

SET-UP FOR FUNERALS BEFORE AND AFTER FUNERAL LITURGY/ADULT ALTAR SERVERS

BEFORE FUNERAL MASS

Arrive 40 minutes early.

Check with funeral director – for any extra needs for the family

Pall place over last pew on left side of church

Paschal Candle --Place on 1st step of Altar and light

Gift Table--place wine cruet and paten of hosts Church Front Check to see number of gift bearers and adjust gifts if necessary to accommodate

Altar--place purificator right of Altar cloth and red Roman Missal open to funeral mass inside/outside of Easter Season. Also place 2 cup smaller purificator on right side of altar cloth and light candles

On Ambo/Lectern – Readings, Gospel and Petitions in binder

At Priest's Chair – Readings, Gospel, Petitions and other paperwork left in sacristy + worship aid

Side table--place chalice, water cruet, water bowl and towel. Also 2 wine goblets with wine

Incense by the side table and light the charcoal when Homilist begins

Give worship aid/program when available to Presider and Priests, Organist and Cantor

(OVER)

AFTER THE FUNERAL MASS

Return Pall to drawer in sacristy

Put out candles with candle snuffer and return Paschal candle to Baptism Font

Clear off side table remove readings from ambo and binder and put into top right drawer

Wash wine goblets in sink in the back sacristy

Secure chalice in cabinet in sacristy and hosts in Tabernacle in gold ciborium then Tabernacle key to cabinet in sacristy

Empty ashes outside and put away holder under cabinet by sink

Put away cloths/purificator in cabinet into 'mesh laundry bag' next to back counter

Check pews for left over kleenex and programs then toss

Turn off all lights