

## **VERGER DUTY CHECKLISTS (as of 8/4/2022)**

NOTE: It is wise to contact the church office early in the week, when you are assigned to be Verger, to touch base with them and find out if there is anything special for that Sunday you should know. Arrange to get both bulletins on Thursday for the 8am and 9:30am services. Review them carefully and mark them up while you're there. Write down questions you have for the Celebrant of a particular service to ask them on Sunday when they arrive. The more prepared we are in advance of the service, the smoother the service will flow.

### **8 AM SERVICE: Always Rite 1**

(If Baptisms at this service, follow additional checklist items too)

#### **PRE-SERVICE DUTIES FOR 8AM SERVICE:**

Wear black cassock during setup, wearing Verger nametag.

Black binders with service bulletins in priest's sacristy.

Sanctus bells should be where you are sitting on the pillow.

Are the wicks in the acolyte candle lighters ok for the upcoming services? Does lighter work?

Click the green "ON" button and the light switch for the one stained glass window (These are in the priest vesting room)

Turn lights button on in church if not already on. It should be setting #2. This switch is just inside the church at the choir door.

Set offering plate on the organ (so it's easily accessible when needed).

Remove blue cloths from altar and side tables. Fold and place in sacristy for the Altar Guild.

Water bottles for all 3 Priest seats, at the Pulpit, at the Lectern, and for any other priests, LEMs and yourself.

Service bulletins also for any LEM or acolyte seats that will be present at the service.

Service bulletins at the Pulpit, as well as for the Lectern (which should be opened to the Psalm for you to lead Psalm during the service).

Hymnals and Prayer books on kneeler stands for any Verger, LEM and acolyte positions that will be occupied at this service.

Large hand sanitizer bottles available for Priests and LEMs (and are they full enough?). Lay Reader book opened to right readings and clearly marked with ribbons. Have psalm in bulletin open too. Practice the readings for Old Testament, Psalm, and the Epistle, as you will read them during this service.

Test both the Lectern and Pulpit and Altar microphones to be sure working.

Check Altar for Book Stand (facing congregation), The stack containing: Veil covering Chalice (Should make a neat triangle), and the Burse with 2 Purificators and 1 Corporal inside.], a large priest's Host on the small silver Paten, Is priest's Altar Book on the stand next to the Tabernacle. Sanctuary candle lit. Gospel book should be in the priest's sacristy for the Deacon to take during procession. The Deacon (associate if Deacon is absent) will ensure the Gospel book, as well as, the Altar book have the ribbons in the correct places.

Are the Altar flowers in place for today?

Check Credence Table (Acolyte table) to be sure there are: Host box is filled, Wine cruet, Holy Water cruet, bowl to place cruet toppers when in use, 1 Chalice for 8 and 9:30 unless we have 4 chalice bearers – then 3 Chalices with purificators, large silver paten, Lavabo bowl and towel.

Check that the candle in the chapel by the Aumbry (next to the Reserve Sacrament) is lit.

Are hymn boards properly marked for the 9:30 service? Back doors Unlocked?

Be sure tables moved outside both doors, with nametags, pens and nametag signs set up. Large receiving basin set for 8 (organ) and back Credence shelf for the 9:30 Offering Plates set in back (2 at 8am 4 at the 10am service), along with red bag. Blue Bags available for Visitors at back. Children's activity bags available at back.

Have assigned Ushers arrived? Visitor Sign-in Book set up and with a pen.

Are there bulletins at both back doors and at the side entrance?

Is the Deacon present for Prayers of the People? If not, who will do them and where is the book?

#### **NOTES FOR DURING THE 8AM SERVICE:**

Be sure to check everyone is present who will be serving at this service, including ushers.

Put on Surplice. Ask the Deacon if they will need the wooden Chiborium.

Light Altar candles and Lectern candles at 7:45am (and the Paschal Candle when used). The altar candles in the Chapel are NOT lit at this service. [NOTE: The order of lighting the candles is: Paschal Candle (if being used), Right (South) Altar Candle, Left (North) Altar Candle, Right (South) Lectern Candle, Left (North) Lectern Candle. At the end of the service, the candles are extinguished in the exact opposite order.]

