

## Altar Guild Protocol for Funerals

	<b>Prior to Service</b>
	Church entryway tract rack and excess printed material into vesting room
	White Pulpit hangings?
	White lectern hangings?
	Large black Bible on lectern? (Clergy will mark readings.)
	Kneeler pillows uncovered?
	Candles on altar still serviceable? If new candles, are they pre-lit so that acolytes won't have trouble lighting them?
	If there are hymns, numbers posted?
	Altar gate open?
	Pascal candle lit? If not, remind Anne?
	<b><i>If body or ashes will be present</i></b> , pall from thin vertical closet ready? If ashes, take small table from vesting room and place it in center front of church in front of first step. Put small pall on table. If casket, put large pall on sofa in vesting room.
	<b><i>If no Eucharist</i></b> , remove altar book and stand from altar
	<b><i>If Eucharist:</i></b>
	On altar: Water flagon      Wine flagon      Wafers in Bread box      Large host Chalice            Paten              Small silver bowl        Corporal 2 Purificators (1 in burse)      Pall (cardboard square) White Burse (from top drawer)      Altar book on stand      White Veil
	<b>After Service</b>
	Tract rack and other literature back into church entryway?
	Silver and linens put away/readied for washing?
	Unconsecrated leftover wafers counted and put into plastic container? Number on container changed to reflect new total of wafers inside?
	Hangings changed as necessary for season?
	Pulpit, lectern, altar, kneelers covered?
	Church door locked?