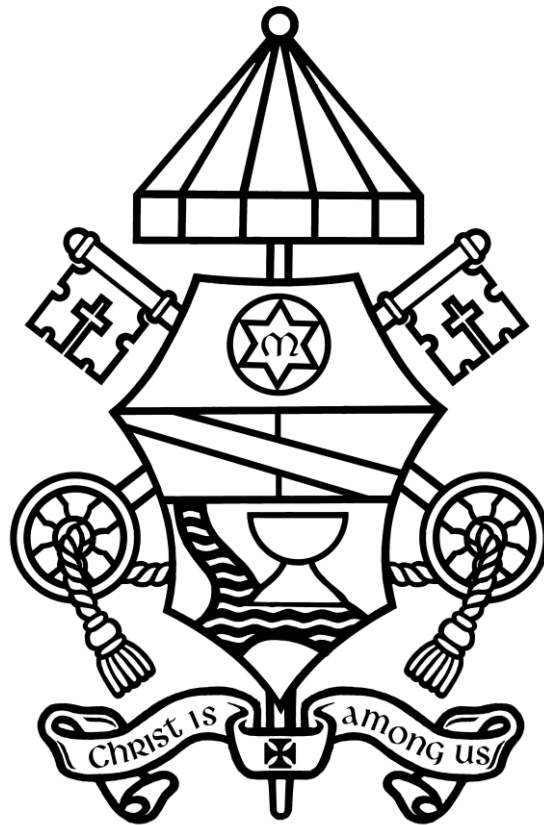


THE BASILICA OF
SAINT MARY
OF THE ASSUMPTION



LITURGICAL MINISTRY HANDBOOK

Youth Altar Servers
(Funeral Masses)

January 2014
Marietta, Ohio

BEFORE MASS BEGINS

Roles needed for funerals:

- | | | |
|------------|-----------|--------------------|
| 1. Incense | 3. Candle | 5. Holy Water/Boat |
| 2. Cross | 4. Candle | |

When you arrive:

- Find an alb that fits.
- Light the candles on the altar, the processional candles, and the Easter Candle.
- Be sure the Roman Missal is on the altar. (It remains on the altar throughout the Mass.)
- Check to make sure the credence table has everything needed: water cruet; water basin, pitcher & towel; and veiled chalice
- Light 3 charcoals in the incense about 10 minutes before Mass begins.
- **Ask the priest** if there will be a Gospel Procession.

Preparing for the Procession

About 10 minutes before Mass begins, bring the processional cross and candles into the sacristy to be ready for Mass to begin.

PROCEDURE FOR SERVING

Reception of the Body

At the proper time, the priest will tell the servers to get ready. They will need to go to the side entrance of the basilica and prepare to process in.

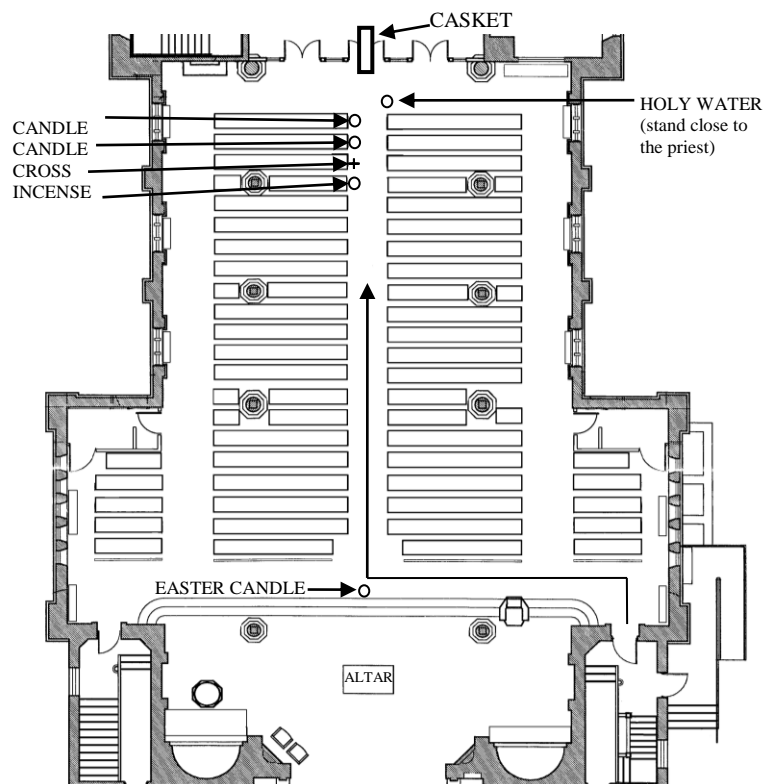
When the priest gives the word, the altar servers need to enter the basilica, walk along the steps to the front of the altar, and process up the center aisle to the back of basilica. The order for the procession is incense, cross, candles, holy water.