Inform Priest everyone is here, everything is set up correctly, and we are ready (Any changes?)

Lead the procession with the cross after one of the Priests has rung the tower bell 8 times.

Move to the Lectern at the beginning of the Collect, so that you are already in place and ready to go when the people say "Amen"

If no readers are assigned at the 8: Read OT reading (Be sure microphone button is on). Then immediately read the first line of the Psalm (with NO INTRODUCTION) said by congregation in UNISON. Then read the Epistle. Turn off the microphone. Go immediately to the gap in the altar rail and face the Altar. The Deacon will receive the blessing from the Celebrant and process with the book to the front of the Altar - reverence and process immediately with Gospel Book to the 1<sup>st</sup> Apostle windows and read to congregation.

Precede the Deacon back to the Sanctuary and return to your seat.

Be sure the Priest delivering the sermon turns OFF their microphone when finished.

Serve as acolyte:

- 1) Take lid off wooden Chiborium if Deacon needs hosts. Carry bread box and the Paten (large silver bowl) to the Deacon. Hold the bread box while Deacon puts needed hosts into the silver plate. Return the bread box and replace cover.

- 2) Take toppers off the wine and water cruets and carefully place the toppers in the glass bowl without spilling on the cloth. Take the 2 cruets to the Deacon. Wine left and water right hand. Hand the wine cruet to Deacon first. While the Deacon is pouring wine into the Chalice, turn slightly to the Celebrant, and hold the water cruet toward the Celebrant for them to bless it (NOTE: THE WATER IN THE WATER CRUET HAS NOW BECOME HOLY WATER AND MUST BE HANDLED AS SUCH). Take back the wine cruet from the Deacon and immediately hand the holy water cruet to the Deacon. Take back the holy water cruet from the Deacon. Bow to the Deacon, return both cruets back to the Credence Table. Replace the wine cruet stopper (and be sure it is indeed the wine cruet topper, as they are different sizes - It may help to keep them separate inside the glass bowl by placing the cross portion hanging on the outside of the bowl signifying that one as wine or water whichever is easier to recognize).
- 3) Then IMMEDIATELY grab the offering plate you placed on the organ console and gather offering from usher, bow to the usher, then take to the front of the Altar and HAND the plate directly into the Celebrant's hands.
- 4) Then IMMEDIATELY grab the Lavabo bowl and towel and the holy water cruet and boldly take to the Celebrant to wash their hands. Return the Lavabo bowl, towel and the holy water cruet to the Credence Table.
- 5) Immediately retrieve the Alms basin from the organ and receive the Alms. Face the Altar and approach with basin raised for the priest to bless and place it on the Altar.
- 6) Return to your seat for the start of communion prayers.
- 7) At the 8am service the Verger is responsible for the Sanctus Bells – rung 12 times during the communion prayers.
- 8) Take communion at the Altar at the appointed time.

In the absence of the Deacon, an Associate or a chalice bearer you may be needed to serve the Chalice. If not, remain standing during the administration of communion behind the Altar in case one of the priests needs something or a chalice bearer runs out of wine. When filling a Chalice ensure you use their purificator below the lip of the Chalice to catch any spills. In the event a gluten-free wafer is needed be sure the Pix is open on the Altar). While waiting remove the Alms basin from the Altar and place it where the Altar book was prior to the service on the table opposite the Tabernacle.

As the line for communion comes to the end, it is important to ready with the Lavabo bowl and towel and the holy water cruet to immediately wash the Celebrant's hands as soon as they come back up to the altar. This needs to happen quickly, as you also need to be prepared to clear the Altar and place the items on the Credence table. (Be sure to wait for the Deacon to also fold the Corporal Cloth and place it on top of the stack carefully). Immediately carry this stack back to the Credence table).

[NOTE: WHEN THE BISHOP ALLOWS THE CONGREGATION TO ONCE AGAIN RECEIVE COMMUNION IN BOTH KINDS AFTER COVID, THESE INSTRUCTIONS WILL BE MODIFIED.]

