

Funeral with 4th Server
(Only differences from regular Mass are noted)

Preparation – Make sure that the Holy Water container is placed on the white marble table at the back of the last pew or any other suitable place nearby. The sacristan will usually do this for you, but check. Servers line up for processing in as usual, unless instructed otherwise.

Procession – Cross, candles and 4th server (also called thurifer when incense is used) process in, stop at the beginning of the pews past the stairs in the middle isle and turn back to face the foyer. They will remain there until the pall is placed on the casket. (Note: at cremation Mass, this step is omitted and servers process in with the Holy Water container). 4th server stands close to Father and holds the Holy Water container for the sprinkling of the casket. 4th server then takes the Holy Water container, carries it in and places it on the credence table after processing in. (Note: at cremation Mass, sprinkling occurs in front of the altar, where the cremains are placed before the Mass. 4th server places the container on the credence table.)

Before the Final Blessing – Mass is the same until this point. After communion and before the final blessing speakers may come up to the ambo to remember the deceased. Servers sit at their regular place in the sanctuary, next to the altar during this time. Occasionally there may be a video presentation when servers may go to the nearest pews to watch the presentation.

Processing Out (4th server) – During the final blessing, the 4th server goes to the sacristy to pick up the thurible(*) and the boat from its stand and waits behind the corner. At the signal from the priest, the 4th server goes up to the altar and hands the boat to the priest, elevates the thurible and opens the top while the priest puts incense into the thurible. The server then lowers the top of the thurible, hands the thurible over and receives the boat from the priest. Server is to return the boat to the credence table. Priest incenses the casket and hands the thurible back to 4th server. The 4th server then goes **behind** the Cross in the main isle, so that he/she may lead the procession out (note: when incense is present, the thurifer must always lead the procession).

Processing Out (other servers) – While the thurible is prepared, the other servers initiate the “process out” sequence (pick up cross, bow at the altar, pick up candles) and go behind the casket in the center isle, turn around, and wait for the 4th server. After 4th server is in place, the priest gives a final blessing, bows, and genuflects. All servers and priest turn around and process out **SLOWLY**.

Line Up at Front Door – When servers reach the foyer, they continue to the entrance of the church and line up perpendicular to the nearest set of doors at the far door post, facing the congregation. They are to remain there until the casket is placed in the hearse and the rear door of the hearse is closed. Then they go up to the vesting sacristy and leave. 4th server takes the thurible back to the lower sacristy as soon as possible.

Funeral without the 4th Server
(only differences from the 4-server lineup are noted)

In case there are only three servers available, candle left will take over the extra tasks of the 4th server. The Mass will go on as usual with three servers. These extra tasks include:

Processing Out (Candle Left) – During the final blessing, Candle Left goes to the sacristy to pick up the thurible and the boat from its stand and waits behind the corner. At the signal from the priest, Candle Left goes up to the altar and hands the boat to the priest, elevates the thurible and opens the top while the priest puts incense into the thurible. The server then lowers the top of the thurible, hands the thurible over and receives the boat from the priest. Server is to return the boat to the credence table. Priest incenses the casket and hands the thurible back to Candle Left. Then Candle Left goes in front of Cross (next to Candle Right) in the main isle and waits there with the thurible.

Processing Out (other servers) – While the thurible is prepared, the other servers initiate the “process out” sequence: pick up cross, bow at the altar, but leave the candles in place to be picked up after Mass is over and go behind the casket, turn around, and wait for Candle Left. After Candle Left is in place, the priest gives a final blessing, bows, and genuflects. All servers and priest turn around and process out **SLOWLY**.

(*) NOTE TO 4th SERVER / THURIFER: if, for some reason you have not been trained for using incense, please ask the Altar Server Coordinators as soon as you are scheduled or a sacristan before the liturgy to show you the basics of handling the thurible and the boat. There is periodic training for using incense that you can sign up for. Ask the Altar Server Trainers.

Funeral in the Daily Mass Chapel
(Only 2 servers are present due to space limitation)

This Mass goes on as a regular Mass in the daily mass chapel, but with several changes.

Procession. The 2 servers (cross bearer and thurifer) process in with Father, but without the candles (they are pre-lit in the chapel before Mass). After bowing to the altar, they stand in front of the small bench on the left side. The casket is rolled to the right side of the altar. (Note: at cremation Mass, the cremains are placed at the right side before Mass.)

Collect prayers. Due to limited space, no server assistance is needed for the opening and closing prayers.

Preparation of the gifts. There is no dressing of the altar or procession with gifts. One of the servers goes to the small credence table on the left side of the altar, where the gifts were placed before the Mass and takes the small wine and water cruets. The server hands the wine cruet to Father, then, after it was emptied, the water cruet. The server puts the cruets back to the credence table and brings the water pitcher, basin and a small towel for hand washing, as usual. Server then goes back to the bench.

Elevation of the Host and Communion. There are no bells in the daily Mass chapel. Servers are to kneel in front of their bench. Servers go to the altar after the “Lord I am not worthy...” to receive communion from the priest.

Sprinkling with Holy Water. There is no incense in the daily Mass chapel due to the limited space, instead, Holy Water is used. One of the servers takes the Holy Water container to Father to sprinkle the casket or the cremains, then holds the container to process out with it.

Processing out. Servers go to the middle isle and turn back. They wait for the priest, bow with him and process out without the candles. Give the Holy Water container back to the sacristan.