

Altar Servers Incense Instructions

For Special Masses

1 Entrance Procession

Introductory Rites

Notes:

- These instructions are for the AS incense duties only and do not include the regular AS instructions.
- A schedule with dates and times of the Incense Masses will be provided in advance.
- Four AS are required to serve at the incense Masses.
- The 4th AS will perform incense duties only.
- The 3 other AS will perform regular AS duties.
- Incense tools include the stand, burner (aka Thurible) and small incense container.
- Priest will position the stand that holds the incense burner (IB) in front of the left side of the entrance way to small room (where cross & candles are) and will prepare IB and provide instructions to AS prior to Mass.
- Incensed blessing are performed 4X during Mass

Formation:

- AS holding incense burner (IB) will lead the procession.
- AS will hold IB in one hand with elbow bent 90 degrees (L shape). AS will hold the small incense container in the other hand.
- AS holding cross will walk behind AS w/IB
- The 2 AS holding candles will walk side by side behind AS holding cross
- The priest will walk behind the two AS holding cross.
- **Cue:** When music begins, AS should start walking slowly toward Altar.
- AS holding IB will allow IB to swing freely/gently forward and back and proceed to the front of altar and pause (do not bow) before stepping up.
- AS holding IB will step up to altar and stand to the left of the altar entranceway and face the altar.
- The other three AS will walk past the AS holding the IB and proceed like they normally do to the small room to put away the cross and candles and take their place standing in front of chairs.
- As the priest steps up the altar and kneels, AS holding IB should approach priest.
- AS should give the small incense container to priest and raise the IB so that priest can pour incense into the IB.
- The priest will give the incense container back to AS and take the IB from the AS.
- The priest will then walk around the altar and bless the altar with the incense. The AS should follow the priest as he goes around the altar and bow when the priest bow.
- When the priest returns to front of altar, he will hand over the IB to the AS and bow. AS will bow with priest and walk around the podium, like they normally do, and hang the IB on the stand to the left of the small room doorway and then proceed to stand in front of chair.

2 Liturgy of the Word

Gospel Reading

- **Cue #1:** After second reading, Alleluia song begins
- The 2 AS will walk to small room, grab hold of the candles and then proceed to the front of altar entrance way and stand facing priest.
- The 4th AS will grab hold of the IB and stand slightly behind the podium off the platform away from where the AS holding the candle will stand.
- The 2 AS and priest will walk to the podium and

stand in their normal position.

- **Cue #2:** The priest will say "a reading from the holy gospel according to X (e.g. Luke). Before starting the gospel reading, the priest will turn toward the AS holding the IB
- The AS holding the IB will give the incense container to the priest and lift the IB so that the priest can pour incense into the IB.
- The priest will hand container back to AS and take the IB from AS and begin blessing the Bible 3X. Once the priest completes the incense blessing, he will hand the IB back to the AS who will then proceed to hang it on the stand. AS will then return to their chair and sit.

3 Liturgy of the Eucharist

Altar Preparation

Gifts Presentation

Washing of the hands

- **Cue #1:** After petitions/Lord hear our prayer & collection begins
- 1 AS will get cross and walk to middle of church
- 2 AS will walk to small table, grab book and chalice (if there), and place on altar.
- The 4th AS will grab hold of the IB and wait in front of chair close to platform, gently swinging the IB.
- Priest will prepare altar and begin walking toward front of altar to receive gifts.
- The two AS will stand next to priest in their normal position ready to receive gifts.
- Priest will hand gifts to the 2 AS and walk back to altar.
- 2 AS will proceed and place gifts where they normally do (i.e. wine on small table, ciborium on altar) and return to front of chair and stand.
- 2 AS will follow the standard procedure for wine preparation.
- **Cue #2:** Before the washing of the hands, the AS holding the IB will approach the priest.
- The priest will turn to the AS who will then hand the incense container to priest, who will then pour incense into burner. Priest will hand the incense container back to the AS, who will then hand over the IB to priest.
- The priest will begin circling the altar blessing it with the incense. The AS will follow walking behind the priest.
- When priest gets to the front of the altar, he and the AS will both pause and bow.
- The priest will resume walking around to the back of the altar. The AS will follow the priest and walk behind and around him and stand to the right of the priest.
- When priest is finished blessing the altar, the AS will place the incense container on the small table by altar and take IB from priest.
- The AS will then take a step back, bow and bless the priest by raising the IB over their head and swinging it 3X, lowering IB and then raising IB

again and swinging it 3X and then repeating the process once more for a total of 3 blessings.

- After blessing the priest, the AS will bow in front of priest and proceed to the front of the altar entrance way (do not step down), bow and do three incense blessings, starting with the middle (raise IB swing 3X), then to the left (raise IB swing 3X) and then to the right (raise IB swing 3X) as if doing the sign of the cross.
- The AS will bow and then return to altar, pick up the incense container and proceed to hang the IB on the stand. AS will then stand in front of chair.

4 Consecration of bread & wine

- **Cue #1:** Holy, Holy, Holy Hosanna in the highest
- 3 AS walk behind railing & kneel
- The 4th AS will walk to stand, pick up IB and slowly walk around platform to the front of the altar, step down, turn around and kneel down on the step.
- The AS will pour incense into the IB - This step is optional and only needed if IB is low on incense (i.e. very little smoke).
- **Cue #2:** When priest says, "this is my body which will be given up for you" and rises the bread, the AS will lift the IB, swing it 3X, lower hand, raises hand, swing IB 3X, lower hand and lift IB and swing IB 3X for a total of three blessings.
- **The above step will occur as the AS is ringing the bells**
- **Cue #3:** When priest says, "do this in memory of me" and rises cup, follow step above and do three blessings.
- **The above step will occur as the AS is ringing the bells**
- **Cue #4:** When the priest says "this is the mystery of faith" the AS holding IB will stand up, walk around the platform and return the IB to stand. AS will then go behind rail and kneel