Lead the procession with cross immediately exiting by the side door. You will be followed by the Subdeacon and the Deacon. The Deacon will go to the altar guild room.

Immediately extinguish the candles as soon as you can (and in the exact reverse order as they were lighted. Some in the congregation will be impatiently waiting for you to do so, and won't leave until the candles are extinguished. Assist the Deacon in the altar guild room by taking all elements to the Deacon and assisting them as needed.

Take the Alms bag to office, if Vestry person doesn't pick it up.

Remove your surplice and immediately begin preparations for the 9:30 am service.

### **9:30 AM SERVICE: Rite 1 first Sunday of month; Rite 2 all other Sundays**

(If Baptisms at this service, follow additional checklist)

#### **PRE-SERVICE DUTIES FOR 9:30AM SERVICE:**

Wear black cassock during setup, wearing Verger nametag.

Be sure Altar Guild has cleared everything from the 8am service and re-set for the 9:30am.

Large Offering plate in the rear on the Credence shelf by the Font.

Ask the Deacon about any scheduled sending out. What needs to be done.

Water bottles for all 3 Priest seats and at pulpit and lectern.

Black binders with service bulletins in priest's sacristy.

Service bulletins, hymnals and prayer books at seats for all Verger, LEM, and Acolyte seats who will be present at this service.

Service bulletin at the Pulpit, as well as the Lectern (where it should be open to the Psalm.)

Large hand sanitizer bottles available for Priests and LEMs.

Lay Reader book opened to right readings at the Lectern and clearly marked with ribbons.

Test microphones again at Lectern, Pulpit and Altar to be sure still working.

Check Altar for Book Stand (facing congregation), The stack containing: Veil covering Chalice (Should make a neat triangle), and the Burse with 2 Purificators and 1 Corporal inside.], a large priest's Host on the small silver Paten, Is priest's Altar Book on the stand next to the Tabernacle. Sanctuary candle lit. Gospel book should be in the priest's sacristy for the Deacon to take during procession. The Deacon (associate if Deacon is absent) will ensure the Gospel book, as well as, the Altar book have the ribbons in the correct places.

Are hymn boards correctly marked for the 9:30AM service? You may have done this at 8.

Be sure outside tables at both doors still have nametags, pens and the nametag sign.

Offering Plates (4) set in back, along with red bag. Blue Bags available for Visitors at back.

Children's activity bags available at back.

Have assigned Ushers arrived? Visitor Sign-in Book set up and with a pen.

Is the wine and bread to be carried up properly set on the back table?

Are there bulletins at both back doors and at the side entrance?

Confirm that the Deacon is reading the Prayers of the People (Where is the book?)

Be sure to check everyone has arrived, including acolytes, LEMs, Lay Readers, LEVs.

Be sure the acolytes light the altar candles, reader candles (and Paschal Candle, when used).

Inform Priest everyone is here, everything is set up correctly, and we are ready (Any changes?)

Be prepared to serve in any role at this service if someone doesn't show up or get up at their assigned time.

At the end of the service, assist in clearing the Credence table and take the Alms to the office if Vestry person doesn't.

Ensure candles are extinguished at the end.

#### **NOTES FOR DURING THE 9:30AM SERVICE:**

Have the ushers and readers arrived? You need to find substitute readers or read yourself, if a particular reader doesn't show up.

Do the acolytes know which of them is gathering the offering (Server A - good time for the acolyte to gather that plate is during the Peace, so they don't disturb the choir during the anthem)? Which is helping set the altar with the Deacon? Which is performing the washing of the Celebrant - before and after communion? Who is doing each role for the Gospel procession? What is the order of procession? Who is ringing the Sanctus Bells? The bells should be on the 1<sup>st</sup> pew inside the side door by the priest's sacristy.

Be sure to wear your Verger Vestment (i.e. the Chemere), and gather the Virge to carry in the procession in and out.

Candles should be lit at 9:45am (Paschal Candle, if being used, Altar Candles, Lectern Candles and Altar Candles in the Chapel, and be sure Sanctuary Candle in Chapel is also still lit). This is the acolytes' responsibility at this service, but if the acolytes haven't arrived yet, then the Verger should do this, so that they are lit by 9:45am.

