

St. Ignatius of Loyola Church Instituted Acolyte Manual

Includes procedures for
Instituted Acolytes,
MCs and Incense Ministers

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INSTITUTED ACOLYTE

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IA Procedures for Sunday Mass

BEFORE MASS

- Review weekly Worship Notes before coming to church.
- Arrive at least 20 minutes before Mass and vest. Greet the altar servers as they arrive.
- Confirm that all altar servers are present. If not, begin looking for substitutes about 15 minutes before Mass. Substitutes can be confirmed at 10 minutes before Mass.
- Go over the Mass procedures with the altar servers, for example:
 - Confirm cincture color.
 - If there is a gospel procession or other special procedure, review with the servers and make sure they understand their roles.
 - Make sure the servers know their seat assignments.
 - Ask servers if they have any other questions about their roles.
- About 5 minutes before Mass, direct the servers to light their candles, retrieve the processional cross, and line up for the entrance procession. The Middle Server should line up on the left and the Side Server on the right. Processional order is Incense (if present), Cross, Candle Bearers, Lectors, IA, Deacon, Presider. [Note: During Lent there is no entrance procession. Instead, a Monastic Gathering is used.]

DURING MASS

- Procession begins when the singing starts for the entrance hymn. At the foot of the sanctuary, make a full stop, bow to the altar, then proceed to the IA chair. Ensure that servers take their seats in the sanctuary in the correct order. From the credence table the order of seating is: Mid, Crucifer, Side, IA.
- Collect
 - Masses with Gloria: at the second “Jesus Christ” prompt the Crucifer to retrieve the Excerpts from the credence table. Open the Excerpts to the correct page and direct the Crucifer to approach the Presider. At the beginning of the Amen, the Crucifer moves in front of the Presider with the open book.
 - Masses without a Gloria (Lent and Advent): prompt the Crucifer to retrieve the Excerpts during the Penitential Act. Open the Excerpts to the correct page and direct the Crucifer to approach the Presider. At the beginning of the 3rd Kyrie, the Crucifer moves in front of the Presider with the open book.
 - Note: If there is no Crucifer, the IA should hold the Excerpts for the Collect, and later in the Mass, for the Prayer after Communion.
- For Masses with a gospel procession, prompt the Mid and Side Servers to retrieve their candles at the end of the second reading. Servers should begin moving as soon as the lector finishes reading and closes the book.
- Near the end of the Creed, retrieve the Presider’s binder from the Presider’s side table, open it the General Intercessions and give it to the Crucifer to hold for the Presider. (NOTE: If an MC is present, this is done by the MC.)
- At the conclusion of the Prayer of the Faithful, prompt the altar servers to prepare the altar for the Liturgy of the Eucharist. (Altar servers place the corporal and the missal on the altar and assist the

Presider with the reception of the gifts. The Crucifer receives the pyx tray and carries it to the altar. The Mid Server receives the large ciborium lid and carries it to the credence table.)

- As soon as the Deacon has finished preparing the tray of chalices at the credence table, pick up the tray and follow the Lead Cup around the front of the altar to the front left corner (as facing the congregation). Hold the tray while the Lead Cup places the chalices and purificators. If there is a second tray, the Captain will carry it behind the IA.
- Ensure that the Crucifer and Mid Server have retrieved the Lavabo set and are in position for handwashing.
- At the Sign of Peace, retrieve the tray of ciboria from the credence table and take it to the back right corner of the altar. Hold the tray while the Presider and Deacon place the ciboria on the altar.
- During the Sign of Peace, prompt the Crucifer to retrieve the missal from the altar if the Presider has closed it. If the missal remains open at this point, it should be left on the altar and retrieved at the next opportunity after it has been closed.
- Kneel with the congregation at the end of the Lamb of God. Remain kneeling until the Deacon has received the Body of Christ.
- Line up in front of the EMHCs near the top of the ramp. The order is IA, Lead Bowl, Lead Cup, cup ministers, Captain, bowl ministers, altar servers, IM (if present), MC (if present).
- Receive communion from the Presider and Deacon. When the Lead Bowl and Lead Cup have received communion, return to the Presider at the altar to receive the first EMHC ciborium. The IA, Lead Bowl, Deacon and Lead Cup then distribute communion to the rest of the EMHCs and the altar servers
- Distribute communion to the choir and then go to the back of the church to distribute communion to the infirm. (The Lead Cup will join the IA to give communion to the choir, standing to the IA's left.)
- After communion, give the IA ciborium to another EMHC and stand near the credence table to assist as needed.
- When the altar has been cleared, prompt the Crucifer and Mid Server to remove the corporal.
- When the Presider returns to his chair, prompt the Crucifer to retrieve the Excerpts from the credence table, open it to the Prayer after Communion and direct the Crucifer to stand next to the Presider's chair. When the Presider stands, the Crucifer moves in front of him with the open book. If there is a solemn blessing, ensure that the Crucifer remains next to the Presider during the announcements and then moves in front of him again with the Excerpts.
- Prompt the Crucifer to retrieve the cross. As soon as the dismissal is given by the Deacon ("Go forth ..."), prompt the Mid and Side to retrieve their candles and then line up with them for the recession.

AFTER MASS

- After processing out, speak to the altar servers as needed and then immediately return to the back sacristy to purify the communion vessels and altar linens. (Note: purification of the ciboria and chalices is currently done in the sacristy by an IA.)
- As time permits, assist the Captain and Worship Coordinator with washing the chalices and ciboria, drying the vessels, and putting them away. Care should be taken when washing vessels with gold plating as they can be easily scratched. Gold plated vessels should be washed gently with warm, soapy water using your fingers or a very soft sponge. Scrub pads or sponges with an abrasive side should never be used. Fr. Norbert's chalices should not be washed.

Instituted Acolyte – Summary of Key Actions for Sunday Mass

| Action | Cue |
|--|---|
| Line up behind the Lectors and ahead of the Deacon and Priest and process into the Church. | Line up at the 5-minute bell. Begin procession when the singing starts for the opening hymn. |
| Prompt the Crucifer to retrieve the Excerpts for the Collect. | At the second "Jesus Christ" in the Gloria. If no Gloria then at the beginning of the Penitential Act. |
| Retrieve the Presider's binder, open it to the General Intercessions, and give it to the Crucifer to hold. Crucifer moves in front of the Presider with the binder as the Creed finishes. (note: this is done by the MC if present). | During the Creed. |
| Carry the tray of filled chalices from the credence table to the altar. Lead Cup will place the chalices. | After the Deacon has prepared the chalices at the credence table. |
| Carry the tray(s) of empty ciboria from the credence table to the altar. The Deacon will place the ciboria on the altar. | At the Sign of Peace, as soon as the Deacon says "Let us offer each other the sign of peace". |
| Prompt the Crucifer to remove the Missal from the altar | During the Sign of Peace, if the Missal has been closed. If not, wait for the next opportunity after it is closed. |
| Line up in front of the EMHCs to receive communion from the Presider and Deacon. | Immediately after the Deacon receives the Body of Christ. |
| Receive communion from the Presider and Deacon, then return to the Presider at the altar to receive a communion bowl. | As soon as the Presider gives a chalice to the Deacon and returns to the west side of the altar. |
| Distribute communion to the EMHCs and altar servers in the sanctuary. Proceed to the choir area and distribute communion to the choir, then proceed to the back of the church to distribute communion to the infirm. | Immediately after receiving a communion bowl from the Presider. |
| Receive the empty pyx tray from the Presider and return it to the credence table. | After Communion and immediately after the Presider has distributed the pyxes. |
| Prompt the Crucifer to retrieve the Excerpts for the Prayer after Communion. | Near the end of purification at the credence table. The Crucifer should be ready to move into position next to the Presider's chair when the Presider sits after communion. |
| Line up for the recession. | Immediately after the dismissal. |

IA Procedures for Daily Mass in the Lady Chapel

The following are the procedures for an Instituted Acolyte at daily Mass in the Lady Chapel. These are primarily intended for the Wednesday 6:45 p.m. Mass, which has a scheduled IA. However, they can be used for any daily Mass with an IA. Directions for left and right are given as facing the altar from the congregation unless otherwise noted.

