

FUNERAL LITURGY COORDINATOR (Sacristan) MINISTRY DESCRIPTION CHURCH OF CORPUS CHRISTI

Preparing for the Liturgy

- The presider or pastoral minister is responsible for opening church for the visitation, and assisting with setting up pictures or memorabilia if needed.
- During visitation, the casket with the body or table for cremains is placed on the left hand side of the font area. Two lighted candles are placed near the casket or table.
- Arrive at church 45 minutes ahead of liturgy time.
- The worship aids will be brought over from the office by the liturgist, pastoral minister or presider.
- The presider or liturgist will provide you with the details of the mass, including the liturgical roles of family and friends of the deceased. Check in to make sure there are no last minute changes.
- Ask the funeral directors to bring the Easter Candle to the right corner of the altar platform. Ask them to also return the Candle to its place following the liturgy. (In the absence of funeral directors, ask for help from presider or liturgist if needed to move the Easter Candle and return it to its place.)
- Make an estimate about bread and wine needed. The number expected for lunch is a good indicator. Ask the funeral directors to make a final count after everyone is in the church. The large host used by the priest serves 24. If the tabernacle is full, you may want to use some of the consecrated hosts.
- Put worship aids and hymnals out on chairs for the family (left side).
- Ask the funeral directors to hand out hymnals and worship aids as people arrive.
- Prepare as needed for sprinkling and incensing.
- If there will be a body, place the pall on the back pew. Pall is hung in sacristy closet.
- Light altar candles and Easter candle.

During Liturgy

- During the opening prayers in the font area, assist with sprinkling rite.
- In absence of a body, family member(s) usually process up with the cremains during the gathering song and place them on the pedestal.
- Light incense for the commendation at the time of the Gospel.
- After the homily, be available to assist with the offertory procession.
- Serve as Eucharistic minister if needed.
- Assist with incensing during the commendation near the end of the liturgy. Bring the incense and boat down to the presider after Communion (and words of remembrance, if any). After he is finished incensing the body or cremains, take the incense out.

After Liturgy

- Following the liturgy, put the pall away in the sacristy closet.
- Make sure the Easter Candle stand is returned to its place by the font and other tables are returned to their places.
- Clean up in the church and sacristy as you normally would.

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- Assist with putting hymnals back in carts if necessary.
- If there is a lunch, feel free to join if you wish.