

FUNERAL SERVER RESPONSIBILITIES AND PROCEDURES

**Please note that instructions for services with cremains are indicated in italics.*

Before Funeral:

- Arrive at least 30 min. early.

Set up for Mass:

- Take out chalice; place purificator on top; place paten and host on top, and take it to the table next to the organ.
- Take bowl, water pitcher (*partially filled*), and finger towel also to the table next to the organ.
- Take out a ciborium and fill with hosts, then fill (*half-way*) wine and water cruets; place them all on the offering table in center aisle. (*Check to see how many gift bearers there will be and if more than three add the paten, if 4, and another ciborium, with hosts, if 5 gift bearers.*)
- Place tabernacle key in tabernacle lock.
- Place the Paschal candle in the center aisle.
- Place the funeral pall on the front pew (*for funerals w/casket; use the smaller pall for funerals with cremains placing in on the table that will hold the vessel with cremains.*)
- Bring the processional cross and holy water sprinkler (*fill if empty*) into the sacristy (*cross - for funerals with casket*)
- Prepare charcoal in the thurible. (*1 ½ pieces*). Light before service begins.
- Light two candles at pulpit and the Paschal candle, just prior to Mass.
- Place Readings, in order, on ambo (*lectern*)
- Place bells on the first pew near the baptismal font.

To Begin Funeral:

- Funeral begins with procession up the center aisle.
- Cross and candles go to far side of Pascal Candle, servers turn to face congregation. (*For service with cremains, no cross or candles*)
- Server with holy water sprinkler stays next to priest.
- After greeting and announcing opening hymn, cross and candles proceed to rear of Church to greet the casket. (*With cremains, servers take their place in Sanctuary, but server with holy water remains with priest*)
- Server with holy water walks with priest.
- In the back, all servers move to the side to allow the priest to approach the casket and greet the pallbearers.
- All turn and process back up the aisle; cross and candles to the left, other server to the right; again, turn to face the people.
- **After** the Opening Prayer, the cross is replaced on its stand, candles extinguished and put on table by the organ, and holy water back to its stand on the table. When all this is finished, join priest in the Sanctuary, two servers on each side.

After the Homily and General Intercessions:

- Two servers go with priest to get the gifts.
- Servers extinguish candles at pulpit and light candles at the altar.
- Bring the chalice to the altar, place in the middle of the altar.
- Two servers remain at altar with the water and wine cruets.
- Server responsible for incensing, goes to the sacristy to bring in the thurible and incense.

Incensing

- Before the priest washes his hands, in preparation of the Communion service, the server with the thurible proceeds to the priest to fill it with incense.
- After incensing the casket/cremains, server takes thurible and incense back to the sacristy (*if very smoky, take outdoors*)
- After incensing, two servers go to side table for pitcher, bowl, and finger towel.
- After washing of the hands, all servers go to the first pew in the section next to the organ until Communion.

Communion:

- Servers stand behind priest to receive communion.
- All servers now return to their seats in the Sanctuary while the priest distributes Communion.
- Bells should be rung during the Consecration, at the elevation of the Host and at the elevation of the chalice.

After Communion:

- Server to return the water cruet at the end of Communion to rinse the ciborium and chalice.
- Clear altar of chalice and ciborium. Take Sacramentary to seat in Sanctuary.
- Servers get cross and lit candles.

After the Final Prayer:

- Cross and candles go to center aisle at 5th pew, turn facing casket. (*only for services with casket*)
- During final song and after funeral director turns casket around, server and priest join cross and candles in center aisle.
- When ready, priest turns around and all proceed to back of church, moving over to the left until casket and family have left. (*if no casket, proceed to back of church with priest and return to the sacristy*)

After Funeral:

- Extinguish all candles.
- Return processional cross to its stand.
- Bring chalice, paten, cruets, pitcher, bowl, readings from pulpit, tabernacle key and pall back to sacristy.
- After everything is cleaned up, you are free to leave.