- Vest in an alb and cincture. Confirm cincture color with the Presider or Deacon. If uncertain, wear white.
- After confirming that the Presider has checked and marked the Missal and Excerpts, place the Missal on the shelf on the right side of the sanctuary and the Excerpts in the IA's seat, which is on the center aisle of the right front pew immediately in front of the Presider's chair.
- Retrieve the Processional Cross from the left side of chapel and line up at the chapel doors for the procession. Processional order is IA with the cross, candles, Deacon, Presider.
- Procession begins when the singing starts for the entrance hymn. Turn left at the foot of the steps and return the cross to its stand. Then return to the IA's seat, pausing to bow in front of the altar.
- During the Penitential Act (or Gloria, if included), take the Excerpts and stand to the side near the Presider's chair. At the end of the Penitential Act, move in front of the Presider standing at the base of the sanctuary steps and hold the Excerpts for the Collect. Then return to the IA's seat with the Excerpts.
- After the General Intercessions, enter the Sanctuary and retrieve the altar corporal. Unfold the corporal on the altar and position it. The Presider or Deacon may assist with placing the corporal. Place the Missal on the altar. [Note: For Fr. Norbert, align the edge of the corporal with the front of the altar and place the Missal at the back center of the altar (as facing the congregation). For visiting priests, center the corporal on the altar and place the Missal at the back of the altar to the left of center.]
- If pyxes are presented with the gifts, accept the pyx tray from the Presider and set it on the corporal at the front left corner of the altar (ambo side).
- Receive the large ciborium lid (or cover) from the Presider and take it to the right shelf.
- Pick up the lavabo set and towel from the right shelf for the handwashing rite. The towel should be unfolded and draped over the arm so that it's easily accessible. After handwashing is finished, bow to the Presider, place the lavabo set and towel on the right shelf and return to the pew for the Eucharistic Prayer.
- Communion
 - After the Deacon receives the Body of Christ, move in front of the altar at the bottom of the sanctuary steps. Receive communion from the Presider and Deacon.
 - Receive a ciborium from the Presider and go to the EMHC line with the Deacon to distribute communion to the EMHCs. Then move to the IA station to distribute to the congregation. (The IA distributes communion from the ambo-side pew station if there are 4 bowls for the Mass. If there are only 2 bowls, the IA distributes next to the Presider on the ambo side of the center aisle.)
- After distributing communion, enter the Sanctuary and give the IA's ciborium to the Presider. Clear the Missal if it is still on the altar and stand by the right shelf.
- When the communion vessels are cleared from the altar, fold the corporal and return it to the right shelf.

- Exit the sanctuary, retrieve the Excerpts from the IA's pew, and stand to the side near the Presider's chair. When the Presider stands, move in front of him standing at the base of the sanctuary steps and hold the Excerpts for the Prayer after Communion.
- Place the Excerpts in the first pew and go to the Processional Cross. At the Dismissal retrieve the cross and line up for the recession.
- After Mass, take the Communion vessels to the sacristy for purification.

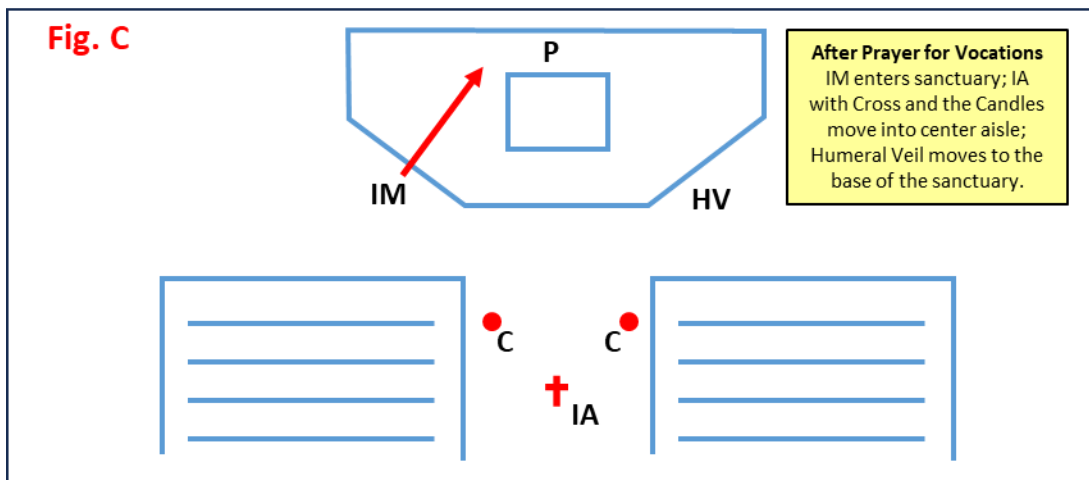
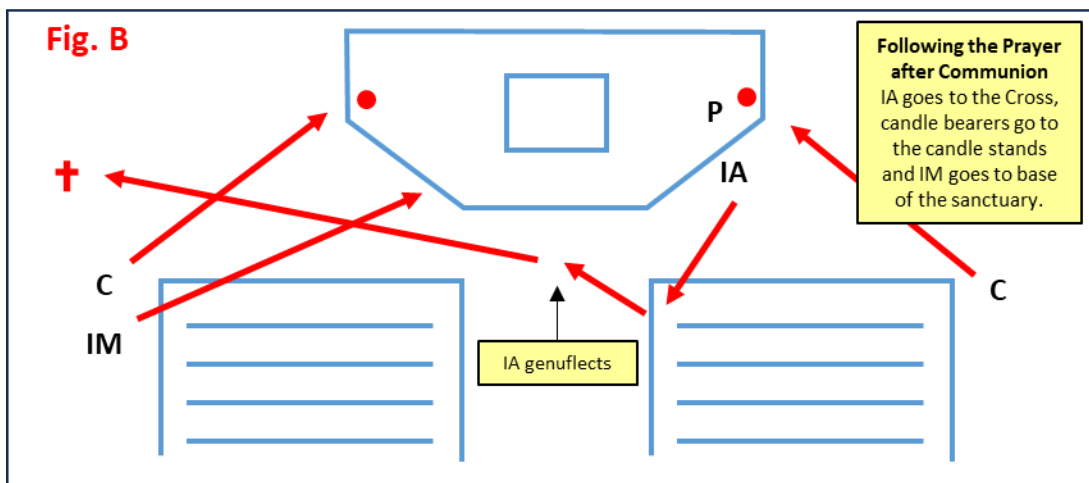
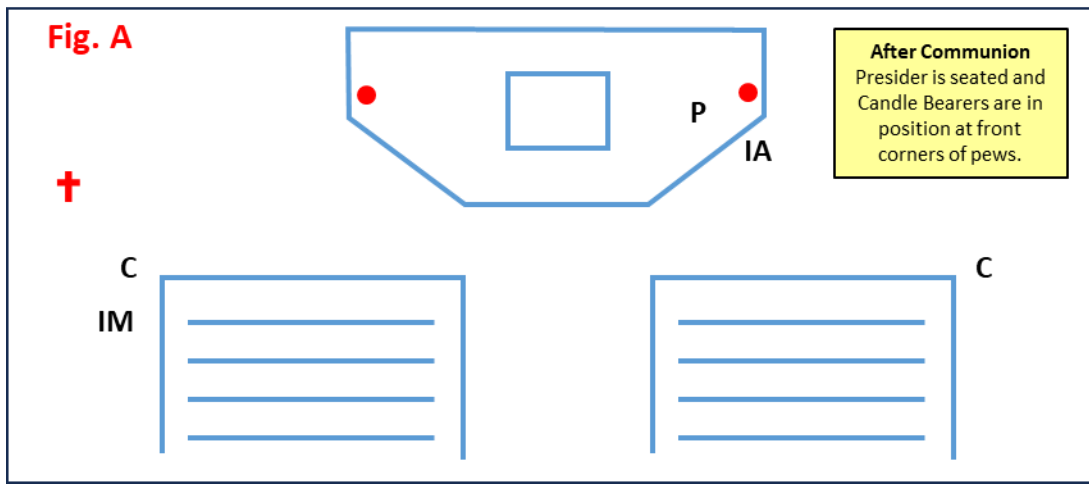
IA Procedures for First Friday Mass in the Lady Chapel

First Friday Mass is followed by exposition of the Blessed Sacrament and procession to the Reservation Chapel.

