

Attachment #5

SACRISTAN CHECKLIST FOR FUNERALS

(Set-up should be completed 45-60 minutes prior to the scheduled funeral, because family members generally arrive about 30 minutes prior to the Mass with photographs, mementos, etc.) and the funeral home with the body/casket or the cremated remains, flowers, etc.

Funeral Mass/Service

1. Doors: Unlock all church doors. Ensure doors are unlocked, so that both front and interior doors can be easily opened; in the event the deceased is in a casket. This will enable the funeral home staff members or director to bring the casket into the church's Gathering Space.
2. Turn on all of the interior church lights (including both the Gathering Area and Worship Space).
3. Take the Paschal Candle and place it directly (centered) in front of the altar on the floor (not on the first step leading to the sanctuary) of the Worship Space. The Paschal Candle will need to be lit approximately 15 minutes prior to the Mass or Service of the Word start time.
4. Remove the casket funeral pall from the closet in the vesting sacristy and place it (draped) over one of the last pews (e.g., for later placement on the casket by the family or funeral home staff at the beginning of the funeral liturgy).
5. If a Mass: Set-up the credence table with the appropriate sacred vessels (chalices, lavabo dish, purificators, corporal and hand towel, etc.) for a typical weekend Mass. You will need to contact the parish's funeral coordinator and/or the parish priest to determine how many Extraordinary Ministers of Holy Communion (EMHCs) the liturgy will necessitate and/or have been scheduled.
6. Turn on the church's sound system and test the microphones before the liturgy. Funeral appropriate instrumental music should be started and played until just before the Mass start time.
7. Prepare the Gathering Space to permit the funeral home staff to place the guest signature book in it (somewhere near the main entrance door(s)). Consider placing 2 or 3 pens on the stand also, if possible.
8. If the family or mortuary staff as indicated beforehand this request, place a small table in the Gathering Space (with a simple, white table cloth over it) for placement of pictures, mementos, etc.
9. Ensure any parish, pre-printed funeral Orders of Service are available on a small table (alongside the guest signature book) in the Gathering Area for family members, friends, and guests to take as they enter into the Worship Space.

10. Remove the holy water sprinkling bucket from the sacristy cabinet and fill it with Holy Water from the silver, metal Holy Water font. Place it near the main entry doors to the Worship Space.
11. Remove the thuribal (incenser) from the stand. Light 1 or 2 charcoal(s) in it, approximately 10-15 minutes prior to the Mass. Place the incenser and boat on its stand in the Sanctuary Area.
12. Check to see that the Roman Missal and Lectionary are out of the sacristy and placed on the counter top for the priest to preview before the Mass, if needed.
13. Once the Priest (Mass) or Deacon (Service of the Word) celebrant has marked the appropriate sections with ribbons, place the Roman Missal on the credence table and the Lectionary on the Ambo. If there are no altar servers, contact the Presider Priest or Deacon before the liturgy begins, to determine where to place the Roman Missal: on the credence table or on a pre-positioned book stand near/in front of the Presider's chair.
14. Check to see that the Funeral Rite book is placed on the counter top for the presider to preview before the Mass.
15. Determine from the Funeral Coordinator or Priest if the family will be bringing up the gifts (for a Mass) and how many people there will be (generally at least 3).
 - _____ If yes, place the gifts on the small table in the back of the church before the Mass start time.
 - _____ If not, place the hosts, paten, water, wine, corporal, purificators, etc., on the credence table before the Mass liturgy begins.
16. If there is no altar server or only 1 altar server, the processional candles and the thuribal need not be processed in; they can remain in the sanctuary. If there is only 1 altar server, he/she will process in carrying only the crucifix; with no processional candles.
17. Set aside the presider's microphone in the priest's vesting sacristy. Check the microphone's battery power level to ensure that it will function throughout the entire Mass.
18. Place a sufficient number of boxes of tissues (Kleenex) at the ends of the pews for the grieving family (at least the immediate members) to use.
19. Ensure a sufficient numbers of pews have been marked with "Reserved" signs to accommodate the seating requirements for the immediate family.

20. (If the readings are not to be read directly from the Lectionary)

Check to see that the parish's Funeral Coordinator or Presider has placed the selected scriptural readings in a binder on the Ambo approximately 15-20 minutes before the liturgy's start time.

