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).

Funeral Mass/Service

1. **Doors:** Unlock all church doors. Ensure both doors are unlocked, so that both front and interior doors can be opened; in the event the deceased is in a casket. This will enable the mortuary to bring the casket into the church’s Gathering Space.

2. Turn on all of the interior church lights (including 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). 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 priest’s vesting sacristy and place it (draped) over one of the last pews (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 priest to determine how many Extraordinary Ministers of Holy Communion (EMHCs) the liturgy will necessitate.

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 mortuary to place the guest signature book in it. Place 2 or 3 pens on the stand also, if possible.

8. If the family or mortuary has indicated beforehand this request, place a small table in the Gathering Space of the church 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) for family members, friends, and guests.
10. Remove the holy water sprinkling bucket from the sacristy cabinet and fill with holy water from the silver, metal holy water font. Place it on a small table near the main entry doors to the Worship Space.

11. Remove the thuribal (incenser) from the stand behind the altar. Light 1 or 2 charcoal(s) in it, approximately 10-15 minutes prior to the Mass. Place the incenser and boat on its stand.

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 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 before the liturgy begins to determine where to place the Roman Missal on the table next to the Presider’s chair; 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 priest 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.

   ___ 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 liturgy begins.

16. If there is no altar server or only 1 altar server, the processional candles and the thuribil 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 candles.

17. Set aside the presider’s microphone in the priest’s vesting sacristy. Check the microphone’s battery 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 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 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 any disposition instructions for the flowers/plants after the liturgy (e.g., will the family be taking them or will they be donated to the church)).

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 sympathy cards for the immediate family.

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-OLV 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 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 priest’s vesting sacristy.

Ensure the remaining Holy Water is poured back into the Holy Water font or down the sacrarium, and the Holy Water bucket is returned to storage in the sacristy cabinet.

Ensure the thuribal, boat, and stand are returned to their normal storage location(s).

Ensure all the altar and Pascal candles are extinguished.

Ensure the Pascal candle 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. REMINDERS: Set-up for a Memorial Service of the Word is very similar to a funeral Mass, however, there since in many cases this liturgy does not occur until some time 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.