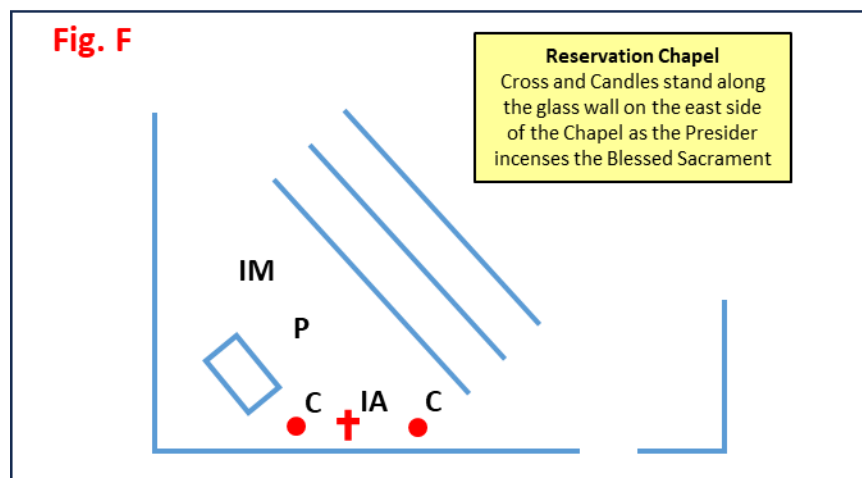
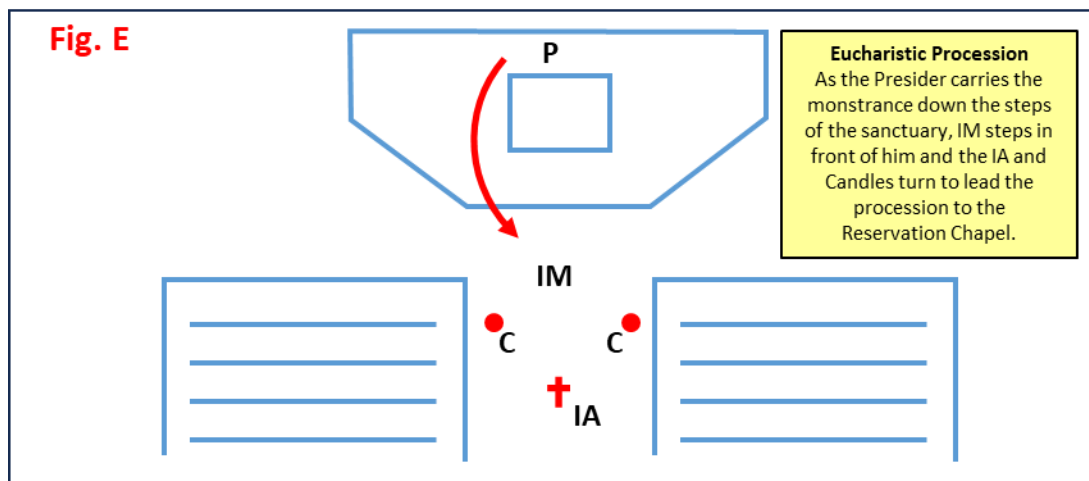
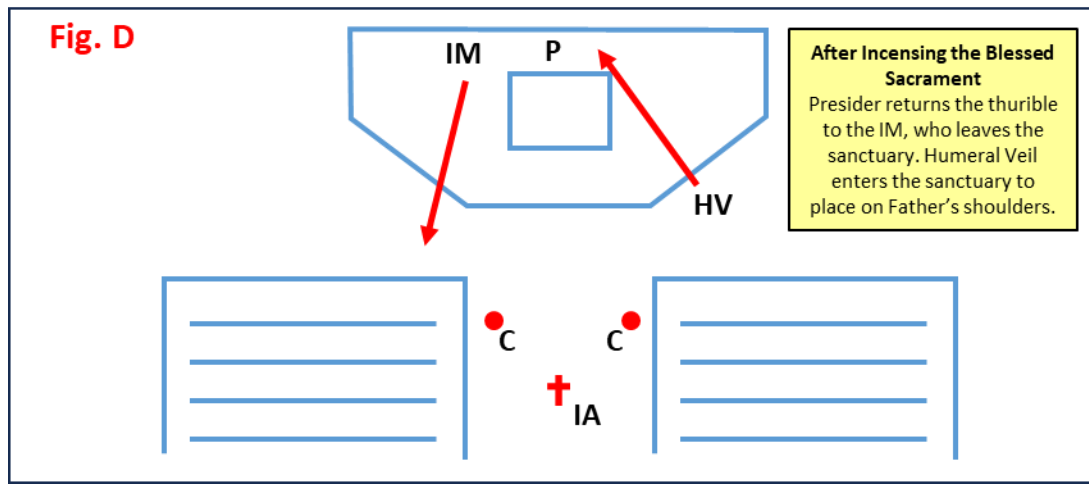
- IA procedures from the beginning of Mass through the distribution of communion are the same as for regular daily Mass. See “IA Procedures for Daily Mass in the Lady Chapel” for details.
- Before Mass begins, review the Eucharistic Procession procedures with the candle bearers. Be sure the candle bearers understand their roles and cues.
- If there is a blessing of the prayer team during the Prayer of the Faithful, go forward and stand on the floor to the side of the presider. Be prepared to hold his binder if prompted.
- After distributing communion, enter the Sanctuary and give the IA’s ciborium to the Presider. Clear the Missal if it is still on the altar.
- Retrieve the monstrance and place it, opened, on the altar. The Presider will place the large host in the monstrance.
- Exit the sanctuary, retrieve the Excerpts from the IA’s pew, and stand to the side near the Presider’s chair. Candle bearers should be standing in the side-aisles by the front pews at this time. [see Fig. A]
- When the Presider stands, move in front of him at the base of the sanctuary steps and hold the Excerpts for the Prayer after Communion.
- Place the Excerpts in the IA’s pew and go to the Processional Cross, pausing to genuflect in front of the Blessed Sacrament. Stay near the cross stand holding the cross during the Prayer for Vocations.
- As the IA moves to the Processional Cross, the candle bearers go to their candles, pick them up and remain standing near the candle stands. [see Fig. B]
- After the Prayer for Vocations, the IA and candle bearers line up in the center aisle facing the altar. The Incense Minister enters the sanctuary. [see Fig. C]
- The Incense Minister approaches the Presider with the thurible. After charging the thurible, the Presider kneels, incenses the Blessed Sacrament and hands the thurible back to the IM while still kneeling. The Incense Minister exits the sanctuary and stands to the side near the bottom of the sanctuary steps. [see Fig. D]
- As the Incense Minister exits the sanctuary, the EMHC1 (or other assigned minister) enters the sanctuary with the humeral veil and stands near and slightly behind the Presider. When the Presider raises his hands to his shoulder, the EMHC1 places the humeral veil in his hands from behind.
- As the Presider descends the sanctuary steps with the monstrance, the IA and candle bearers turn and begin the procession. Processional order is IA with the cross, candle bearers, IM, Priest holding the monstrance, Deacon. Procession pace should be slow and steady. [see Fig. E]
- Lead the procession out of the Lady Chapel, through the center doors of the church, down the center aisle, around the west side of the church sanctuary, and into the Reservation Chapel. The IA with the cross and the candle bearers stand to the side on the left (as facing the tabernacle). [see Fig. F]
- The Presider will set the monstrance in front of the tabernacle. The EMHC1 receives the humeral veil when the Presider removes it. The Presider then kneels to incense the Blessed Sacrament. After returning the thurible to the Incense Minister, he stands, genuflects and turns to depart.
- Lead the recession out of the Reservation Chapel and up the center aisle of the church. Recessional order is IA with the cross, candles, Deacon, Priest.