The Verger leads the procession in. The Verger stands in front of the Pulpit facing in (North) until the full procession has passed. The Verger moves after the Altar party reverences the Altar and then moves to their seat. Be sure the Virge is placed so it is easily accessible, but also so that it doesn't fall over and cause a distraction.

During the service be sure each reader actually gets up at their assigned time to read. The first reader should go up during the end of the Collect, so they are in place and ready to immediately read when the people say "Amen". If there is no choir, this same 1<sup>st</sup> reader will

immediately say the 1<sup>st</sup> line of the Psalm (The congregation will say the rest) and immediately return to their seat after its reading.

There is no introduction to the Psalm. The Epistle reader should go up at the conclusion of the psalm. During special services, the Verger may be called to actually gather each reader and lead them to the Lectern remain facing the congregation 2 feet behind the reader's left shoulder and escort them back to their seat at the conclusion of the reading.

The Verger should be mindful to ensure the microphones are turned on before each reading and sermon and then turned off right afterward (Otherwise we get reverberation from the sound system).

The Verger needs to make sure the acolytes are ready for the Gospel Procession. They need to have their torches lit in advance and have their cross out and ready. They also need to know on which verse of the Sequence Hymn they should move out on. Again, if there are not enough acolytes for this procession, the Verger needs to be ready to step in if needed. Sometimes you may need to go get them for the Gospel Procession, if they fail to be ready on time.

The Verger and Crucifer move during the peace to retrieve the cross, go through the courtyard and enter the S door at the rear of the church to be ready for the Offertory. Ensure the count has been relayed to the Acolyte via the priest's sacristy door. Once the Alms are collected, one Usher will carry the Alms behind the Crucifer. Send them at the start of the Doxology and return to your seat via the courtyard.

Be sure the assigned acolyte goes to the split in the altar rail ready to gather the offering as soon as the Doxology begins. Be sure the other acolyte is ready immediately to perform the Lavabo for both priests, both before and after communion. The acolyte needs to boldly approach them, or the priests may not see them and move on. The Verger and Choirmaster take communion up at the Altar. The Acolytes and Choir (led by the Acolytes) process out the choir door and back into the church through the double doors to then kneel at the Altar rail to receive their communion.

The Verger remains standing during the administration of communion to assist the priests if they need any form of help during administration of communion or the Chalice bearers need more wine. If so, ensure to use the Chalice bearers purificator to prevent wine spills).

From here, the Verger and Chalice bearers clear the Altar. The Verger receives the stack of Altar items from the Deacon as the table is cleared (be sure to wait and carefully receive all the items once the Deacon has folded it and placed it on top of the stack you have already been given).

The Chalice bearers and Subdeacon can aid in the clearing of the Altar. The Verger, Choir Warden carrying the processional cross and the acolytes all need to know when they will all move at the end of the service. Otherwise, there will be a very awkward traffic jam. It is probably best if the Verger takes the Virge back down and stands sideways in front of the Pulpit

facing N right away when the processional hymn starts. You then look for any movement from the Choir Warden to retrieve the cross and move right away to your stationary position in the congregation 3 pews in, facing the Altar stationary, until the Crucifer arrives to the Altar. You should turn when the Crucifer turns and then lead the procession out. When the procession arrives at the back, the 2 torch bearers need to return their torches immediately and put out the candles (as some parishioners will not leave until the candles are extinguished).

Aide the Deacon Abluting the elements in the altar guild room.

Take Offering bag to office, if Vestry person doesn't pick it up.

Be available after the service in the back to greet new people.

**BAPTISM CHECKLIST ADDITIONS (These are in transition now):** NOTE: Contact the office during the week before to find out more about who is getting baptized and to learn any special instructions, including how the procession in and out will work (and the procession to and from the Font at the Baptism itself). Find out how large a group they anticipate for each person being baptized. How many pews should be reserved at the front for them? How many pews to reserve and whether front or back? Check to see if the Priest will be rehearsing them on Sunday before the service and at what time (so the Verger can be there too). These are in addition to all the other regular Verger duties assigned for that service.

