

Funeral Notes for the Chapel

- Arrive one and a half hours before the service
- Unlock doors, if not already unlocked – chapel, church, door by church sacristy.
- Turn on all lights in chapel (just inside chapel sacristy door). There are also two spotlights for the pulpit and lectern. Switches are on the walls close to the lectern and pulpit.
- Make sure the processional cross (by the lectern) and Paschal Candle (just to the liturgical north of center in the chancel) are in place.
- Make sure there is a pen for the guest book on the lectern in the back of the chapel. Get a black pen from on top of the drawers in the vesting room if the pen has disappeared.
- There will be a blank guestbook on top of the large drawers in the vesting room in case one was forgotten
- Put out two signs to reserve parking for the family (one in front of the church, one in front of the chapel)
- Vest in black cassock by one hour before the funeral. This will let the family and the funeral director know that you are the person they need to talk to if they need anything.
- Get the priest when the hearse arrives. It should be at the church 45 minutes before the service. If it is not there call Syd Ko at Bonney Watson 322-0013. Feet should be towards the altar.
- Stay with the casket through the reception of the body (The priest will say the words of reception).
- Place the pall on the casket when it is situated in the chancel. Altar Guild will assist.
- Light the Paschal Candle as soon as the pall is on. (Snuffer is in the chapel sacristy and matches should be on the table just inside the chapel sacristy door)
- Assist the family in any way needed
- Light the two candles on the altar (just before you remove the Paschal candle)
- 10:10 remove the Paschal candle from its stand, walk behind Tom to the ambulatory between the church and chapel. You can extinguish the candle for a few minutes and rest it against the wall by the pew between the church and chapel
- 10:15 – finish vesting (surplice)
- Remember to have matches to light the Paschal candle.
- 10:30 with signal from the priest. Process with the candle in front of the priest.
- Go to the stand and place the candle in the stand. Stay there until the priest is finished with the anthem.
- Go to your seat in the intercessor's chair.
- After the Lord's Prayer is sung go to the lectern and read the prayers.
- Return to your seat.
- At the commendation come to the casket with the priest and hold his book.
- Go back to your place for the hymn.
- After the hymn take the Processional cross and lead the procession out. Continue into the church.
- Turn on the bells by hitting **enter**. After they begin to toll, turn the key to **auto**.
- Thank you so much for serving!
- Meet the priest to travel to the cemetery. Just stay beside him for the service and assist in any way he needs. Do the reading.

Let the priest know when you arrive and you can walk through the service with him/her. Thank you so much for doing this. I know it means a lot to the family and it is an incredible experience. Please don't hesitate to call me with questions, even right before the service 206.617.4994. You can also email me.