Funeral/Memorial Mass Checklist for Mass Coordinators

In Advance:

- Get the filled in **funeral planning checklist** from Caitlin from the planning meeting.
- Make sure there are at least **two Mass Coordinators** for the Mass. Try to get **altar servers** and/or **Deacons** for the Mass (either adult altar servers or from our regular altar service ministry). If it will be a large Mass, **other ministers** may be needed (Extraordinary Ministers, greeters, etc.).

At Least One Hour before the Mass:

- **Urn/Cremains Set-up:**
  i. If an urn or cremains will be present for a Memorial Mass, set up the large wood table from behind the presider's chair to a position close to the ambo. Place the white lace cloth on it. It can be found in the second drawer against the right window in the Work sacristy. On this wood table will be placed the urn/cremains along with a flower vase, picture, and for veterans the American flag. If the table is crowded a pedestal can be placed next to the table for any flowers. The flag should be placed behind the

urn/cremains as shown. To prop up the flag you can use wood blocks found in the tall flower cabinet in the Work Sacristy.

  ii. For a Memorial Mass, the **Paschal Candle** gets placed behind the wood table. It as well as the other altar candles gets lit before the Mass.

  iii. **Note:** for an urn Memorial Mass for Father Frazier there is **no pall/pall bearers, no incense used, and no Holy Water** sprinkling so skip those steps below. Father Leo wants to use **both incense and Holy Water** for an urn so follow the instructions below.

- **For Both a Funeral and Memorial Mass:**
  i. **Reserve Signs:** Put out reserve signs for the **family** – usually reserve at least the first two rows on center-font side. For a funeral put out the reserve signs for the **pall bearers** on first row

on the center-ambo side. The reserve signs should be at both ends of the pews.

ii. Put **tissue boxes** in all the reserved pews.

iii. In the narthex set up the **Prayer Intention Podium** on the right side of the narthex close to the nave entrance door. This will be used as a stand for the sign-in book. Put the Prayer Intention book in the credenza in the narthex and replace it and the stand in its original position after the Mass.

iv. **Small Roman Missal:** make sure it is set up as follows:
    1. Gold ribbon page 529: Liturgy of the Eucharist
    2. Purple ribbon page 622: Preface for the Dead
    3. Green ribbon page 1372: Mass for the Dead

    If there is an altar server or Deacon the **large Roman Missal** can be used. If there is an altar server then the Roman Missal gets placed by the altar server chairs. If not, it gets placed by the Deacon's chair.

v. **Red Funeral Book:** this is found in the Vesting Sacristy. This gets placed on the Deacon's chair. (Note that Father Leo uses the older blue funeral book that's found in the White House.) Set up the red book as follows:
    1. First ribbon gets set to page 80.
    2. Another ribbon gets set to the Rite of Committal on page 179 if there is a burial.

vi. **Gospel Book:** The ribbon in the Gospel Book should be set to **Year A, Fifth Week of Lent** on page 73 which is the short Lazarus gospel. If a different gospel is being used, Father may want the gospel book to have that reading: check with Father. If there is no deacon, the Gospel Book should be placed on center-front of altar **without the stand** as shown above**.** If there is a deacon, he will carry in the Gospel Book during the opening procession so the Gospel Book should be placed in the Vesting Sacristy.

vii. **Tabernacle Key:** remember to place the tabernacle key in the tabernacle

viii. **Offertory Gifts:** we use the glass cruet with a top for the wine (not the large carafe we use for the weekend Masses) and the smaller

round paten for the hosts. If three people are bringing up the gifts, then the presider host gets placed on top of Father's small round paten from Father's red chalice as shown. If not, the small round paten gets placed on Father's chalice as we do for the weekend Masses. Check the planning checklist to see how many are expected to attend to count at the hosts. Note that not many will receive Communion during the Mass.

ix. **Presider Binder:** if there is a binder for this Mass (e.g. for Deacon Greg) place the binder by the Presider's Chair. If another priest is concelebrating, place the concelebrant's book on the second shelf of the font-side credence table.

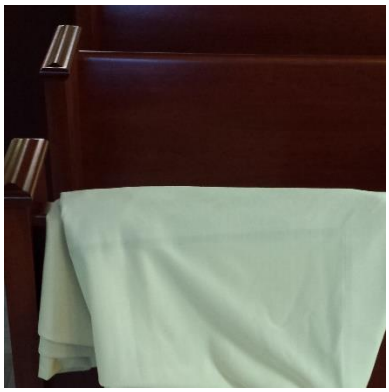
x. **Ambo Binder:** check to make sure the funeral binder with the 1st and 2nd reading, psalm, gospel, and General Intercessions are on the ambo. Make sure these are pointed out to the **readers** before the Mass.

xi. Put a **program** for the funeral on the presider(s') and deacon(s') – if any – chairs. Give the organist and choir members a program as well.

