

Funeral Setup and cleanup

Updated November 2013

- 1. Sacristan - Setup of worship space** - it is recommended that Set-up of Liturgical items be completed before Visitation begins.

BEFORE MASS

- Bring Paschal candle into worship space – in line with altar candle – Left side
- Incense (will presider use the thurible or ceramic bowl?) Thurifer – presider
- Have incense bowl in (front and right side) of altar) or Set out Incense stand (place on right side in front of altar) if using the thurible.
- Put charcoal in dish in sacristy to light after offertory.
- Check if there is Holy Water present in bowl in narthex or have the Holy water sprinkler with Holy Water available for visiting priest
- Funeral pall – place on bench in narthex
- Check to see if the liturgy binder with readings and intercessions are at the ambo for the readers.
- Turn on heat/air in Church to three hour occupied. (Press the check mark twice to put it into override mode)
- Turn on heat/air in Visitation Commons for Visitation
- Turn on some lights in Church and narthex area. Use the light switches in worship area.
- Check if the church doors have been unlocked – Larry Dieterman/Fr. Jim
- Place Tabernacle key in the tabernacle and check amount of consecrated hosts.
- Prepare Eucharistic dishes and bread and wine – See Sacristan sheet
(2 – cups, 1 – bread (less than 100 people),
(2 – cups, 2 – bread (more than 100 people),
Place hand towel, wash bowl, second bread plate, 1-2 cups, and 1-2 purificators on Right credence table.
- Take hosts, wine and water cruet to the back of church if we have gift bearers.
- Light altar candles & Paschal Candle prior to the Rite of Transfer
- Turn on remainder of church lights using light switches in the sacristy.
- Set hymnal by priest's chair
- Set out priest's microphone for visiting priest
- Sound system power – turn on
- Location of microphones and Cords/stands, Presider's mic (only for visiting priest)
- Lead Rite of Transfer - if priest requests

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DURING MASS

- v. Check amt of hosts at the beginning of mass for correct amount. Extras are located in back of church under cabinet where gifts are set on.
- w. Guide the family members in carrying up the gifts or assist.
- x. Light coal in sacristy after offertory and bring out after communion and place in ceramic bowl for Father Jim. (Thurible for the visiting priest.)

AFTER MASS

- y. Straighten worship space after Mass – pick up song sheets, kneelers, etc..
- z. Clean Eucharistic vessels after Mass – see Sacristan sheet
- aa. Sound system power – turn off if not done by cantor/musician
- bb. Return pall, sprinkler, Tabernacle Key, Paschal candle, etc ... after Mass

2. Hospitality during Visitation in Visitation Commons

- a. arrive in Commons to greet family and meet needs
- b. Turn on heat/air in Visitation Commons for Visitation. Thermostat-cover key located in sacristy drawer.
- c. connect with family members who will serve in the liturgy as readers, Eucharistic ministers, servers or gift bearers
 - show them where gifts and/or readings are located in the worship space and discuss when their part takes place...
- d. Recruit or be able to assist with Eucharistic and other liturgical ministry roles.
- e. Be a caring representative of the parish community to others during times of death and express the sympathy of the church community