**Before the start of the service and arrival of participants (BE READY EARLY!):**

Check for Baptismal Banners for each child are set up on either side at the back of the church with holders.

Check the Baptismal Font:

- 1) Remove the cover and place on the piano in chapel (If not done already).
- 2) Is the plug inserted in the font (to keep water from running out)?
- 3) Is the Paschal Candle set up in the back and LIGHTED before the service (bring a pocket lighter just in case!). Does it have enough oil (If not, ask the Altar Guild to fill)?

- 4) Is the brass pitcher with water on the top step?
- 5) Are the Shell and Lavabo towels (one for each person) on the font for the baptism itself?
- 6) Is the Chrism in place (oil for anointing)?

Confirm with the Priest the number of pews to reserve at the front and back of the church. Place RESERVED SEATING signs on the proper pews at the front and back of the church (as previously directed by the Priest). The reserved signs are in the upper left cabinet in the altar guild room.

Be sure the Priests performing the baptisms remember to wear their lapel microphones for the baptismal service at the font.

Upon the arrival of participants (15-30 minutes before the service):

The Priest may greet and rehearse with the candidates and family at this time.

Be in the back to greet family members as they arrive and direct them where they will be sitting. The parents and godparents normally sit up front, so they can process to the font at the time of the Baptism (following right after the acolyte Crucifer). The remaining family members and guests normally sit at the very back by the baptismal font, so they can see.

Instruct everyone that NO PICTURES ARE PERMITTED DURING THE BAPTISM OR SERVICE ITSELF! Rather, they may take pictures at the end when the church service is completely over and the procession has cleared.

Ask them if they want the Priest to be present after the service for pictures with them, and inform that particular priest before the service begins of the family's desire.

The post service pictures are properly taken at either the Baptismal Font, down front with the altar in the background, and/or anyplace outside.

Find out who the Banner Carrier will be for each family (if Banners are to be carried in the procession). Instruct them:

- 1) Gather 5 minutes before the service start time at the back, north side of the church with their banner.
- 2) They will follow the 2<sup>nd</sup> cross (which comes just after the choir). They will process single file. Leave 2-3 pews behind the cross and behind each person carrying a banner.
- 3) Before the altar, they will turn and place their banner in the same holder from where they got it.
- 4) They then go to their seat with the family for the service. They should sit on the outside of that particular pew, so they can get up again easily at the end of the service. They will NOT carry the banner during the procession to the Font for the baptism itself (But they are welcome to walk back with the family to observe the baptism)
- 5) At the end of the service when the final hymn introduction begins, the Banner Carriers should get up, retrieve their banner, and stand at the side. Wait for the 2<sup>nd</sup> cross to pass and then insert themselves into the procession (just before the adult LEMs). Process to the back and turn right with their banners and wait for the conclusion of the closing hymn.

- 6) They are free to keep the banners and give them to the family to take home, but they should leave the banner pole back in the stand at the front of the church.

#### Before the Service:

Identify families in the congregation with young children. Invite them to follow the procession back to the font so they can observe the baptism up close. They will sit or kneel on the floor at the back during the baptism. They will need to be ready to get up and quickly clear the path at the direction of the Verger, so the Crucifer and baptismal party can process back to the front.

#### At the Beginning of the Service:

The Verger vests, but does not lead the procession during baptismal services at St Johns.

The Verger remains in the back until the Peace.

Just before the service, be sure the Banner Carriers are in place at the back, north side with their respective banners.

As the procession begins, direct each Banner Carrier when to begin walking, single-file with 3 pews in between them. Pace themselves to keep this distance the entire way. The Verger remains in the back until the Peace.

#### During the Baptism:

The Verger follows the flow of the Baptism.

At the conclusion of the Baptisms, the Verger ushers the Crucifer into position and clears out the main aisle for the procession back to the front.

#### During the Remainder of the Service:

The Verger can fulfill whatever responsibilities they would normally do during that time.

#### At the Beginning of the Closing Hymn:

The Verger will be down front (go from the side doors) to facilitate retrieval of banners and when the Banner Carrier enters the procession out.

