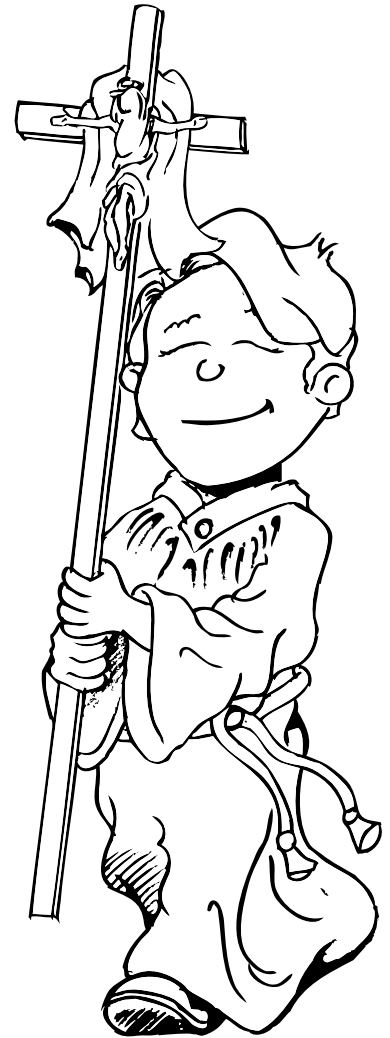


*Saint Francis of
Assisi Catholic
Church*



Altar Server Ministry

***Guidelines and Instructions for
Celebration of a Funeral***

Revised September 2007

Saint Francis of Assisi – Grapevine, Texas
General format for the celebration of the
funeral

I. INTRODUCTORY RITES

A. THE ORDER OF THE PROCESSION

† (S#1)

(S#2)

Presider

Altar servers need to prepare the following:

- 1. Bring the processional cross from the back of the Church and place in the stand of the sanctuary.*
- 2. Bring the incenser's holder and place near the baptismal font. Light one charcoal at 10 minutes before Mass time and place in the thurible for its automatic lighting. Then place the thurible back to the incenser's holder.*
- 3. Bring holy water container and place on the bottom edge of the baptismal font. Make sure there is holy water in the container.*

All enter into the Church from the door near the choir side then approaching to the front of the altar but facing toward to the Tabernacle and giving reverence to the Tabernacle with a genuflection. Altar server who is holding the cross does not genuflect. Then all turn around facing the assembly. The Presider will invite the assembly to turn toward to the back of the Church and receive the body into the celebration. After the genuflection, (S#2) goes to the baptismal font and get the holy water container.

Then (S#1) leads the procession to the back of the Church and all stand according to the diagram:

*Presider
(S#2)HW
†(S#1)*

AT THE BACK OF THE CHURCH

Presider (S#2)HW

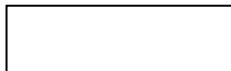


† (S#1)

Immediately while the pall is covering the casket, (S#1) goes and stands behind the Presider and leave room for (S#2) standing behind the cross. When the pall is completed covering and the funeral representatives begin to bring the body near the sanctuary, altar servers and Presider process back to the Altar and give proper reverence as Sunday liturgy to the Altar.

(S#2) put the holy water container back to its location and then holds the funeral ritual book for the Presider at the chair.

B. AT THE ALTAR IN THE ASSEMBLY LEVEL



HW (S#2) Presider (S#1)†

C. GREETING & OPENING PRAYER

(S#1) holds the funeral ritual book and stands on the left side of the presider. When the processional music stops, (S#1) goes to the presider for the opening prayer. After the opening prayer, (S#1) put the funeral ritual book on the stand near the Presider.

II. LITURGY OF THE WORD

During the liturgy of the Word (First Reading, Psalm, Second Reading) altar servers need to be one with the assembly through listening and singing according to the ritual.

After the homily, (S#1) holds the funeral liturgical book for the Presider to lead and conclude the Prayers of the Faithful. Then put the book back on the stand.