- Return to the Lady Chapel and fold the altar corporal.
- Purify the Communion vessels in the sacristy.

First Friday Mass in the Lady Chapel – Diagrams



First Friday Mass in the Lady Chapel – Diagrams



IA Procedures for a Wedding Mass

The following procedures are for a wedding Mass in the main church with altar servers (with supplemental notes for weddings in the Lady Chapel).

BEFORE MASS

- Check with the wedding coordinator for any special instructions for the day.
- Check the credence table setup. For weddings in the main church, confirm that a large corporal is set out. Also confirm that the holy water bucket, aspergillum (holy water sprinkler), and glass dish for wedding rings are on the credence table.
- Check with the wedding coordinator and/or Presider to confirm the bookmarks for the Collect, Prayer after Communion, Prayer of the Faithful, Nuptial Blessing and Final Blessing in the Presider's book*.
- Vest in an alb and white cincture or the color of the day that takes precedence.
- The entire wedding procession should be lined up by the 5-minute bell. There are variations on the organization of the wedding procession, so follow the wedding coordinator's instructions for the placement of vested ministers within the procession. Procession into the church or chapel is with cross and candles.

DURING MASS

- Wait for the wedding coordinator's cue to begin processing. Bow at the bottom step, enter the sanctuary, and proceed to the IA chair. (In the Lady Chapel, the IA and altar servers sit in the chairs by the organ and against the window). [NOTE: for weddings in the main church, the bride and groom sit on the west side of the sanctuary in front of the ambo. For weddings in the Lady Chapel, the bride and groom are seated in the aisle in front of the sanctuary.]
- Following the Gloria, hold the Presider's book for the Collect.
- If the wedding is celebrated on a day that requires the Creed, it is said immediately after the homily and prior to the Celebration of Matrimony. Otherwise, the Celebration of Matrimony immediately follows the homily.
- When the Presider moves to the front of the sanctuary, prompt the altar servers to retrieve the holy water bucket, aspergillum and the glass dish from the credence table and join the Presider. The bride and groom stand on the top step of the sanctuary facing the congregation with bridesmaids and groomsmen on either side. The Presider will step down to the floor and face them. Altar servers follow the Presider to the floor and stand to the side. IA should join the altar servers and be prepared to direct or assist as needed. [NOTE: for weddings in the main church, the groom wears a mic. A handheld mic is used in the Lady Chapel. The IA may be asked to hold the mic for the exchange of vows.]
- When the rings are brought forward, they will be placed on the glass dish. An altar server holds the dish while the Presider blesses the rings with holy water. If the couple has chosen the tradition of the arras (gold coins), they will be brought forward and blessed after the rings.
- Following the Celebration of Matrimony, the Presider, Deacon and altar servers return to their chairs for the Prayer of the Faithful. Be ready to hold the book for the Presider.
- At the conclusion of the Prayer of the Faithful, prompt the altar servers to prepare the altar for the Liturgy of the Eucharist. Only two chalices are used for weddings – the Presider's chalice and a chalice for the bride and groom. The assembly is offered only the Body of Christ. (In the Lady Chapel,

only one server enters the sanctuary to assist the Deacon and Presider with preparation of the altar. This is normally the IA but can also be an experienced altar server. The server's actions for preparation of the altar in the Lady Chapel are placing the corporal and missal, receiving the ciborium lid when the gifts are brought forward, and holding the lavabo set for handwashing.)

- During the Our Father, retrieve the Presider's book from the Presider's table. At the end of the Our Father, follow the Presider to the bride and groom and hold the book for the Nuptial Blessing. If the tradition of placing the lazo around the couple is included, it follows the Lord's Prayer and immediately precedes the Nuptial Blessing
- Return the Presider's book to the Presider's table and bring the tray of ciboria to the altar. (In the Lady Chapel, the Deacon brings the empty ciboria to the altar.)
- The Presider and Deacon give communion to the bride and groom first, then to the other ministers and then to the congregation. If there are more than two ciboria, the IA serves as an EMHC. [NOTE: In the absence of a Deacon, the Presider may give the chalice to the IA for distribution to the bride and groom.]
- Hold the Presider's book for the Prayer after Communion.
- Optional: The bride or the couple may take flowers to Mary at this time.
- Hold the Presider's book for the Final Blessing of the couple.
- The Presider will introduce the newly married couple and they will recess out followed by the wedding party. Ministers follow the wedding party in the standard order: altar servers, IA, Deacon and Presider. Cross and candles are not used for the recession.
- Return to the sacristy to purify the vessels.

* The "Presider's book" for the wedding may be the Order of Celebrating Matrimony or a binder with the relevant ritual texts. The Excerpts may or may not be used. Check with the wedding coordinator before Mass to confirm what book or books will be used.

IA Procedures for a Funeral Mass

The following procedures are for a funeral Mass in the main church without altar servers. (IAs are typically not requested for funerals in the Lady Chapel.)

- Before Mass, move the IA chair to the MC chair position.
- Mass begins at the baptismal font. An aspergillum (holy water sprinkler) with a small bowl should already be set on the font. The pall is folded on the table under the sacramental oils. The IA with the processional cross and the IM with the thurible and boat stand on the east side of the font. The Presider is at the back of the font. The Presider blesses the casket with holy water, then retrieves the pall and takes it to the family to be placed on the casket.
- After the pall is placed, the Presider will charge the thurible. After the thurible is charged, the Incense Minister moves forward and the other ministers follow to form the procession line. The entrance procession order is Incense Minister, IA with the cross, Deacon and Presider, pall bearers with the casket.
- Carry the processional cross to the cross stand then enter the sanctuary and go to the IA chair. The Presider and Deacon remain at the foot of the steps to wait for the casket before entering the sanctuary.
- While the presider goes to the casket to place the small cross, retrieve the Excerpts from the credence table and open it to the Collect. The Presider will return to his chair. As soon as the music for the entrance song ends, step in front of the Presider with the open Excerpts.
- Stand next to the Presider for the Prayer of the Faithful and hold the funeral rite book if asked.
- Place the altar corporal and missal on the altar. If a small corporal is used, place the corporal far enough forward so that the missal will fit between the corporal and the back edge of the altar. NOTE: congregation chalices are not used at funerals, so there are no chalices for the IA to place on the altar during preparation of the gifts.
- Receive the large ciborium lid (or cover) and take it to the credence table.
- Hold lavabo set for handwashing.
- After the sign of peace, carry the tray of ciboria to the altar.
- Line up for communion ahead of other EMHCs. Receive communion from the Presider and then distribute communion to the rest of the EMHCs. (Note: there may be only four bowl stations, in which case there will be only one EMHC besides the IA).
- After distributing communion, return the IA ciborium to the Presider at the altar.
- When the altar has been cleared, fold and remove the corporal from the altar.
- When the Presider returns to his chair, retrieve the Excerpts from the credence table and open it to the Prayer after Communion. When the Presider stands, move in front of him with the open book.
- Following the Prayer after Communion, the Presider will move to the front of the sanctuary holding the funeral rite book. Follow him but stay behind and to the side several steps. Receive the funeral rite book when offered and hold it while the Presider incenses the casket. After incensing the casket, the Presider will return to the top of the sanctuary steps. When the singing ends, move in front of him holding the funeral rite book for the final commendation prayer. Depending on the Presider's position, the IA may need to stand on the first step down.
- After the final commendation prayer, stand to the side with the Deacon holding the book while the Presider calls the family forward to sign the Book of Life.
- The Presider will return to his chair for the dismissal. Place the funeral rite book on the Presider's table and retrieve the processional cross.