Following the service, the Verger retrieves the poles, leaving the banners with the families. Also, remind the Priests of baptismal pictures to be taken and where.

### **FUNERAL SERVICE ADDITIONS:**

Up until the Summer of 2021, we typically handled funerals with just the clergy and one other adult (usually me), who served as Crucifer, Acolyte, Lay Reader (when needed), Chalice bearer, etc. With Father Robinson's arrival, he prefers more lay people involved in all services to grow our congregation. Thus, he added Verger and Acolytes to the team at funerals. These roles are all definitely still in transition for funerals, as we figure out what works best.

These comments relate to how we are currently doing it. If there is communion, these comments are in addition to the other service comments above.

### **ADDITIONAL PRE-SERVICE DUTIES FOR FUNERALS:**

Go to the church a few days in advance of the Funeral to gather the service bulletin. Review it with the church staff to see what is happening and the players on our side that will be involved.

Key questions for the Verger to know answers up front before the day of the funeral:

- 1) Will there be physical remains present of the deceased?
  - a. Will there be a casket with the body present with a hearse and pall bearers? If so, will they be going to a cemetery right after the service for the burial? Would they like to have me as a crucifer at the cemetery to lead the procession to the gravesite?
  - b. Or will there be ashes? If so, will the ashes be taken outside at the end of the service to the Chapel of the Resurrection for burial immediately?
  - c. Or will this just be a Memorial Service with no remains present?
- 2) How many people are expected to attend?
- 3) How many immediate family members will be in the Lowry Room before the service and need reserved seating at the front of the church to sit together? How many pews should we mark with RESERVED signs?
- 4) Will there be Holy Communion?
- 5) Will there be Hymns? A choir or singer(s)?
- 6) Will there be Eulogies given? How many? Will they occur before the procession at the beginning of the service? Who will introduce them (since the Verger needs to be at the back to lead the procession immediately after the last Eulogy)?
- 7) How many Lay Readers from the funeral party and who is reading what? Shall the Verger escort them up and back (and be present if they become emotional during their reading and need me to perhaps comfort them and maybe finish the reading for them if they can't continue).
- 8) What clergy from St Johns will be present, and who is the Celebrant and who gives the sermon?
- 9) Will there be acolytes and how many? If there are, then I can lead the procession in and out with the Virge, and the acolytes would carry the cross and torches. If not, then it would be up to me act as both Crucifer in procession and Verger and acolyte at communion.
- 10) Will there be greeters in the Lowry Room (to set up refreshments in advance and deal with the immediate family and friends prior to the service).
- 11) Will there be a reception onsite after the service?

Be sure the Altar Guild has vested the Altar and church with the vestments used for funerals. If there is a casket, the funeral pall should be placed on the back pew screen at the North Entrance to the church. When the casket is brought in, we stop just inside the church, and Altar Guild members would place the pall over the coffin. They need to be there too at the end of the service to remove the pall before we exit the church for the hearse.

If there are ashes, then be sure the proper pall (and bag, if being used) is ready from the Altar Guild. There should also be a wooden stand to hold the ashes during the service. Confirm with the Celebrant how the ashes are being handled.

The Paschal Candle needs to be moved to the front of the church just before the first step up towards the altar in the center of the aisle. If there are ashes, the stand for the ashes needs to be placed far enough out in the congregation for the priest to stand between the Paschal Candle and the Ashes facing the congregation for the Commendation prior to the procession out of the church. Likewise, if there is a casket, then there needs to be enough space between it and the Paschal Candle for the priest to stand as well.

On the day of the funeral, find out who the key staff from the funeral home are and what they will be doing and when. Be sure it matches how our service is conducted. If there are pall bearers, how will that work in procession and where will they all walk and stand and sit going in and out, as well as during the service (so they can get up to process out in an orderly manner at the end)? Where do the loved ones of the pall bearers sit during the service to be close to their loved one?