When the servers get to the back of the basilica, they will need to take their places as shown in the diagram.

The priest will sprinkle the casket with holy water and then invite some of the family members to place the pall over the casket.

As soon as the casket is covered, the priest and altar servers will turn and **VERY SLOWLY** process up to the altar. The altar servers should stop briefly at the base of the steps to bow their heads. Then they put their items away and go to their seats as normal.

HOLY WATER/BOAT: Put the holy water away, then come and take the boat from the incense bearer.



INCENSE & BOAT: Stand at the corner of the rug behind the altar so that the priest can incense the altar when he comes into the sanctuary.

Opening Prayer

The priest offers the prayer from the altar.

Gospel

(NOTE: If you forget to ask the priest before Mass about the Gospel Procession, simply look to see if the Book of the Gospels is on the altar. If that book is not on the altar, there will be NO procession for the Gospel.)

INCENSE & BOAT: Just before the music for the Alleluia begins, take the thurible and boat to the priest. Once the priest has put some incense in, the boat bearer should walk back to his seat, stopping to bow to the altar on the way. The incense bearer should stand off to the side and wait for the procession to begin.

CANDLES: As the music begins for the Alleluia, get your candles, walk to the altar and stand at the corners of the rug facing each other. (The server closest to the tabernacle walks to the far side of the altar.) The priest will pick up the Book of the Gospels. When the priest turns, the server on the sacristy side walks over to meet the other server and they both walk around the altar.

Incense leads the procession.

CANDLES: Follow the mosaic line in front of the altar up to the pillar. The server walking along the outside edge simply goes down the steps; the server walking along the inside (closest to the altar) walks around the pulpit and goes down to the steps. The candle bearers stand on the first step on either side of the pulpit facing each other. After the Gospel, both servers walk straight up the steps, put their candles away and sit down.

INCENSE: Stand about 3 feet behind the pulpit and wait. After he introduces the Gospel, the priest will take the incense and incense the book, and then return it to you. Remain standing there while the Gospel is read. After the Gospel, put the incense away. Add one more charcoal before you take your seat.

Preparation of the Altar

After the petitions are finished, the candle bearers begin to prepare the altar.

CANDLES: Take the veiled chalice and water cruet and place them on the side of the altar. Be sure to turn the chalice so that the veil faces the people. Go to the back of the basilica, walking down the side aisle. When the gift bearers are ready, lead them to the sanctuary. Stand beside the priest. Take whatever the priest hands you. When the priest turns, you walk up to the side of the altar (on the sacristy side) and stand along the rug. If the priest hands you the bread wait for the priest to take it from you at the altar: never place the paten on the altar yourself!

INCENSE & BOAT: Get the thurible and boat. Stand back by the doorway to the sacristy and be ready.

CANDLES: After the priest takes the bread, pick up the water cruet. Hold cruets with lids off, handles facing the priest. After he pours water and wine in the chalice, bow together to the priest and go back to the credence table.