21. Assist, if necessary, the funeral home staff with placement of flowers in front of the sanctuary. **NO** flowers are to be placed in front of the altar or ambo (or in front of the Pascal candle that will interfere with the placement of the casket before it and the incensing of the remains during the liturgy). (cf. Built on Living Stones)

(Note: Determine from the funeral home staff any disposition instructions for the flowers/plants after the liturgy has concluded (e.g., will the family be taking them or will they be donated to the church). An excess or abundance of flowers or plants should not be left in the Sanctuary Area. In addition, special attention must be exercised regarding the prohibition of flowers in the Sanctuary Area (after the funeral liturgy) during the liturgical seasons of Advent and Easter.)

(Liturgical Norms Regarding Flowers, Plants, Wreaths, etc.:

"[Only] Natural [not plastic or cloth] flowers, plants, wreaths and fabric hangings and other seasonal objects can be arranged to enhance the primary liturgical points of focus. The altar should remain clear and free-standing, not walled in by massive floral displays or the Christmas crib, and pathways in the narthex, nave, and sanctuary should remain clear." (Built on Living Stones, 124)

"The use of living flowers and plants, rather than artificial greens, serves as a reminder of the gift of life God has given to the human community. Planning for plants and flowers should include not only the procurement and placement but also the continuing care needed to sustain living things." (Ibid, 129))

22. Assist, if necessary, the funeral home with guiding guests into the church and to their seats.
23. Determine from the Funeral Director or Presider, whether or not the altar servers have or are to be paid an appropriate stipend.
24. Ensure a suitably sized wicker basket is placed on a table in the Gathering Space for the placement sympathy cards for the immediate family by guests.
25. Ensure the designated readers meet with the Presider in advance of the liturgy to review the scriptural readings and local parish procedures.

26. Ensure the designated EMHCs (if non-St. Michael parishioners) meet with the Presider in advance of the liturgy, in order to review local parish Communion procedures.
27. Ensure the tabernacle key is pre-positioned in the tabernacle's locking device before the Mass start time.
28. If/as needed, function as an usher (if none is scheduled or available) (i.e., open and close Worship Space doors before and/or after the entrance procession, assist the designated gift bearers during that portion of the Liturgy of the Mass, etc.).

28. After the Funeral Liturgy:

- _____ Check and clean the interior of the church for any remaining papers, tissues, Orders of Service, prayer cards, etc.
- _____ Remove the "Reserved" signs and return them to storage.
- _____ Ensure all books (e.g., Lectionary, Roman Missal, funeral rite, etc.) and supplies used for the liturgy are returned to proper storage.
- _____ Ensure the casket funeral pall (if used) is properly re-folded before returning it to storage in the sacristy.
- _____ Ensure the remaining Holy Water is poured back into the Holy Water font or down the sacrarium, and the Holy Water bucket is wiped dry and returned to storage in the sacristy cabinet.
- _____ Ensure the thuribal, boat, and stand are returned to their normal storage location(s). (**DO NOT** empty the thuribal of the hot charcoal briquettes. Let it naturally burn out and cool down.)
- _____ Ensure all the altar and Pascal candles are extinguished.
- _____ Ensure the Pascal candle (after it has cooled down—to avoid spilling hot wax) and stand are returned to near the baptismal font.
- _____ Ensure the tabernacle key is returned to storage in the sacristy.
- _____ Ensure the church interior lights and the sound system are turned off; if/as appropriate.
- _____ Ensure the church windows and doors are closed and locked.

29. PROCEDURAL REMINDERS:

Set-up for a *Funeral Service of the Word* is very similar to a Funeral Mass; except the liturgical vessels and linens normally required and used during the Liturgy of the Eucharist (within the Mass) are not needed.

_____ Incense may be used.

_____ A funeral casket pall is normally used.

(NB: There is NO funeral pall for an urn containing cremated remains.)

_____ The Holy Water vessel and sprinkling may be used.

_____ The Pascal candle is to be moved in front of the altar and lit.

_____ The casket is positioned in front of the Pascal candle (like a Funeral Mass) (with the feet end of the decedent/casket facing the front of the altar).

_____ The urn containing cremated remains shall be placed on a small table (typically large enough for the urn only) in front of the Pascal candle.

(NB: The urn may be processed in by a member of the family or repositioned on the small table before the liturgy start time.)

Set-up for a *Memorial Service of the Word* is very similar to a Funeral Mass, however, (since in many cases this liturgy does not occur until sometime AFTER the individual's burial:

_____ No incense is used.
(since generally there is no body or cremated remains present)

_____ No funeral casket pall is needed.

_____ No Holy Water vessel is needed or used.

_____ The Pascal candles does not need to be moved in front of the altar or to be lit.