



Guide for Servers – Incense (usually choir Mass on Sunday)

1. Please arrive at church 15 minutes before Mass **and check off your name on the sheet on the bulletin board in the Priests' Sacristy.**
2. Dress in an alb (located in Priests' Sacristy). Please do not wear sneakers to serve.
3. In the absence of a sacristan, light candles on altar; see that credence table is set up with corporal, purificators, cups, water, communion bowls, lavabo bowl, and towel.
4. **Take the Processional Cross to the back of the Church.**
5. If serving a Mass with incense, light the charcoal and place it into the thurible in the stairwell. Hold it over the flame of the candle, then place the charcoal into the thurible. Take it, and the incense, to the back of Church.
6. **Participate in the Ministry of Welcome by greeting parishioners and distributing bulletins at the side or rear entrances of the Church. It is important that all ministers be focused on greeting those entering church and not on talking with the other ministers.**
7. **Five minutes before Mass begins**, join the Presider and the other ministers for a brief prayer near the baptismal font. **The prayer may be offered by the Presider or one of the ministers.**
8. Add incense to the thurible.
9. **The Order of the Entrance Procession is: Server with Incense, if it is used, Processional Cross, Book of the Gospels, (if there is a Baptism, the family follows) then the Presider.** One server carries the thurible and the incense container.
10. **One server stands on either side of the Presider.** Wait at foot of the sanctuary steps with Presider while Reader enthrones Book of Gospels. When reader returns to the bottom of the steps, all bow together, **except the server carrying the Processional Cross.**
11. Enter sanctuary with the Presider, go to seat on the left side of the sanctuary outside the Priests' Sacristy. **The server carrying the Processional Cross stands behind the altar in the sanctuary while the Presider incenses around the altar.** If incense is being used, stand behind the altar. The Presider will take the thurible and incense the altar. Take the thurible and hang it on the stand in the stairwell. **Both servers exit the sanctuary together and return and take a seat on the left side of the sanctuary outside the Priests' Sacristy.**
12. When the Alleluia begins, bring the thurible back into the sanctuary and stand behind the Presider at the ambo. He will incense the Book of the Gospels. Return the thurible to the stairwell stand.
13. After Prayers of the Faithful and during announcements, begin to set table with cups to the right of center, purificators to the right of the cups, and water near the cups. **Remove altar throne and Book of the Gospels to the Priests' Sacristy.**
14. When Presider receives the gifts, go with him. Presider will first hand Server the basket of money; take it and put it under the altar and return to Presider.

15. Presider will next hand Server the wine; take it, go to altar and hold it on the side of the altar with the cups until the Presider takes it from you; when he returns the empty carafe, take it to the credence table. Bring thurible into the sanctuary. The Presider will incense around the altar and give it to you. Incense the Presider. Walk to the top of the steps and incense the congregation left, right, and center. Return the thurible to the stand in the stairwell.
16. Bring lavabo bowl with towel to the altar for Presider to wash his hands. Bow.
17. Take bowl, towel, and water cruet back to credence table; return to seat.
18. If bells are being used, bring them from the Priests' Sacristy and set them on the floor. Ring them three times each during the Consecration, when the Presider raises the Body of Christ and the Blood of Christ. Return the bells to the Priest's Sacristy.
19. At the Agnus Dei (Lamb of God) bring empty bowls and ciborium to the altar. **If the Presider requests** hosts from the tabernacle, bring the reserved hosts to the Presider. Stand near the altar and hold the bowl until the Presider takes it from you. **Then stand on the line behind the large diamond shaped border tiles in the center of the EME's behind the Presider.**
20. Receive Communion with Ministers, return to seat.
21. During Communion, take the basket of money to the Priests' Sacristy.
22. **After the Blessed Sacrament is reposed**, remove all empty bowls from altar, return to seat. Do not stack the bowls.
23. After the final blessing, **get the Processional Cross from the Priests' Sacristy, approach the bottom of the steps with the Presider. After he bows, lead the Presider down the aisle.** If incense is being used, that server brings the incense from the stairwell and leads the procession, followed by the Processional Cross, then the Presider.
24. After Mass, put the money in the safe in the Priests' Sacristy.
25. Schedules are available in the bulletin, on the website, and in the sacristy. It is your responsibility to obtain a substitute if you are unable to serve as scheduled.

Thank you very much for participating in this ministry!

October 26, 2009

A.M.D.G.