

## **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 MassIf 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.