III. LITURGY OF THE EUCHARIST

A. PREPARATION OF THE ALTAR

a. (S#2) brings out the chalice with corporal, pall and purificator and places on the altar on the right side of the altar facing the assembly.

b. (S#1) brings the sacramentary to the altar and place the sacramentary's holder on the altar and place the sacramentary on the holder. The location of sacramentary's holder should be on the left side of the altar facing the assembly.

c. (S#2) gets the cruet of water and be ready when the gifts and presider are back at the altar. Then approaches near the altar on the right side of the altar to assist the Presider pour water into the wine. Then wait for the presider to pour the wine into the cup and take both cruets back.

d. (S#1) goes with the Presider to receive the gifts from the family. Bread and wine will go to the altar. Then all prepare the water and towel for the presider to wash his hands. After all done, all altar servers go back to your seating.

B. DURING EUCHARISTIC PRAYER

(S#2) prepares to ring the bell according to the regular Sunday mass. Need to look at the Presider's movement.

C. COMMUNION RITE

After praying the Our Father and giving a sign of peace, (S#1) takes the sacramentary and place the sacramentary's holder back to its place then bring the sacramentary back to the small table near the Presider's chair.

All servers receive communion as usual, be seated and sing the communion hymn with the community. Be attentive when extraordinary ministers of Holy Communion clear the altar. They may need your assistance to bring the ciborium back.

(S#1) approaches near the small table next to the Presider's chair and pick up the sacramentary and standing ready for closing prayer while the Presider is seating.

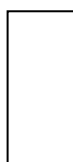
IV. CONCLUDING RITES

A. FINAL COMMENDATION

After the closing prayer or after the eulogy, (S#2) goes and brings the thurible and the boat from the baptismal font to the Presider standing near him. After the Presider uses and incenses the casket, (S#2) takes the thurible and the boat back to its stand then comes and holds the funeral liturgical book for the Presider.

(S#1) takes the processional cross and stands as in the diagram. Make sure leave enough room between the casket for the Presider to incense the processional cross when he is crossing.

Presider (S#2)TB



(S#1) †

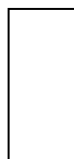
B. RECESSIONAL

When the presider is done the final commendation with the instruction:

“May the angels lead you into paradise, may the martyrs come and welcome you and take you to the Holy City, the new eternal Jerusalem.”

Family

Funeral Representatives

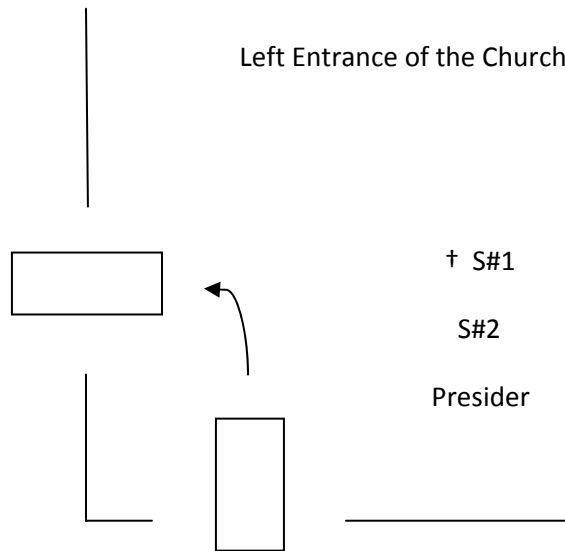


Presider

(S#2)

(S#1)†

(S#1) moves backward to have enough spaces for other altar server and the Presider to line up. When the casket is completed turn around, (S#1) lead us into the recessional, goes to the right and leads us out to the left side entrance of the Church and then line up for the casket and family to pass by.



When all done, please help to do the following:

1. Take the pall back to the Priest's sacristy and place in the designated drawer.
2. Put the processional cross back to its stand.
3. Move the incenser's stand and everything back to its location.
4. Pour out the holy water into the sacristy's sink and place the holy water container back to the Priest's sacristy closet.
5. Distinguish all the candles including the Paschal Candle.
6. Take the Lectionary Booklet and the Funeral Liturgical Book back to the Priest's sacristy.