

## Verger Check List for the Burial of the Dead

Updated 7/10/17

- Arrive two hours before the funeral. Check the following:
  - Bring your notes for the funeral.
  - Unlock all entrances.
  - Turn on hallway lights.
  - Use door stops to hold open doors to the Nave.
  - Make copies of Reserved Seating Signs.
  - The Parish Register updated by \_\_\_\_\_ prior to the start of the funeral.
  - Put the Guest Book away. (The family generally brings one of their own).
  - Uncover the Baptismal Font.
  - Ensure the correct programs are set out. Get a handful to place in chancel area.
  - Make sure the sound system in the vesting sacristy is on.
  - Turn on the lights for the Nave, Chancel, and chapel.
  - Torches should be at the rear of the Nave with the cross in its stand.
  - Check out the All Souls' Chapel. If necessary, tidy. Place programs in box.
  - Unlock the Washington Avenue doors.
  - Use a door stop to prop the chapel door open during the service.
  - Ensure the readings are at the Lectern.
  - Correct programs at sedilia, Verger, EM, organist, credence, and family. Clear any extraneous programs.
  - Check that there is a clear glass of water for the pulpit.
  - Altar: two candles, Gospel Book on choir side, Altar Book on missal stand, marked.
  - For services with Eucharist: check credence tables and bread/wine at rear of Nave.
  - Unlock the altar sacristy doors.
  - Paschal Candle located at \_\_\_\_\_. Placed near body when arrives.
  - Before service, casket/ashes will be \_\_\_\_\_.
  - Locate the pall (small or large) and make sure it is ready for arrival of body.
  - Place reserve seating signs on proper pews for funeral. Ensure Kleenex is in pew.
  - Vest and make sure the virge is in the vesting sacristy.
  - Watch for the florist and assist as necessary.
  - Remind ushers to count total number of guests and service ministers, record on the count sheet and leave in the vesting sacristy.
- After the service:
  - Extinguish all candles.
  - Turn off sound system and lock all sacristy doors.
  - Lock Washington Ave doors.
  - Close chapel door and return door stop to sacristy.
  - Return our Guest Book to the stand at the entrance of the Nave.
  - Turn off all lights.
  - Cover the baptismal font
  - Turn off lights in the hallways as leaving the building.
  - Ensure all building entrance doors are locked.

Burial of the Dead Schedule

Updated 9/1/17

When:	TIME:	Event:	Completed
2 hours before funeral		Flowers arrive <i>Assist as necessary</i>	
1 hour 30 min before funeral		Set up for funeral (See reverse for verger checklist)	
		Reception of the body/ashes, Light the Paschal Candle	
		Family arrives	
30 minutes before funeral		Ushers arrive	
		Guests may begin arriving	
		Ushers begin seating guests	
15 minutes before funeral		Light Altar and Chancel candles off Paschal Candle	
		Family gathers in Guild Room	
10 minutes before funeral		Casket closed. Pall put in place. (Usually done by Funeral Home)	
7 minutes before funeral		Celebrant prays with family, who are then seated, or line up for the procession.	
5 minutes before funeral		Prelude starts.	
		Ring church bell in All Souls' Chapel.	
		Prayers in vesting sacristy	
		Line up for procession.	
		FUNERAL BEGINS <i>Ring entrance bells @ rear of Nave</i>	
		Exit Procession	
		Clean up (See verger checklist)	