

ST. JOSEPH-ON-CARROLLTON MANOR
Funeral Checklist

1. In advance:

Confirm details with Tess (Administrative Asst.) or Father after they have met with the family:

- How many people plan to attend?
- Will you need a lector or will the family read scriptures and Prayers of the Faithful? Arrange for a lector if needed.
- Will family bring up gifts?
- Will there be a casket or an urn present?
- Will there be a showing at the church?
- Will the Mass take place in the church or hall?
- Are there any special details about the family (i.e. handicap assistance, large immediate family, etc.)

2. Day before Funeral (if possible):

- Change altar cloth to white
- Get out censor and add 2 bits of charcoal (stored in sacristy of the Church - take to hall if funeral in the hall)
- Also take censor stand and incense
- Bring the pall from back closet in the church and place it in either the front left pew or row
- Place Easter candle in front and center
- Put out the Holy water container and sprinkler

3. Day of Funeral:

- Prepare according to Mass Coordinator Check List
- Help as needed to place flowers, holy cards etc. if funeral home or family requests
- Welcome family and assist in any way to make this a loving celebration.
- Light charcoal 10 minutes before Mass so ready to bring up at appropriate time (usually at Offertory)
- Usher at Communion
- Make sure pall is removed at back of church or hall before funeral home takes casket
- Clean up after mass. Make sure funeral personnel take all flowers, brochures, cards etc. for the family
- Return items to church storage. Return altar linens to seasonal color.
- Return hymnals neatly to their correct place.
- Follow Mass Coordinator Check List for duties after Mass.

Updated 11/22/10