INCENSE & BOAT: After the prayer for the cup, the priest will bow to the altar. That is your signal to move to the corner of the rug. After the priest puts in the incense, the boat bearer returns to his seat. The incense bearer stands back while he incenses the altar. When he returns the incense, put it away and stand by your seat. **(DO NOT INCENSE THE PEOPLE.)**

CANDLES: Pick up the water basin, pitcher and towel, **stand by the credence table and wait for the priest to finish incensing the altar.** Once the priest has given the incense back to the altar server, immediately bring the water basin and pitcher to wash his hands. Once you are finished, bow together, put your stuff away, and stand by your seats.

The Eucharistic Prayer

CANDLES: Ring the bells **ONE TIME** during the Epiclesis (when the priest holds his hands over the bread and wine and calls down the Holy Spirit upon them). After the priest consecrates the bread and the wine he will lift them up for people to see. Ring the bells **ONE TIME** as he lifts up each one.

Communion

After making the sign of peace, **ALL SERVERS** stand along the mosaic line behind the pulpit for Communion. **Remember to bow before receiving the Eucharist.** Remain standing in place. Once the priest goes to minister Holy Communion to the people, go back and sit in your seats.

Purifying the Vessels

CANDLES: After Communion, the priest will purify the vessels.

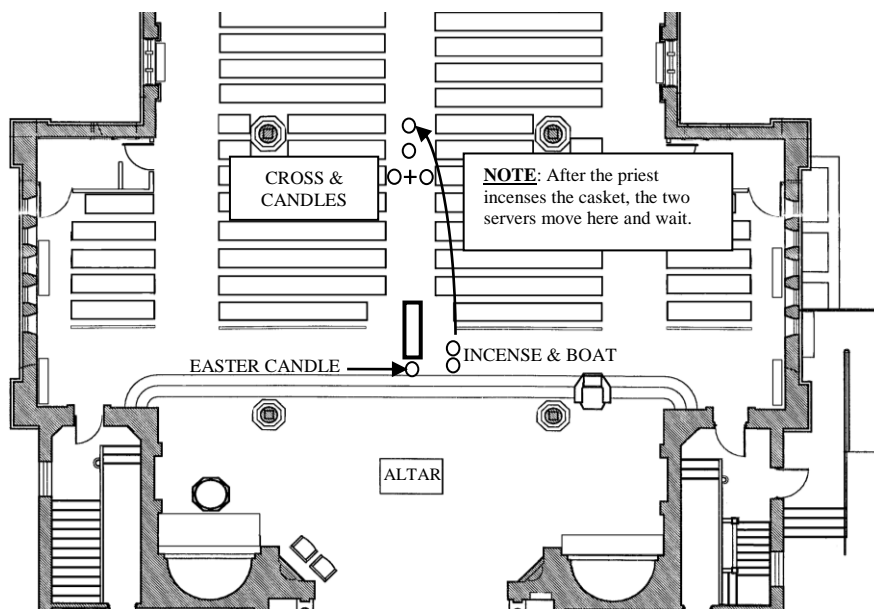
Once the priest returns from the tabernacle, one of you gets the water cruet and comes to the altar. Pour water into the chalice as the priest holds it out for you. When finished, bow to the priest, put the cruet away and return to your seat. Once the priest is finished, he will place the veil over the chalice and place it off to the side of the altar. One of you needs to come to the altar, carefully pick up the chalice, bow to the altar and take everything back to the credence table. Return to your seat when finished.

Prayer After Communion

The priest offers the prayer from the altar.

Final Commendation and Farewell

After the prayer is finished, all the servers need to get their items, and line up in the center aisle, as shown in the diagram. **(NOTE: For Fr. Mike, the incense and boat should stand off to the side of the casket, as shown. For Fr. Christopher, the incense and boat should stand close to him at the top of the steps.)** The priest will incense the casket while the Song of Farewell is sung.



Final Prayer and Procession

The priest will say a final prayer. Once he is finished, the altar servers turn and **VERY SLOWLY** process to the back of basilica. The servers continue out the main door and walk around to the side of the basilica (by the rectory) and line up next to the funeral hearse. Remain there until the casket has been placed in the hearse and the priest signals you. Then, go back into the basilica from the side entrance.

After Mass

Once the servers enter the basilica, they put their items away, extinguish the candles and clear the credence table.