service Immediately Following Funeral	Sprinkler for Cemetery Service Immediately Following Funeral	Filled from font and placed back on Vesting Room Counter

Light Candles

Light Candles

Light Candles

Light Candles

IT IS THE RESPONSIBILITY OF BOTH SERVERS TO VERIFY THAT ALL ON THIS CHECKLIST HAS BEEN DONE

Church Set Up For All Presiders

The Easter Candle will always be lit when the body or the cremains are present. Make sure this is the first thing you do upon your arrival. If the body is in the viewing room, make sure the small Easter Candle next to the casket is lit (Usher usually does this). Light the large Easter Candle at the foot of the sanctuary about 30 minutes before the funeral service begins. An usher will extinguish the candle in the viewing room after the body has been brought into the church.

When there are cremains, they will be placed on a table at the foot of the sanctuary. The large Easter Candle must be lit when the cremains arrive.

Place the Roman Missal on the ledge behind the chair to the right of Father as he sits and open to the Funeral Readings page 1217. Drape the purple ribbon out the side of the page. Open the page to the beginning of the Funeral Prefaces on page 474. Place a ribbon out the side of the page. Father will check the pages and close the book with the binding facing the congregation. You will place the Missal on the left, lower corner of the Altar when preparing for the Offertory.

Open the Tabernacle and check Ciborium for reserve consecrated hosts. Leave the key in Tabernacle.

Make sure the cross is in the stand behind the Baptismal Font.

Light your charcoal immediately after the consecration or a couple of minutes later if there will be speakers after communion. Check with the usher, Father or the funeral director for this information. Please remember when Father is incensing the body or cremains and candle, both servers should have stepped down to the floor till he is finished. **If there is only one server, it's imperative that you are back in the sanctuary by the Lamb of God so you can open the Tabernacle and place the extra ciboria with consecrated hosts on the Credence Table, ready to hand to Father if needed during communion.**

Get the Book of Gospels from the vesting room and place it next to the Pall on the table behind the Baptismal Font. Have the printed Gospel reading paper clipped in the middle of the book with the ribbon marking the page draped out to the side. Always use a plastic paper clip. **Place the Book of Gospels face down on the Altar for a Mass with Cremains or a Memorial Mass.** The printed copy will be clipped in the middle of the book.

Light the candles on each side of the Altar and Ambo 15 minutes before the liturgy begins. Light your wick in the Sacristy, NOT in the Sanctuary. After you light a candle, turn the wick up facing the ceiling so no wax drips on the floor or elsewhere, then move on to the next candle.

Be alert for Father D's preferences. When serving for him the first time, help him out by explaining how we do things. If his preferences differ, follow his lead. We're here to serve Father.

Father D will be developing his preferences, so please be attentive as he may ask you to step out of your comfort zone for a last-minute change. If you're not sure of something, ask Father. And be aware that slight changes may happen, especially with visiting priests.

****Always check the obituary on the back of the worship aid. Who is the presider? Ask the usher how many gift bearers will there be? Are there EMs or will you need to serve? Will there be eulogies or military honors? Verify the Gospel reading in the worship aid with the printed copy.**

Mary Jo Headrick

September 20, 2015

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