

FUNERAL SERVERS NOTES

Before Mass

- ◆ During winter months call Jim Prengamen to alert him of a funeral so he can remove snow.
- ◆ **Arrive at least 30 minutes before Mass.**
- ◆ Move narthex tables, etc. away from the center aisle.
- ◆ Move funeral pall from vessel closet in the priest's sacristy to a pew in the narthex.
- ◆ Move Pascal Candle from the Blessed Virgin altar to the center of the sanctuary in front of the altar.
- ◆ Try to anticipate the number of hosts that are needed. Ask somebody to adjust during Mass.
- ◆ Determine if a lector is needed from the servers' group or if family members will do the readings.
- ◆ Prepare incense. Move incense holder to sanctuary. Place extra briquette on counter in priest's sacristy if it is needed.
- ◆ Take gifts to the back of the church. If family members will not be carrying them to the altar, an altar server or parishioner should do so.
- ◆ Make certain the petitions and readings are at the ambo.
- ◆ At Father's direction, servers and Father process to the narthex where Father begins prayers.
- ◆ Process to the altar ahead of casket.
- ◆ Arrange for Communion to be taken to the choir and to handicapped people in attendance.

Server Assignments

- ◆ **Cross bearer** carries the cross leading the procession to and from the altar. Before Mass begins the cross-bearer will lean the cross against the wall in the short alcove between the narthex and the nave of the church so that family members gathered in the narthex are not bothered by a server retrieving the cross. After processing to the altar, the cross is placed in the sacristy leaning against the wall. Prior to the final blessing during Mass as the priest says, "Let us pray," this server will get the cross from the sacristy and move toward the front of the sanctuary when the priest moves in that direction.

- This server will sit next to the credence table.

Aspergil bearer carries Holy Water to narthex for the blessing at the beginning of the service. This is the **only** blessing with Holy Water. After arriving back near the altar, the Holy Water container is placed in the sacristy. This person is a server on the credence table side of the altar and assists during Mass

- This server will sit to the priest's right.

- ◆ **Incense bearer** lights the incense during the homily. Near the end of Mass as the priest moves toward the casket, the censor and the incense are taken to Father. He will incense the casket. Leave the incense and censor on the holder before processing to the narthex.

After Mass, place the used briquette in the pan on the sacristy porch and pour water on the briquette. Return the censor to the incense holder.

- This server will sit next to the door to the priest's sacristy.

- ◆ **Book bearer** assists with holding the Roman Missal and Funeral Liturgy book as needed in the narthex and around the altar.

- This server will sit to the priest's left.

After Mass

- ◆ **Remain after Mass to assist in restoring the church to its normal condition.**
- ◆ Fold funeral pall, place it in the vessel closet with the “Funeral Pall” tag showing.
- ◆ Wash ciborium and chalice.
- ◆ Empty incenser and return it to the incense stand.
- ◆ Move narthex tables to their usual positions.
- ◆ After the wax in the Pascal Candle has cooled, move it to its place in front of the Blessed Virgin altar.
- ◆ Clean up the sacristies as needed.
- ◆ Restore Lectionary to the next Sunday’s readings and place it on the ambo.
- ◆ Turn all church lights off

Funeral Servers

- ◆ **Paula Aiello** - Eucharistic Minister, lector if needed
 - 724-853-7837
 - paulaspastries6@comcast.net
- ◆ **Fred Aiello** – Eucharistic Minister,
 - 724-853-7837
 - Faiello@belcan.com
- ◆ **Janey & Ron DeBacco** – lector if needed, both are Eucharistic Ministers
 - 724-834-2217
 - jodred@comcast.net
- ◆ **Lucille Forish** – Eucharistic Minister
 - 724-836-0371
- ◆ **Sue Kosker** – Eucharistic Minister
 - 724-838-1682
 - wvumom473@yahoo.com
 - available for all funerals
- ◆ **Susan Lena**
 - 724-853-7150
 - 724-757-5190
 - rlena116@yahoo.com
- ◆ **Gene Leonard** - Eucharistic Minister, lector if needed
 - 724-838-1883
 - 724-787-0874 (Cell)
 - gleonard@comcast.net
- ◆ **Lila Mazur**
 - 724-836-4282
 - lilarph@comcast.net

- ◆ **Paulette Stratico** – Eucharistic Minister
 - 724-836-2513
 - straticop@yahoo.com

- ◆ **Jennifer Strayer** – Eucharistic Minister
 - 724-834-4509
 - **DO NOT ASSIGN INCENSE DUE TO ALLERGY.**
 - strayerj@msn.com

Other

- ◆ **Jim Prengaman** – Snow removal
 - Home 724-423-1333 Cell 724-787-0762
 - plantman@wpa.net