Be sure the Altar Guild checks to be sure there is enough oil in the Paschal Candle to last a long time lighted (since it may be lighted even 60-90 minutes before the start of the service). The Altar candles, the Lectern candles (and the chapel candles, if it is a large funeral) should be lighted 15 minutes before the service (and the Paschal Candle if it isn't already lighted).

They hymn boards should be set if there are sung congregational hymns.

Are there bulletins in the back of the church at both entrances?

Are the entrance doors unlocked?

Have the ushers arrived?

Are there bulletins for everyone of us participating in the service up by the Altar? Are all the microphones working at the Lectern, the Altar and the Pulpit. Does handheld microphone show 3 bars left (If not, replace the battery)?

Are Altar flowers in place? Other flowers are often placed in the Lowry Room with the family.

Are the reserved pew markers in place?

Is there Kleenex and water at the ends of the reserved pews?

Is there Kleenex and water at the Lectern, in case a Lay Reader needs it during their reading?

Does the Lowry Room have bulletins, Kleenex and water for the immediate family and friends?

Greet the family upon arrival and introduce myself as the Verger and being available to help them in any way they need. Caution them that when entering the church through the double doors, there is a step down, so they don't face-plant on the way in.

Identify the family readers and train them what to do, including how the Verger will gather them, how to reverence the altar together on the way up and back, bow to each other before they start their assigned reading, how to turn the lectern microphone on and off, how to signal me if they feel incapable of finishing their reading, etc. I need to know where they are sitting and remember their faces, so I can gather them. They need to know I will be coming for the first reader DURING the Collect, so they can be in place and ready to read as soon as the people say "Amen". I need to tell them I am here to make them comfortable. This is a very difficult time for them, and I want them to know I will be with them during their reading process, so

they don't have to worry. (Be aware that they can behave very differently from what you expect. The person who seems strong may falter. Some might even faint, and you need to be ready to catch them. You want to re-assure them that no matter what happens, you are there for them and will make sure they get through it.)

Identify the Eulogists, if any, and tell them how they will be introduced and what to do (The Priest may do this themselves).

Be sure any acolytes present know how a funeral service is different than a regular Sunday service, and how and when we will be moving in procession. Identify which of them is doing what during the service.

Ask the Celebrant whether we will process out during the final hymn, or if it is sung in place (followed by the procession out with organ).

Any other special things going to happen I need to know about?

### **ADDITIONAL NOTES FOR DURING THE FUNERAL ITSELF:**

If there are Ashes, the Paschal Candle needs to be lighted before the family arrives (30-60 minutes or more before the service begins). Keep a close eye out for the Celebrant and the family on when to get this done. It is good for the Verger to be present for this and try to help be a comfort to the family.

If there is a coffin present, the Crucifer and Verger meets the body out at the hearse at least 5 minutes before the service (along with the priest), standing very resolutely determined with the cross. When it is time, they lead the procession with the casket from the hearse up the side ramp and into the church very slowly. Stop when the casket is just inside the church for the pall to be placed and the priest to offer prayers.

At this point the entire service stops if there are people giving Eulogies. Normally the Celebrant will introduce the 1<sup>st</sup> Eulogist and they begin. This can sometimes take a long time, during which the procession stays at the back of the church waiting for the Eulogies to be completed. If room, find a seat, as it may be a while!

At the conclusion of the Eulogies, the Celebrant will loudly ask the congregation to stand for the procession (and announce the first hymn number, if there are hymns).

If there is a Verger and Acolytes, the Verger will escort the procession, with the acolytes carrying the cross and torches, followed by the clergy and casket (and sometime pall bearers and sometimes the family prefers to process in with the casket too). Walk VERY SLOWLY and reverently, unless there is an extremely long procession.

If the Verger is processing with the Virge, they reverence the Altar and turn right. They stand in front of the Pulpit facing in, with the Verge in a relaxed position. Stay here through the long opening sentences. When the Celebrant goes to start the Collect, the Verger moves out immediately to gather the 1<sup>st</sup> Reader (and Psalm Reader, if there is one at the same time). The Verger leads them up in a line. They process up in a line right up to the Altar on the first step.