- After the dismissal, line up for the recession. Recessional order is Incense Minister, IA with the cross, Presider and Deacon, pall bearers with the casket. Recess out into the narthex and wait with the Incense Minister just inside the exterior doors of the church while the pall is removed. The IM will then lead the procession with the casket to the hearse. Stay with the Incense Minister until the casket is in the hearse.
- Purify the vessels in the sacristy and return the IA chair back to its original position.

New Acolyte Training and Orientation

After acceptance by the archdiocese:

- Attend 'Extraordinary Ministers of Holy Communion', a one-day training class provided by the archdiocese, usually on a Saturday
- Attend 'Service at the Altar Formation Day', a one-day training class provided by the archdiocese, usually on a Saturday.

After Institution:

- Order an alb and white cincture (Acolytes are responsible for providing their own albs).
- Receive a St. Ignatius Acolyte cross (provided by the parish).
- Complete a St. Ignatius Minister's Code of Conduct form and submit it to the parish office.
- Meet with assigned Acolyte Mentor for initial orientation and training in the roles and procedures for Mass at St. Ignatius.
 - Review the St. Ignatius Instituted Acolyte Manual.
 - Review Acolyte dress code.
 - Review an example of the weekly Worship Notes (Mentor should point out key instructions in the weekly notes such as any special procedures or rites, the Excerpts page number for the Collect and Prayer after Communion, cincture color, Gospel procession, solemn blessing, etc.).
 - Review altar server procedures using the latest altar server guidelines and procedural documents. Discuss approaches for serving with less than three altar servers.
 - Review Acolyte oversight responsibilities for altar servers including before-Mass preparation, altar server dress code, attendance, substitution procedures.
 - Review MC role
 - Review EMHC Captain and Worship Coordinator roles
 - Review scheduling and MSP system
- Shadow a Worship Coordinator at least twice, once at a Sunday 10:00 a.m. Mass and once at a Saturday 5:15 p.m., a Sunday 5:15 p.m. Mass or a Spanish Mass (for Spanish-speaking Acolytes). Shadowing should cover the full range of Worship Coordinator activities from initial arrival before Mass to departure after Mass. (Note: Worship Coordinator shadowing may be started before institution.)
- Shadow an Acolyte at least twice during a weekend Mass. The first time, the new Acolyte should vest and sit in the sanctuary with the other servers but should primarily observe. The second time, the new Acolyte should perform the Acolyte role with help and guidance as needed from the mentoring Acolyte. Preferably the new Acolyte will shadow with his assigned Mentor Acolyte but may shadow with any Acolyte who has experience with training.

Once training and orientation are completed, the new Acolyte should be added to the MSP Acolyte roster and scheduled for service. The new Acolyte can begin accepting sub requests immediately and will be included in the regular schedule starting with the next quarterly period.

MC Procedures for Sunday Mass

- Put on cassock and surplice in the Ministry room. Get instructions from the Presider and/or Deacon about needs or actions specific to the Mass. Ask the Presider if he wants his binder held for anything other than the Intercessions. Memorize the page numbers for the Collect and Prayer after Communion in the Excerpts from the Roman Missal.
- Check the sanctuary before Mass to ensure everything is in place.
 - Credence table: Missal, Excerpts, altar corporal, credence table corporal, trays with correct number of ciboria and chalices, 2 filled water cruets, purificators, lavabo set and towel, finger bowl, tabernacle key, hand sanitizer.
 - Lectionary should be on the ambo and opened to the correct page.
 - Book for Children's Liturgy of the Word, if scheduled, should be on the ambo.
 - MC chair should be placed in the sanctuary behind the Presider and Deacon chairs. If not, retrieve it from the sacristy.
- Ensure entrance procession is lined up in the proper order by the 5-minute bell: Incense Minister, Crucifer, Candle Bearers, Lectors, IA, Deacon, and Presider. If Mass with incense, assist the Incense Minister with charging the thurible by holding the boat for the Presider as the Mass bells begin.
- Line up half a step behind Presider and to his left for the entrance procession.
- Stop at the bottom of the sanctuary steps when the Presider stops staying to his left and half a step behind. Bow when the Presider bows.
- Follow the Presider into the sanctuary, receive the Presider's binder if offered and go to the MC chair. (Note: Fr Norbert keeps his binder if there is no incense and will carry it to his chair.)
- Greeting, Penitential Act, and Kyrie:
 - For Fr. Norbert: Do not hold the binder for the Greeting and Penitential Act unless part of it will be sung. Offer him the binder and/or worship aid from the MC chair if he wants it.
 - For a visiting priest: when the Presider reaches his chair move in front of him and hold the binder. At the end of the Penitential Act, give the Presider a worship aid open to the Gloria, return to the MC chair, and put the binder back on the Presider's table.
- Gloria – at the second "Jesus Christ", prompt the Crucifer to retrieve the Excerpts from the credence table. Open the Excerpts to the correct page for the Collect and direct the Crucifer to move into position to the left of the Presider's chair. As the Gloria is finishing, the Crucifer moves in front of the Presider and holds the book. For Masses without the Gloria, the Crucifer should retrieve the Excerpts from the credence table during the Penitential Act and move in front of the Presider with the open book at the end of the Kyrie.
- If there is a Children's Liturgy of the Word dismissal, retrieve the book from the ambo and take it to the Deacon.
- If Mass with incense, proceed with IM to the Presider's chair immediately after the second reading. Kneel on one knee holding the boat so the Presider can add incense to the thurible. After the thurible is charged and blessed, return the boat to the incense stand walking behind the back rail of the sanctuary. While at the IM station check the ambo to confirm that the Lectionary has been put away. (Notes: IM should stand at the end of the second reading and begin moving as soon as the moment of silence following the second reading is finished. IM should join the MC and approach the Presider from the left. IM should not cross in front of the Deacon to approach the Presider.)
- During the homily, fold the Presider's worship aid to the Creed and place it on top of the Presider's binder. When the Presider stands after the homily, hand him the worship aid. (If there is RCIA dismissal, first offer him the binder open to the RCIA dismissal.)

