Chalice Guard Co Chairman Duties during a Viewing /Funeral for a Deceased 4th Degree Member

Please note that you must be flexible with the wishes of the family, funeral director and any other organizations attending the same Viewing/ Funeral.

1. Attempt to be at least 15-30 minutes early to set up Chalice, meet the family, and Funeral Director to explain your role and obtain family contact name, address and phone number for the memorial. Speak with Funeral Director about a central location/ room the Knights can assemble in.
2. Once other Chalice Guard Co Chairman or Honor Guard members from the deceased members Council arrive, have them all sign in and assess if anyone has any medical problems that will not allow them to stand for at least 10 minutes.
3. When all are ready to proceed out to the deceased casket follow the following procedure:
4. Give order to “Shoulder Arms” (sword tip should be at eye level with elbow slightly bent.
5. Start to process out to casket being flexible to the facility size and layout, amount of mourners visiting. All Co Chair and Honor Guardsman in a straight line.
6. Once in front of casket all Guardsman should assemble in front of the casket in parallel formation with casket/ facing casket (be flexible with wishes and facility size and layout)
7. Order Guardsman to “Present Arms’ (salute deceased with sword – handle of sword at approximately chin level with sword at slight tilt forward.
8. After a few seconds order “Shoulder Arms” as above in (A).
9. Order “About Face” all Guardsman should turn toward the mourners and away from casket.
10. The designated Chalice Co Chair should then loudly announce

“ The Chalice Guard of Cardinal Dougherty Assembly 913 and the Honor Guard of (Council name and number) would like to say the opening prayer”

Read the prayer and once finished thank the mourners then

H.) Order an “About Face” towards casket.

I.) Order “Present Arms” as in (D)

J.) Order “Shoulder Arms”

K.) Order “ Chalice Guard Take Positions”

At this time the two (or more) Guardsman assigned first watch will take their position at the head and the foot of the casket.

L.) Once in place order “Parade Rest” (only the two Guardsman at the casket will take their swords and lower them point downward holding sword at either midline of body or with “sword hand” to the side with the sword pointing downward and slightly flexed out laterally in line with the side of the leg.

M.) For the others not standing guard at this time Order a “Right or Left Face”

and lead the remaining guardsman to an assigned area.

1. Depending on the amount and stamina of the Guardsman who attend the viewing, the Chalice Guard Co Chairman can decide on the “stand Time” at the casket. (Usually no more then 10 minutes)
2. To switch Guardsman: the Co chair calls on the next Guardsman assigned to stand and follow the procedures listed in “A”, “B,” “C”, “D”, “E”, and “K”
3. The closing prayer is usually said approx. 15 to 20 minutes before the end of the viewing and is done in the following way :

1. Lead the remaining Guardsman out to the casket following procedures “A”, “B”
2. Once at casket order the two Guardsman who are standing at head and foot of casket to “ Fall In” line with the others.
3. Order “Present Arms”
4. Order “Shoulder Arms”
5. Order an “About Face” facing away from casket and toward the mourners.
6. Announce the following:

 “ The Chalice Guard of Cardinal Dougherty Assembly 913 and the Honor Guard of (Council name and number) would like to say the closing prayer”

Read the Prayer

1. Once the closing prayer is done Order Guardsman to “Sheath Swords” and “Remove white gloves for condolences to the family”
2. Say your condolences, hand certificate (when available) to spouse or family member.
3. Retrieve chalice.