

Sacristans Check List for Funeral Preparation

Before the Funeral

Plan to arrive one hour before the funeral:

1. Unlock all church doors and bathroom doors (if it is the first mass of the day).
2. Unlock restrooms.
3. Unlock sacristy door in hallway.
4. Turn on lights in church.
 - ✓ All switches of top row
 - ✓ Turn on the spot light 10 minutes before the mass.
5. Turn on the Church microphone by turning the power on microphone switch to "on." It is located on the right hand side of the wall to the right of door to the sacristy (the red light will come on).
6. Unlock Sanctuary door.
7. Place a table on the right side of the entrance of the church. People can use this table for flowers, holy cards or pictures of the deceased.
8. Put a sign-in book from the funeral home on the stand at the entrance to the church.
9. Move the gift table to the side so the funeral procession can get through (If there is no casket, DO NOT PERFORM THIS STEP).
10. Move the Paschal candle to the center of the sanctuary between the altar and the steps.
11. Proceed back to the sacristy to perform the following steps (If there is no casket, DO NOT PERFORM THESE STEPS).

- ✓ Take out the large wood and gold crucifix for the cupboard where the sacred vessels are kept and place the crucifix on the counter for the funeral home staff.
 - ✓ Take the silver covered Lectionary from the top shelf over the counter and place on the counter.
 - ✓ Take a large white pall (cover the casket) from the bottom drawer under the counter and also place this on the counter with the crucifix and the silver Lectionary.
12. The following should be taken out of the closet in the altar servers' dressing area and placed on the counter in that room:
- ✓ Two amber globe candleholders, which the altar servers carry in the procession.
 - ✓ The sprinkler and the container with holy water (and holy water if needed from the container in the hallway across from the bathrooms).
 - ✓ The incense burner and the little gold container of incense, plus a small spoon.
 - ✓ Matches and a waxed wick.
 - ✓ One or two pieces of charcoal from the box and tongs.
13. Ten minutes before the mass:
- ✓ Light the charcoal with the wick (Holding the charcoal away from your face and clothing with the tongs when lighting).
 - ✓ Light on the criss-cross pattern side, and when lit, place back on the incense holder criss-cross side up). Leave on the counter. The priest will add the incense during mass.
14. Proceed to the closet where the holy vessels are kept. Take out the following and place on the Credence Table in the sanctuary.
- ✓ Three ciboriums (fourth stays in the tabernacle) – place them on the Credence table – one ciborium, unless there is a large funeral.
 - ✓ Two gold chalices plus one priest's chalice (a total of three chalices). Place purificators in the two gold chalices. On the priest's chalice place a purificator, a pall (the covered square board) and a folded corporal on the top of the pall. Place all chalices on the Credence table in the sanctuary.
15. While at the Credence table, check to be sure there is a clean finger towel under the bowl. Also check to be sure the water in the cup as it is used for washing of the fingers.

16. Obtain the Tabernacle key (silver key chain) from the cupboard shelf where the sacred vessels are kept.
17. Go out to the Tabernacle, open it and check how many consecrated hosts are in the ciborium. (NOTE: Ciborium holds 200 hosts. Each roll has 100 hosts.)
18. Judge how many additional hosts are needed. Leave the ciborium in the Tabernacle and leave the key in the Tabernacle door.
19. Proceed back to the sacristy and fill the large ciborium with the hosts you need. (Note: **REMEMBER: These hosts are not consecrated and should not be mixed with the hosts in the Tabernacle!** Ask the priest or funeral staff how many people are expected. After the hosts are placed in the large ciborium, remember to place one large host on the top (If needed, for a large funeral use a second large ciborium and place it on the credence table and let the altar servers know that there is a second ciborium).
20. While in the sacristy, find and fill the Waterford crystal pitcher (found in the cupboard where the hold vessels are kept) with wine to the bottom of the handle base or more if it is a large funeral.
21. Take the Waterford pitcher with wine and the Waterford ciborium (with the unconsecrated hosts) to the gift table at the entrance to the church. Carry one at a time.
22. Light the three altar candles and light the Paschal candle.
23. Ensure the Altar servers are wearing all white garments only.
24. If there is no casket, follow the procedures above and move a small table next to the Paschal candle (families can use the table for photos of the deceased and/or small flower arrangements).
25. If there is no casket DO NOT PERFORM THE ABOVE STEPS 9 OR 11.

Note 1: Flowers from guests, etc. should be placed next to the presider's chair, and next to the lectern (ambo) – NOT in the middle of the sanctuary area.

After the funeral

1. Remove the key from the tabernacle and place back in the cupboard.
2. Rinse the vessels with consecrated hosts or wine in the sacrarium (right sink with lid). Then, wash the sacred vessels with soap in the left sink, and dry the sacred vessels and place them back on the shelf in the cupboard.
3. Return the pall, silver Lectionary and crucifix to their original places.
4. Put away all candle holders, sprinkler containers, etc.
5. Take the incense-burner-hand shovel you'll find under the sink and bury the coals in the flower bed outside.
6. Return the incense-burner and hand shovel to their original place.
7. Move the gift table back to the center of the entrance area.
8. Move the Paschal candle table to its original place.
9. Lock the sacristy door in the hallway.
10. Lock all church doors to the outside, except the two center doors of the church entrance during the day. After the evening funeral, lock all doors.