

September 1, 2013

Dear Adult Funeral Server,

Thank you for your gracious ministry to Saint Joseph Parish.

Included below is an update on a few serving procedural changes to our “PROCEDURAL GUIDE” dated 2011. Please note:

GATHERING AREA:

- Priest with servers will welcome both family and friends in the Gathering Area
- Casket is both blessed with Holy Water and draped with the Pall
- Procession proceeds directly to the altar (No Baptismal Pool)

MASS PROCEDURES – Unchanged

INCENSE PREPARATION:

- Charcoal preparation takes place in the Sacristy following setting up the Altar
- Generally, one (1) piece of charcoal, well lit, placed in the Thurible
- Thurible is placed onto the stand in the Sanctuary
- Incense powder, required by priests
- Thurible returned to Sacristy upon casket blessing, choir’s first song is sung

RECESSIONAL: Begins

- Priest completed the final prayer, pauses at the foot of the Altar, and turns to exit
- Recessional Procedure Members gather in the Gathering Area while the Pall is removed
- Priest and Servers remain in Gathering Area until majority of family and guests exit

SPECIAL REQUEST: Priests

- Generally use one (1) piece of charcoal – lit well
- Water: Father Bill – Glass on the Altar (cold). Father Joe - check request
- Cruets presentation to priest at Offertory is handed with the cruets' finger holder facing the priest's reception. Servers hold the cruet's base
- Order of servers in processions
 - a). Entrance – Cross Bearer, servers, priest, casket
 - b). Recessional – Incense, Cross Bearer, servers, priest, casket, family and guests
 - c). Incense always precedes the cross (If incense is used in entrance or exit processions)

SOUND SYSTEM – REMOTE

- “Funeral Toller Bells” are controlled from a server using a remote control

Please attach these changes to your “Original” Guide sheets. “Thank you, For All Your Help!!”

Phyllis Nemetz
Adult Servers Coordinator