

St. Patrick Catholic Church, Mount Dora, FL

MoC SET-UP FOR A FUNERAL MASS.....10/14/2025

(If a **Memorial Mass**, please see the Memorial Mass Guidelines.)

Arrive at the Church approximately one hour before the Mass. (Ask the family members involved in the Mass (carrying cremains, reading, carrying gifts, placing pall) to arrive one-half hour early for instructions.)

A maximum of three flower arrangements on the altar. All others should be placed in the Gathering Space. Flowers should not “be placed on or around the casket during the Funeral Mass.” (OCF, p. 3).

During the Easter season, the Paschal Candle remains near the pulpit. If outside of the season, place the Paschal Candle on the ‘X’ marked spot in front of the Altar steps, slightly to the left of center.

If cremains, center the table from sacristy closet in front of the Altar steps.

If cremains, a maximum of one (small) flower vase and one (8x10 maximum) photo can be placed on the cremains table.

The podium normally used for the Parish Book of Intercessions is used for the guest-sign-in book. Set aside the Book of Intercessions then place the podium in the Gathering Space.

Place the second podium in front of the Altar steps near the lectern and place the Book of Life and pen (kept in the white Sacristy cabinet) on the podium for a family member to sign after the Prayer After Communion.

Place the selected Old and New Testament readings in the 3 ring binder, familiarize the readers, and place the book on the lectern.

Place the identified/labeled table cloth from the Ministry Room closet on the Gathering Space desk. Place the sympathy card basket on the Gathering

Space desk/table. If needed, photo stands are in the MoC cabinet and easels are in the Ministry Room closet.

Place the “Welcome to my Kingdom” banner near the oils cabinet (on the left side wall, facing Altar, of the baptismal font). It is stored in the Ministry Room next to the MoC cabinet.

Place the “Reserved” signs on the indicated number of left-front pews. Place two boxes of tissues in each reserved pew.

Confirm there is incense in the incense boat (cup) with spoon. Load the thurible (metal censer) with charcoal and light the charcoal 10 minutes prior to Mass start. Place the two glass ‘holders’, one with 3-4 larger broken pieces of charcoal and one with a folded wet paper towel on the table near the lectern. The extra charcoal is added to the thurible by the Altar Server or MoC during Communion.

If a body, the Sacristan will place the pall over the center right-back pew.

The Sacristan will place the Holy Water pot & aspergillum (wand) near the Baptismal Font.

If cremains, the table behind the Baptismal font should be moved and centered behind the last two center pews, in view of the camera. Place the crocheted table runner from the Ministry Room closet on the table. The cremains are placed on that table prior to funeral start.

Cremains may be processed, behind the Presider, by a family member and placed on the table at the foot of the altar. If they are processed, they are also recessed by the family member and placed back on the table for a final Holy Water sprinkling. If the family does not wish to carry, the cremains should be carried by a Deacon or a MoC Minister.

Prior to Communion, following the “Lord I am not worthy...”, the MoC Minister will make the “Catholics believe that the Eucharist.....” announcement (Kept in the 3-ring binder.) from the lectern.

Military Funerals (OCF, p. 11): “At the entrance to the church, before beginning the liturgy, the U.S. flag should be removed by either the honor guard or the funeral director. The flag, simply folded, may be given to the honor guard, funeral director or family member to safeguard during the liturgy. If there are military pallbearers, according to military custom, they will be in full uniform, including headgear, until seated. Following the Final Commendation, when the casket is being readied to be carried from the church, the funeral pall is removed by the family or funeral director, and the U.S. flag is once again draped over the casket by the funeral director or the honor guard.”

After the funeral, please remove/replace/return items to their normal storage places (where you found them). Thank you.