- Prayer of the Faithful – toward the end of the Creed, open Presider's binder and stand to the Presider's left. As the Creed ends, step in front of the Presider and hold the binder for the beginning prayer. Continue holding the binder while the Deacon offers the intercessions and for the final prayer. (Notes: for Fr. Norbert, step back while the Deacon offers the intercessions, then step back in for the final prayer.)
- Preparation of the Altar – Monitor altar preparations and take action as needed.
 - Ensure proper placement of the Roman Missal:
 - For Fr. Norbert: at the back center of the altar. For Fr. Luis: on the missal stand to the left of center (as facing the congregation). For visiting priests: left of center.
 - Open the missal to the Liturgy of the Eucharist (usually marked with the gold ribbon).
 - Remove the music sheet from under the left back corner of the altar cloth and place them to the left of the open Missal. Music for the Sanctus should be on top. (Be sure to get the correct set. At the 10:00 a.m. Mass, there may be two sets of music – the 10:00 a.m. Mass music under the altar cloth and the LifeTeen music, one layer down, under the cere cloth.) For the Spanish Mass, the music sheet is under the right back corner of the altar cloth.
 - Ensure that the Crucifer and Mid are in position to receive the pyx tray and the large ciborium lid during the Presentation of the Gifts.
 - Ensure Crucifer and Mid are in correct position for handwashing.
- If Mass with incense, ensure that the IM is in the proper position between the altar and the ambo. As the Presider recharges the thurible, take the missal off the altar and hold it until incensing is complete. After the Presider receives the thurible to incense the altar, the IM should return the boat to its stand and then move to a position on the choir side of the altar to receive the thurible back from the Deacon.
- Eucharistic Prayer – Stand at left back corner of carpet. Kneel after the Sanctus at the epiclesis. Stand again at the Mystery of Faith.
- Sign of Peace
 - Assist the IA, if needed, with carrying the ciboria on the altar. If there are two trays of ciboria, the MC should carry the second tray. The MC may also assist the Deacon with placing the ciboria on the right side of the altar (as facing the congregation).
 - During the Sign of Peace and before the end of the Lamb of God, prompt the Crucifer retrieve the missal from the altar if it has been closed. If the missal is still open, leave it on the altar.
- After the Lamb of God, kneel with the congregation for the Ecce Agnus Dei.
- Communion
 - Stand as soon as the Deacon has received the host from the Presider. If the missal is still on the altar, return it to the credence table.
 - Help direct EMHCs as they receive communion, receive their vessels and take their positions. If the Presider is a visiting priest, stand near him to provide guidance, as needed, on distribution of the vessels.
 - After all of the EMHCs have received, receive communion with the altar servers.
 - Ensure the large ciborium is brought to the altar from the reservation chapel. If not, get Worship Coordinator's attention or retrieve it yourself.
 - Direct any bowl minister who runs out of hosts to the Presider.
 - As lines complete help Captain reposition EMHCs.
 - After communion is distributed, assist with the EMHC bowl line. Then stand to the right of the Presider behind the altar, receive the ciboria from him as they are emptied into the reservation ciborium, and hand them to the EMHCs to take to the sacristy. Help direct the EMHCs to step around behind the Presider, if necessary.

- Ensure that the chalice on the altar gets to the credence table. The Deacon should come forward to receive it, but if not remind Deacon to take it from the Presider.
- Ensure that the Captain comes forward to receive the large ciborium from the Presider and take it to the Reservation Chapel.
- Ensure that altar servers come forward to remove the corporal after the last item (usually the pyx tray) has been removed from the altar.
- After the Presider or Deacon has distributed the pyxes, receive the empty pyx tray and take it to the credence table.
- When the Presider returns to his chair, prompt the Crucifer to retrieve the Excerpts from the credence table, open it to the Prayer after Communion and direct the Crucifer to stand next to the Presider's chair. When the Presider stands, the Crucifer moves in front of him with the open book. If there is a solemn blessing, ensure that the Crucifer remains next to the Presider during the announcements and then moves in front of him again with the Excerpts.
- During the Prayer after Communion, fold the worship aid to the closing hymn and place it in the front pocket of the binder.
- When the Prayer after Communion is completed, offer the Presider the binder opened to the announcements. He may hand it back to the MC after the announcements, especially if there is a final blessing. After the dismissal, offer the worship aid opened to the closing hymn. (For Fr. Norbert, just hand him the binder. He prefers to recess with the binder rather than a worship aid).
- Recessional – after the dismissal, exit the sanctuary and stand in front of Section D at the aisle. Bow when the Presider bows, and process out behind and slightly to the left of the Presider.
- After Mass, return the MC chair to the back sacristy.

Incense Minister Procedures for Sunday Mass

BEFORE MASS

- Prepare the thurible, load the incense boat (it should be about $\frac{3}{4}$ full) and ensure that supplies are at the incense station next to the sanctuary. When using the thurible for Mass in the main church, be sure the lid closes properly (it clicks when fully closed)



Thurible for Main Church
and Lady Chapel



Thurible for Solemnies and
Confirmation Masses

- Using the electric charcoal lighter in the ministry room, light 3 charcoal cubes (4 if using the larger thurible) about 20 minutes before Mass. This will allow the incense minister to vest and remain in the room as the cubes are heating up. **[DO NOT** utilize the electric charcoal lighter in the main sanctuary for the procession; that one is not to be used until after the ministers have processed into the sanctuary.] Be sure to turn off the charcoal lighter before leaving the ministry room.



ENTRANCE PROCESSION

- As the Mass bells begin, approach the Presider and hand him the boat to charge the thurible.
- Go to the front of the procession line, and when the singing starts for the entrance hymn, begin the procession into the church. Swing the thurible front to back while walking.
- Enter the sanctuary and stand near the ambo at the corner of the rug. As the presider approaches the altar to reverence it, position yourself directly to his right, at the edge of the carpet. After the Presider reverences the altar, he will turn to his right. As he turns to face you, immediately approach and hand him the boat so he can add more incense to the thurible. Ensure the lid of the thurible is properly closed (it should click in place) before handing the thurible to the Presider. Stand near the ambo while he incenses. When he begins incensing the cross, all ministers in the sanctuary turn toward the cross and bow. As he finishes incensing the cross, all ministers bow again and turn back to face the Presider.
- When the Presider finishes incensing, receive the thurible and take it to the incense station.
- Turn on the charcoal lighter and add two charcoal cubes. (When using the larger thurible, use three cubes). It will take ~10 minutes for the cubes to light. While the cubes are heating, tend the coals in the thurible, stirring them from time to time to keep the fire going and spooning out any extra ash.
- Near the end of the second reading, add the lit cubes to the thurible and prepare to enter the sanctuary. Turn off the charcoal lighter.

GOSPEL PROCESSION

- Immediately after the second reading, enter the sanctuary and hand the boat to the MC. The IM and the MC then move together in front of the Presider, kneel, and present the open boat and open thurible to the Presider, who adds incense to the thurible.
- After the incense has been added and blessed, the IM closes the thurible, rises and moves into position for the Gospel procession
 - For a simple Gospel procession, IM stands in front of the altar about 3 feet to right of the mid-server with candle.
 - For a solemn Gospel procession, IM descends the steps of the sanctuary and stands about 3 feet to the right of the 3rd white marble tile.
- Wait for Deacon to join the procession. The Deacon will show the Book of the Gospels to the people, then step forward (between the candle bearers). When he turns to the right, turn and lead the Gospel procession to the ambo. Candle bearers line up on each side of the ambo, and the IM stands behind the Deacon and to his left.
- After the Deacon introduces the Gospel, hand him the thurible. The Deacon will incense the Book of the Gospels and then return the thurible. Continue standing behind and to the left of the Deacon while the Gospel is read, swinging the thurible slowly from side to side. After the Gospel reading, return to the incense station.

LITURGY OF THE EUCHARIST

- During the homily, turn on the charcoal lighter again and place the cubes from the thurible into the lighter to relight/reheat. As the cubes are re-heating, remove ash from the thurible.
- Stand for the Creed and the Prayer of the Faithful (IM may remain sitting if necessary to tend the coals and prepare the thurible).
- At the end of the Prayer of the Faithful, add the re-lit cubes back into the thurible.