They all bow at the same time at the lead of the Verger, then they go the rest of the way up. When they get there, each reader will face the Verger and they bow to each other before they begin their reading (Make sure they turn the microphone on to read and then off when they are done). The Psalm Reader then does the same, but ONLY READS THE FIRST LINE OF THE PSALM. They then turn off the microphone immediately after the first line, and all of us process down. We all face the altar in a line on the first step (with the Verger being furthest away from the altar). We all reverence the Altar at the same time. We then turn right and process back out to their respective seats. This process is repeated for the Epistle Reader. If there are ashes present, then the Acolytes (or the Verger, if no acolytes) will carry the Gospel Book in procession out with the Deacon. But if there is a casket, there is not enough room to process past the casket easily, so the Deacon just takes the Gospel Book and reads from the Pulpit.

If there is a Homily by a St Johns clergy person, then they just go to pulpit themselves. But if someone else is to give a homily, then the Verger may escort them up. If it is an ordained Clergy person, then they are escorted to the pulpit. If it is an un-ordained person, then they are escorted to the Lectern. This situation is more unusual, so confirm with the Celebrant what they want done when the occasion arises. (The question then arises if we escort them up, then do we also escort them back, and where do we stand or sit while they are speaking?) If there is Holy Communion, then that works just like a regular Sunday service. If there are no acolytes, then the Verger does the acolyte role the same they would at the 8am Sunday service. The most tricky part comes at the Commendation. Look carefully in the bulletin well before the service begins to see when this comes. The Celebrant, Deacon and 2<sup>nd</sup> Priest will all begin moving IMMEDIATELY when it's time for the Commendation prayers, chanting as they move. The Verger and Acolytes MUST have already moved well before that and be in place on the far side of the casket or ashes, facing the altar in a stationary stance.

THIS IS ALWAYS A BIG SURPRISE AND CAN BE A BIG MESS. ALWAYS DISCUSS THIS PART IN ADVANCE WITH THE CELEBRANT TO BE SURE YOU AND THE ACOLYTES MOVE EARLY ENOUGH TO BE COMPLETELY OUT OF THE WAY AND IN THE CHURCH AISLE ON THE FAR SIDE OF THE ASHES OR COFFIN STATIONARY FACING THE ALTAR WELL BEFORE THE PRIESTS BEGIN TO MOVE!!!!

The crucifer and torch bearer (if any) can rest the cross and torches on the floor now. The Celebrant should have directed you before the service whether he wants you to process out during the final hymn or AFTER it has been completely sung.

There needs to be space between the casket and the crucifer for the funeral home folks to turn the casket around 180 degrees for the procession out.

The Verger and Crucifer need to wait for that to occur before starting the procession out. If there are pall bearers, room needs to be made for them as well before the procession actually begins.

The procession out now will go one of 2 ways:

- 1) If there is a casket, the procession turns to the RIGHT at the back of the church. The Verger, Crucifer and torch bearers step just outside the church and stop in the covered area just below the bell tower. The Altar Guild members now quickly remove the pall

from the casket and drape it over the pew screen at the back right of the church. The procession then slowly continues down the ramp on the north side of the church and back to the hearse. The crucifer will stand in place in the street facing the coffin while it is placed inside the hearse. If the Crucifer is going out to the cemetery with the coffin, he should have transportation to and back worked out in advance, often riding with the St Johns priest and the cross both ways. This isn't necessary, but it looks nice at the Cemetery when there is a cross leading the procession from the hearse to the grave itself and then standing at attention with the cross near the priest during the final graveside liturgy.

- 2) If there are ashes (or no remains at all), the procession turns to the LEFT at the back of the church. It just ends there if no ashes, or it continues if the ashes are to be buried in the outside Chapel of the Resurrection. The crucifer will lead the procession into the outside chapel for the graveside liturgy. You need to have checked PRIOR to the service for where the hole is dug, so you know where everyone should stand for that liturgy (and again, it is best to discuss how all of this will work with the Celebrant prior to the service). Other than the Crucifer and Verger, the other acolytes are free to go at this point. The Crucifer and Verger do not leave until this outside service has been completed and the Celebrant signals to leave in procession back through the church office door back into the building.