

Funerals - Adult Altar Server Duties

Before Funeral Mass Preparation:

- 1 Move the Easter candle from the back of the church next to the pulpit.
- 2 Always light the Easter Candle when there is a Casket or Cremation Remains in the church.
- 3 Move the Procession Cross and Candles from the Server's room to the Sacristy.
- 4 If there is a Casket, place the Casket Pall over the last pew in the church.
- 5 The Pall is located in the Priests cabinet in the second to last drawer.
- 6 If Father Shane is the Celebrant, move the Pall to the first pew.
- 7 Clean out the Incense burner and move to the counter and add two cubes of Charcoal.
- 8 Move the Incense Burner Holder and the Incense next to the Angel on the left side of the altar.
- 9 Always check on the amount of Incense in the holder (Add if necessary, extra in charcoal drawer)
- 10 Select the Mass Chalice by who is the Celebrant. (Use Father Stillmunk's for Fr. Shane)
- 11 Prepare the Mass Chalice by adding a new Host and a new Purificator if necessary.
- 12 After completing the Mass Chalice preparation take to the Altar table.
- 13 Fill up the Water Cruet, the Bowl (1.5 inches of water) and Towel and take to the Altar table.
- 14 Add approximately 1.5 inches of wine to the wine pitcher.
- 15 Add approximately 2-3 inches of new hosts to the silver bowl.
- 16 Always check the Tabernacle to see if there is enough Consecrated Host for distribution, especially if it appears to be a big funeral.
- 17 Take both the Mass Wine and the unconsecrated hosts to the back of church and place on the Baptismal font ledge. (Offertory Gifts to be brought up by the family)
- 18 Ask the Priest or Celebrant of the Mass if the Mass Missal Book is ready. If so, take to the table next to Server's seats.
- 19 Take out the readings book and place on the Pulpit. (Usually done by the Priest)
- 20 Place the Gold Holy Water container close to the door for the procession.
- 21 Light the Altar Candles about 10 minutes prior to the Mass beginning.
- 22 Light the procession Candles about 5 minutes before departure from the Sacristy.

Funeral Procession to the Altar and Mass:

- 1 On the procession to the altar, the Cross bearer will go right on the first step.
- 2 On the procession to the altar, the candle bearers will go far left and far right on each side of the Priest.
- 3 Stay on the first step level until the Priest heads to his seat.
- 4 Light the Incense approximately 10 minutes after the scheduled Mass time or after the procession arrives at the altar. When well lit, place on the Incense stand. (Sometimes light before Mass)
- 5 Severs: When the Priest says "Let us Pray", take the Mass Book to him and let him read the opening prayer.
- 6 Severs after the Homily: When the Priest says "Let us prepare the Altar for the Mass", Move the Book and Chalice to the altar.
- 7 Severs: Before bringing the Water and Wine to the Altar at the Offertory remove the caps or lids from the cruets.
- 8 Cross & Candle Bearers can step up to the Altar area to receive Communion.
- 9 After Communion, one of the Cross & Candle Bearers can take the Incense burner into the Sacristy and add a new Charcoal and light again or drop in a few new pieces over the hot coals. Need to ensure that the Incense is ready for the incensing of the Casket or Cremation Remains after Mass. Also, the Cross & Candle Bearers need to prepare for the procession out.
- 10 After the Procession out of Church, take the folded Pall from the Mortuary representative and return it to the Sacristy. (Place the Pall in the second to last drawer of the Priest's cabinet).

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	After Funeral Mass Clean-up:
1	After the Mass is complete clean up the Altar area and put everything away. Prepare the Mass Chalice for the next Mass.
2	If an Altar Server needs to accompany the Priest to the Cemetery, take the portable Holy Water.
3	If there is another Funeral Mass later the same day or the next day, you may want to take the Incense burner outside to clean or wait until cooled.
4	Rebuild the Mass Chalice by placing another Mass Host and Purificator and return to the proper shelf. (Either Fr. Stillmunk or Fr. Hans)
5	After cooled, move the Easter candle from next to the pulpit to the back of the church. If there is another Funeral Mass later the same day or the next day, you may want to leave the candle.