- Turn off the charcoal lighter.
- At the Presentation of the Gifts, enter the sanctuary and stand at the corner of the rug nearest the ambo.
- When the Presider sets the chalice on the altar (you should already be directly to his right at the edge of the carpet), move to the Presider and hand him the boat. After he charges the thurible, receive the boat and hand him the thurible. The Presider will incense the altar, the gifts, and the cross.
- The Presider will give the thurible to the Deacon who will incense the Presider and then the people. Meet the Deacon on the ambo side of the sanctuary to receive the thurible. Return to the incense station to stir/agitate the coals and incense. If needed, quickly add more incense to the thurible at this time.
- At the beginning of the Sanctus (Holy, Holy, Holy), move to the front of the altar at the bottom of the sanctuary steps. At the end of the Sanctus, kneel in front of the altar. Set the thurible down and remain kneeling during the Eucharistic prayer.
- At the raising of the host, quickly incense 2 swings X three times
- At the raising of the chalice, quickly incense 2 swings X three times
- When the Presider and the Deacon raise the host and the chalice, and the Presider begins "Through him, with him and in him ...", pick up the thurible. As the Great Amen starts, begin incensing the Blessed Sacrament (2 swings at a time) and continue incensing to the end of the last Amen.
- At the Our Father, stand and return to the incense station.
- At the Sign of Peace, go to the back sacristy to wash hands in preparation for communion.
- Line up and receive communion after the EMHCs and with the altar servers.
- After receiving Communion, you may empty the thurible into the ash receptacle at the incense station (allowing the thurible to cool during the remainder of Communion).
- When Crucifer retrieves the procession cross during announcements, leave the thurible and stand behind the Crucifer. Follow the Crucifer to the center aisle, allowing the candle bearers to go ahead of you. Stop at the third pew, face the altar, bow when the Presider bows, and then turn and process out with the rest of the ministers.

AFTER MASS

- Return to the incense station to retrieve the thurible and boat.
- Check to be sure the electric charcoal lighter in the sanctuary is turned off.
- If you did not empty the thurible during Communion, you can empty it outside the Lady Chapel's exit door near the organ, or in the fire pit of the Legacy Garden.
- Ensure that the coals in the ash receptacle are extinguished.
- Return thurible and boat to the IM closet in the ministry room.

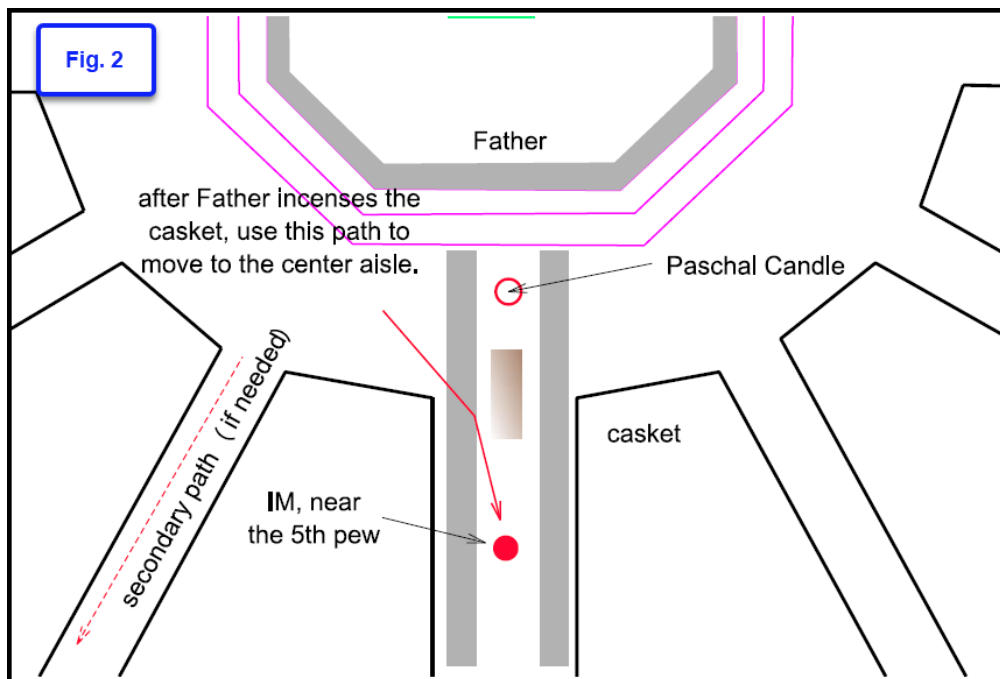
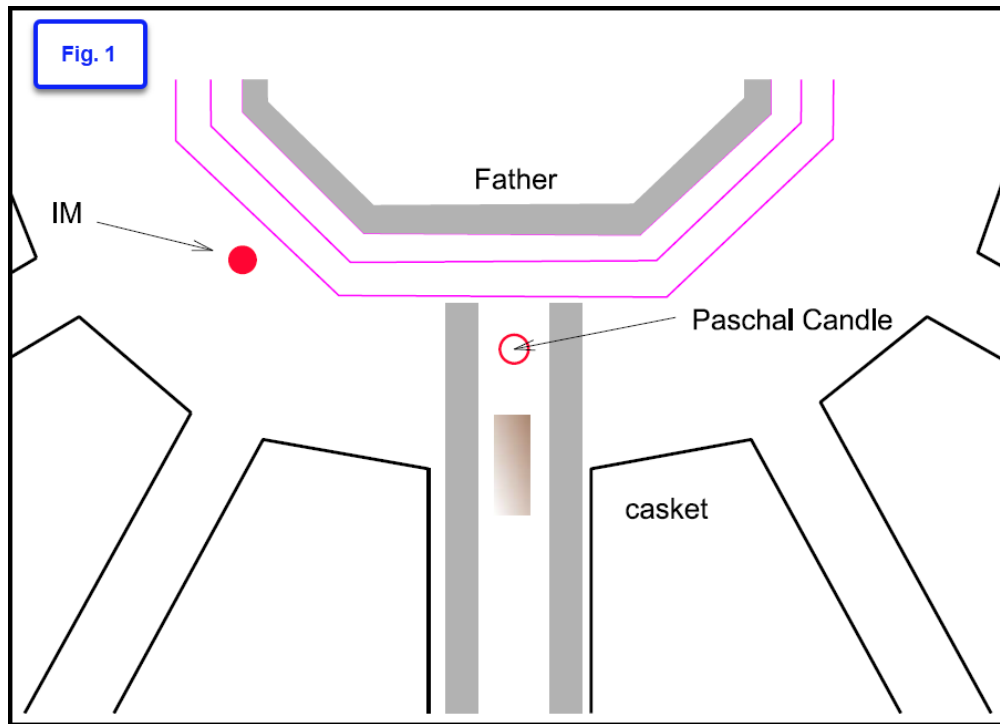
Incense Minister Procedures for First Friday Mass in the Lady Chapel