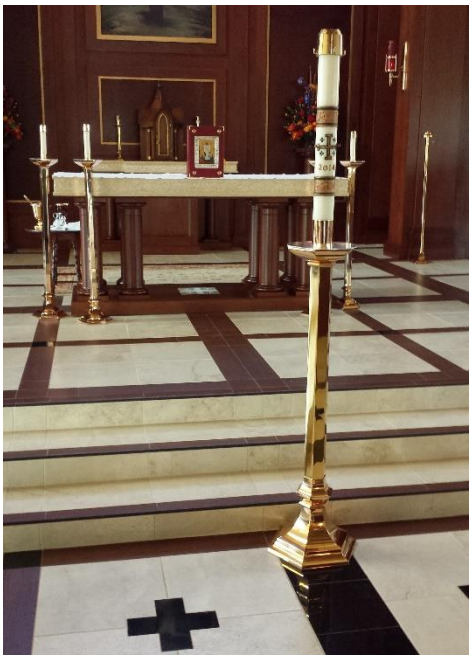
- **For a Casket Funeral Mass/Father Leo Urn:**
  i. **Censor:** The censor and stand is in Work Sacristy or in the cabinet to the left of the ambry. Check to see if aluminum foil is in censor and that there is enough incense in the incense bowl. Add 2 round pieces of charcoal to the censor. The charcoal should be lit outside during the gospel.
  ii. **Censor Stand:** Place the censor stand and **incense bowl** (goes on top) on the font-side of the altar by the Sacristy Light for Father Frazier, for Father Leo place by the font outside door. Leave the

censor itself outside until the charcoal is lit.

iii. **Pall (funeral only):** the pall is located in the Work or Vesting Sacristy drawer. Drape it over the first center ambo-side pew.



iv. **Paschal Candle:** When there is a casket place the Paschal candle in front and center against the steps of the altar by the Jerusalem



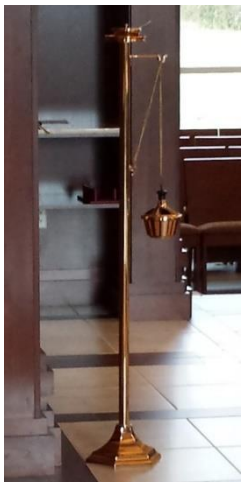
Cross (except during the Easter Season when the candle remains on the altar).

v. **Vessels and Holy Water Aspersorium (Container) and Sprinkler/Father Leo Urn:** The Holy Water Aspersorium is in the Work Sacristy on the top shelf of the book cabinet. Fill it with Holy Water and place it on the wood table behind the presider's chair. If there are altar servers or a deacon set up the credence table as for Sunday Mass (no patens needed). If there are **no** altar servers or no deacon set up the small table by the altar: put water in the **crystal bowl** for hand cleaning. Put out Father's **chalice, purificator, glass cruet** with water, and **hand towel** as shown.

If there is a Deacon or altar servers, set up goes on the credence table.

Twenty Minutes before Mass Starts:

- Light the **Paschal Candle** and other candles
- Turn on the **Church lights** at setting two. You may do this earlier if the congregation is already seated.
- The censer is used right after the Offertory gifts are brought up in the Offertory procession. Light the **charcoal** in the censor. Bring the censor to



the stand on the altar. Put it on the stand as shown.
- Turn on the **Church lights** to #3 Mass setting
- Introduce yourself to those **participating in the Mass** (readers, pallbearers, remembrances, etc.). Make sure they know what to do during the Mass. In particular, for the General Intercession reader, make sure he/she stays on the altar until Father completes the last intercession

Before, During, and After the Mass:

- **Help** as needed to place any flowers, holy cards etc. if the funeral home personnel or family requests.
- If there are altar servers for a funeral Mass go over the following procedure with the altar servers before Mass:
    - The **Paschal Candle** as well as the other candles get lit.
    - The cross-bearer, after hanging up the cross, should get the **holy water bucket** and stand close to the casket
    - The book bearer should bring up and hold the **red funeral book** to Father by the casket at the beginning of the Mass
    - Mass proceeds as usual
    - At the end of Communion, the book bearer should be ready to again hold the **red funeral book** for the closing prayers
    - For the **exit procession,** the altar servers walk to the center and then turn around and face the casket and the altar. Then when Father is ready the altar servers then continue the exit procession.
- **Welcome** the family and assist in any way to make this a loving celebration (e.g., pass out programs, hold open doors, etc.).

- For a funeral Mass with no altar servers, **hold the holy water bucket and the red funeral book by** the altar on the font side at the beginning of Mass if requested by Father.
- **Ushering** at Communion: if there is a casket and only Father is giving Communion there is not enough room for two lines. Form **one reception line,** family side first, down the center aisle and once done with that side start the other side. Otherwise if there is a Deacon there will be two lines. Both Mass Coordinators should help usher during Communion. Make sure to tell those in each pew that they can approach for Communion or for a blessing.
- Make sure the funeral personnel **take** all the flowers not being donated, brochures, cards etc. for the family. If flowers are being donated, flower ministry should be contacted so they can rearrange the flowers for Mass.
- At the **exit procession**, stand at the end of the center seats on the font-side in the back of the Church to receive the **pall**.
- Make sure you again **greet the family** at the end of the Mass and answer any questions they may have.
- If there is a **luncheon** after Mass, tell the congregation to proceed to the reception to the right down the breezeway.
- If there is a **Rite of Committal** Father will need the **small red funeral book** (blue for Father Leo). If the burial is at St. Joseph's, Father, the altar servers carrying the cross and the book (if not then an MC will carry the cross), and an MC will proceed to our cemetery. If it will be at another location, make sure Father has the book.
- Follow the **Mass Coordinator Check List** for other regular Mass duties.

After a Funeral Mass:

- Put the **pall** back in the drawer in the Vesting Sacristy where it was found.
- **Empty the censor** and bury the hot embers. Add water to the embers so nothing burns. Place a new piece of aluminum foil in censor.
- Do **NOT** immediately move **the Paschal Candle** as the wax on top will still be melted. Arrange for someone to move the candle back to its position by the font (or in the ambry closet during Lent) later in the day.