**Durham Martyrs - Stewards at Funerals guidelines**

**Before the funeral**

Marjorie will

* liaise with the Funeral Directors
* try to establish if the family has chosen
* Reader(s)
* Minister, if Requiem Mass

If not, she and Fr will discuss to choose from the congregation and/or Stewards.

* contact Joanna Pallister or Mary Earnshaw requesting two Stewards

Stewards should be at Church 45 mins beforehand to meet Funeral Director staff and make any preparations

**Church preparations for the funeral**

* Place a side table for the symbols
* Set up the trestle stands – these are stored in the Sacristy at St Joseph’s and in a side cupboard at St Godric’s
* Check that the heating is on if needed
* Open the main doors 30 mins before the start time
* The Funeral Director will bring Orders of Service and any musical equipment needed

**During the funeral**

* Hand out the Order of Service
* Explain the route for Holy Communion to anyone who is unfamiliar with our church

**After the funeral**

* Switch the heating off/down
* Return the side table

Note - If there is a Reception into Church the evening before, follow the Church Preparations above, then the heating instructions in After the funeral.

At St Joseph’s, if needed, switch the car park lights on.

V4. 10/12/2022