- Before Mass, set up the items needed for incense in the ministry room (thurible, boat, charcoal, lighter, tongs, etc.). [NOTE: do not set up an incense station inside the Lady Chapel as this creates too much smoke for the small space.]
- Put on an alb and cincture. Check for the correct cincture color and be sure it matches the IA.
- Line up behind the candle bearers for the entrance procession. IM does not carry the thurible and boat in the entrance procession.
- Bow at the base of the steps and proceed to the chairs by the organ.
- While the altar is being prepared for the Liturgy of the Eucharist, leave the Lady Chapel and go to the ministry room. Turn on the charcoal lighter to its highest setting and add two charcoal cubes.
- Return to the Lady Chapel for the Eucharistic Prayer.
- At the sign of peace, go to the ministry room to check the charcoal, then return to the Lady Chapel and line up at the end of the EMHC line to receive communion.
- After receiving communion, return to the ministry room to finish preparing the thurible. Be sure to turn off the electric charcoal lighter before leaving the ministry room.
- When communion has ended, reenter the Lady Chapel carrying the thurible and boat and stand in the left side-aisle (Mary statue side) near the front pew. At the end of the Prayer after Communion move to the base of the sanctuary steps. [See page 9, Figures A and B]
- When the Presider and Deacon move behind the altar, enter the sanctuary with the thurible and boat and stand between the altar and the left-side shelf. [see page 9, Figure C] The Presider and Deacon will kneel in front of the blessed sacrament on the altar.
- After the Prayer for Vocations and when the Presider is ready, kneel next to him, hand him the boat and hold the thurible while he charges it. Hand the thurible to the Presider and receive the boat. After incensing and while still kneeling, the Presider will hand the thurible back to the IM. [Note: this is a typical sequence but there can be variations. The Prayer for Vocations may be omitted, the Presider may choose to stand to charge the thurible, or the Presider may wait until the end of the Eucharistic Hymn to charge the thurible. Just follow the Presider's lead.]
- When the Presider hands back the thurible, exit the sanctuary and stand at the base of the steps in front of the ambo. [see page 10, Figure D] When the Presider steps down from the sanctuary with the monstrance, move immediately in front of him in the procession line. [see page 10, Figure E] The processional order is IA with the cross, candles, IM, Presider with the monstrance, Deacon .
- Process into the Reservation Chapel and stand to the side on the right (as facing the tabernacle). [see page 10, Fig. F]
- After removing the humeral veil, the Presider will kneel. As he kneels, kneel next to him and hand him the thurible. (The thurible is not charged again at this point.) After incensing and while still kneeling, the Presider will hand back the thurible. Immediately take the thurible out of the Reservation Chapel and stand at the IM station in the main church.
- Remain at the IM station as the cross, candles, Deacon, and Presider recess out of the Reservation Chapel and then out of the church.
- Clean up the ministry room, properly dispose of any remaining charcoal in the thurible, and return the thurible and boat to the IM closet.
- Ensure that the charcoal lighter has been turned off.

Incense Minister Procedures for a Funeral in the Main Church

- About 20 minutes before Mass begins, light 3 charcoal cubes using the electric charcoal lighter in the ministry room.
- The funeral Mass begins at the baptismal font. Wait just inside the center door on the east side. After the Presider blesses the casket with holy water and the pall is placed on the casket, approach the Presider and hand him the boat to charge the thurible. Then move to the front of the procession line alongside the baptismal font. (Note: for cremated remains, a pall is not used. All other actions are the same.)
- When the singing starts for the entrance hymn, begin the procession into the church. The entrance procession order is Incense Minister, IA with the cross, Presider and Deacon, pall bearers with the casket.
- Enter the sanctuary and stand near the corner of the carpet nearest the ambo. After the Presider reverences the altar, approach him and hand him the boat to recharge the thurible. After incense is added, receive the boat and hand him the thurible. The Presider will incense the altar and the casket. When the Presider finishes incensing, receive the thurible and take it to the incense station.
- Maintain the charcoal as needed (see IM Procedures for Sunday Mass for details).
- At the Presentation of the Gifts, enter the sanctuary and stand at the corner of the rug nearest the ambo.
- When the Presider sets the chalice on the altar, move to his right side and hand him the boat. After he charges the thurible, receive the boat and hand him the thurible. The Presider will incense the altar, the gifts, and the casket. When the Presider finishes incensing, receive the thurible and return to the incense station.
- Continue to maintain the charcoal. (Start new charcoal bricks if needed to ensure good, hot coals for the final incensing of the casket.).
- Following the Prayer after Communion, the Presider will move to the front of the sanctuary. At the same time, move from the incense station to the foot of the steps in front of section F (see Figure 1.)
- When the Presider descends the sanctuary steps, approach him and hand him the boat to recharge the thurible (this will be near the Paschal Candle).
- Wait in front of Section E while the Presider incenses the Candle and casket. He will then bow to the Cross, and hand the thurible back.
- With thurible, move to the 5th pew, (Figure 2). The family will sign the Book of Life. Procession will begin after showing the book to the congregation, and a final prayer.
- Father and Deacon will come to 3rd or 4th pew and wait for the casket to be rotated 180 degrees. When pall bearers are ready, Father and Deacon bow to altar, and Incense Minister leads the procession out to the narthex.
- Incense Minister pauses the procession in the narthex so that the pall can be removed. When ready, lead the procession outside to the hearse going down the west ramp.
- Clean up the ministry room, properly dispose of any remaining charcoal in the thurible, and return the thurible and boat to the IM closet.

NOTE: incense is not used at the Gospel or during the Eucharistic Prayer.



Incense Minister Procedures for a Funeral in the Lady Chapel

- Set up the items needed for incense in the ministry room (thurible, boat, charcoal, lighter, tongs, etc.). [NOTE: do not set up an incense station inside the Lady Chapel as this creates too much smoke for the small space.] About 20 minutes before Mass begins, turn on the electric charcoal lighter and add three charcoal cubes. Once the charcoal is lit, transfer them to the thurible. Be sure to turn off the charcoal lighter before leaving the ministry room.
- The funeral Mass begins at the baptismal font. Wait just inside the center door on the east side. After the Presider blesses the casket with holy water and the pall is placed on the casket, approach the Presider and hand him the boat to charge the thurible. Then move to the front of the procession line in the narthex. (Note: for cremated remains, a pall is not used. All other actions are the same.)
- When the singing starts for the entrance hymn, begin the procession into the chapel. The entrance procession order is Incense Minister, cross bearer, Presider and Deacon, pall bearers with the casket.
- Enter the sanctuary and stand to the south side of the altar. After the Presider reverences the altar, approach him and hand him the boat to recharge the thurible. After incense is added, receive the boat and hand him the thurible. The Presider will incense the altar and the casket. When the Presider finishes incensing, receive the thurible and take it back to the ministry room, proceeding along the south side aisle.
- Maintain the charcoal as needed (see IM Procedures for Sunday Mass for details).
- At the Presentation of the Gifts, enter the Lady Chapel with the thurible and boat and stand near the Mary statue (by the votive candles).
- When the Presider receives the chalice from the Deacon and sets it on the altar, enter the sanctuary, move to the Presider's right side and hand him the boat. After he charges the thurible, receive the boat and hand him the thurible. The Presider will incense the altar, the gifts, and the casket. When the Presider finishes incensing, receive the thurible and return it to the ministry room, proceeding along the south side aisle.
- Continue to maintain the charcoal. (Start new charcoal bricks if needed to ensure good, hot coals for the final incensing of the casket.)
- After communion, reenter the Lady Chapel with the thurible and boat. At the end of the Prayer after Communion, move to the base of the sanctuary steps on the Mary statue side.
- When the Presider descends the sanctuary steps, approach him and hand him the boat to recharge the thurible (this will be near the Paschal Candle).
- Step back while the Presider incenses the Paschal Candle and the casket. He will then bow to the Cross and hand the thurible back. Proceed down the south side aisle and wait at the back of the Lady Chapel during the signing of the Book of Life and for the final prayer. (IM can stand next to the return air grille to help minimize smoke accumulation.)
- When the Presider descends from sanctuary, move forward to the 5th pew and stand facing the altar. The Presider and Deacon will come to 3rd or 4th pew and wait for the casket to be rotated 180 degrees. When pall bearers are ready, the Presider and Deacon bow to altar and turn. IM turns with them and leads the procession out of the Lady Chapel and into the narthex.
- Pause the procession in the narthex so that the pall can be removed. When ready, lead the procession outside to the hearse going down the west ramp.
- Clean up the ministry room, properly dispose of any remaining charcoal in the thurible, and return the thurible and boat to the IM closet.