

Immaculate Conception Church
FUNERAL SERVER RESPONSIBILITIES AND PROCEDURES

Before the Funeral:

- Arrive about 30 min. before the Mass.

Set up for Mass:

- Place the following on the credence table (next to the organ).
 - Chalice, purificator (small towel with red cross), paten, and a large host, stacked in that order
 - Lavabo bowl (for priest to wash hands)
 - Water pitcher
 - Finger towel
 - Water cruet (partially filled)
- Place the following on the offering table in the center aisle.
 - A ciborium filled with unconsecrated hosts
 - Wine cruet (¾ filled)
 - Another ciborium with unconsecrated hosts (if needed for more than 2 gift bearers)
 - If needed for multiple gift bearers, the paten with the large host may be also placed on the offering table, instead of the credence table
- Place tabernacle key in tabernacle lock.
- Place the Paschal candle in the center aisle at the foot of the sanctuary.
- Funeral pall – get direction of presiding priest.
- Place readings, in order, on ambo (*lectern*)
- Place bells on the first pew near the baptismal font.
- Prepare 1½ pieces of charcoal in the thurible in the sacristy. Don't light yet
- If there is a casket:
 - Bring the aspergillum (holy water sprinkler) into the sacristy. Fill with holy water, if needed.
 - Bring the processional cross into the sacristy
 - A couple minutes before the start, light two candles in sacristy for processional

- If there are cremains:
 - The vessel is placed on a table in front of the Paschal candle before the Mass begins.
- About 5 minutes prior to Mass.
 - Light the candles at the altar, at the ambo (if any), and the Paschal candle,
 - Light the charcoal in the thurible. Leave cover off until brought into the church later.

Funeral Setup Checklist

- ☐ Credence table prepared
- ☐ Gifts table prepared
- ☐ Tabernacle key in place
- ☐ Paschal candle positioned
- ☐ Readings on ambo
- ☐ Bells placed
- ☐ Charcoal prepared
- ☐ Aspergillum filled
- ☐ Processional cross in sacristy (if casket)
- ☐ Candles lit

To Begin Funeral: (Details may vary based on presiding priest directions)

- If there is a casket:
 - Presiding priest and all altar servers go to the back of the church, each carrying either the cross, a lighted candle, or aspergillum (water sprinkler).
 - Priest approaches the casket and greets the pallbearers.
 - The altar servers, priest, and casket process up the center aisle toward the altar, with the cross-bearer in the center, and candle-bearers on either side, and the sprinkler bearer preceding the priest and casket. When they reach the area before the sanctuary, the cross-bearer and candle bearers go to the left side of Paschal Candle. The sprinkler bearer goes to the right, and bows toward the altar at the same time as the priest.
 - When the priest speaks the words about baptism, the sprinkler bearer gives him the aspergillum for the blessing of the casket and awaits its return. The pall may then be placed on the casket at this point. (The location and timing of the blessing with water and pall placement may vary, based on the presiding priest's preferences)
 - When the priest ascends and approaches the altar (which may be immediately or after the initial prayers, depending on the priest), the candle bearers move the candles to the credence table extinguishing them, and the cross bearer places the cross in its holder, and each takes their place in the sanctuary. After the blessing of the casket, when the priest ascends to approach the altar, the sprinkler bearer places the aspergillum in its holder on the credence table and takes his/her place in the sanctuary.
- If there are cremains:
 - The altar servers and priest process up the center aisle toward the altar. After bowing toward the altar with the priest, the sprinkler-bearer remains accessible to the priest, while the other servers proceed to their places in the sanctuary.

- When the priest speaks the words about baptism, the sprinkler bearer gives him the aspergillum for the blessing of the cremains and awaits its return.
- The small pall may be placed on the cremains at this point. (The location and timing may vary, based on the presiding priest's preferences)
- When the priest ascends and approaches the altar the sprinkler bearer places the aspergillum in its holder on the credence table and takes his/her place in the sanctuary.

After the Homily and General Intercessions:

- Two servers go with the priest to receive the gifts and place them on the altar.
- Bring the chalice to the altar, and place it in the middle of the altar.
- Two servers remain at altar with the water and wine cruets.
- The server responsible for incensing goes to the sacristy to bring in the thurible and incense holder.

Incensing and Consecration

- Before the priest washes his hands during the Preparation of the Gifts, the server with the thurible proceeds to the priest to fill it with incense. The server hands the incense holder to the priest. To avoid burns, the server should carefully lift the cover by the ceramic handle and expose the coals for the priest to add the incense. The priest will take the thurible and return the incense holder
- After the incensing is completed, the server takes thurible and incense holder back to the sacristy. After retrieving the charcoal tongs, take the still-smoking thurible outside (between rectory and school) and remove the remaining smoldering charcoal from the thurible to the sidewalk. Return the thurible to the sacristy and join the other servers in the first pews in the section next to the organ.
- After incensing, two servers go to the credence table for the pitcher, Lavabo bowl, and finger towel, to bring to the priest.

- After the washing of the hands, all servers go to the first pews in the section next to the organ.
- One of the servers should ring the bells at three different times during the Consecration: at the imposition of the hands over the host and wine (optional), at the elevation of the host, and at the elevation of the chalice.
- After the Sign of Peace, all servers proceed to stand behind the altar in preparation for the reception of Holy Communion.

Communion:

- Servers stand behind the priest to receive communion.
- After receiving Holy Communion, the servers return to their seats in the Sanctuary while the priest distributes Communion.

After Communion:

- At the end of Communion, a server brings the water cruet from the credence table to the priest for the purification of the ciborium and chalice.
- As the priest completes the purification, the server(s) clear the altar of the chalice and ciborium. Take the Roman Missal to the seat in Sanctuary.
- If there is a casket:
 - After the priest stands up, the servers get the cross and light the candles.

After the Final Prayer:

- If there is a casket:
 - The cross bearer and candle bearers go to the center aisle at about the 5th pew, turn facing casket.
 - During final song and after funeral director turns casket around, server and priest join the cross bearer and candle bearers 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 there are cremains:
 - Leave the sanctuary with the priest
 - Process to the back of the church leading the way for the priest, then proceed to the sacristy.

After the Funeral:

- Extinguish all candles.
- If it was used, return the processional cross to its stand.
- Bring chalice, paten, cruets, pitcher, bowl, readings from the ambo, tabernacle key, and pall back to sacristy.
- Check the pews for trash and/or items left behind. Return any hymnals, that may have been removed from the rack behind the pews, back to their normal position.
- After everything is cleaned up, you are free to leave.

Special Notes

- The presiding priest's directions always supersede these guidelines.
- Funeral customs may vary depending on the family and funeral director. Be flexible.
- Some priests prefer the Roman Missal to remain on the altar after Communion.
- Procession and recessional arrangements may vary.