

Holy Week					Friday Mar 22 12:15? MoLS #1	Saturday Mar 23
Working out a schedule for Altar Server Practices						
Palm Sunday Mar 24	Monday Mar 25 12:15? G.Fri #1	Tuesday Mar 26 12:15? MoLS #2	Wednesday Mar 27 12:00 E.Vigil #1	H. Thursday Mar 28 12:00 MoLS #3	G. Friday Mar 29 12:00 G.Fri #2	H. Saturday Mar 30 12:00 E.Vigil #2

Holy Thursday Mass of the Lord’s Supper
Server Notes edition 01.29.2024

Incense

Acolyte1

Acolyte2

Cross/Book

Torch3

Torch4

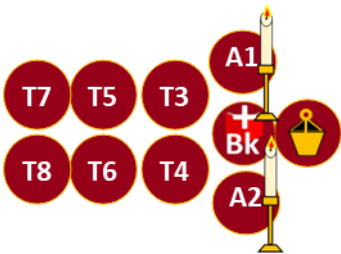
Torch5

Torch6

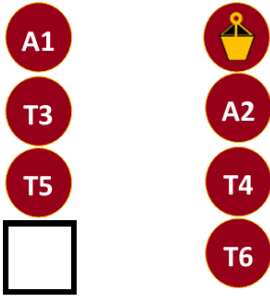
Torch7

Torch8

Lining Up



Seating



Mass of the Lord's Supper (MoLS)

St. Matthew Parish, Mayfair

Thursday, March 28, 2024 at 7:00 pm

Altar Server Notes

Part 1: Report and Vest; get Briefed.

Notes to Sacristan or Deacon Bob:

The Readers and Gift Bearers **need to be briefed** before Mass about bowing to the altar.

The Humeral Veil is on the little table **right** (St. Joe side) of Fr. McCabe's chair at the rail.

The Bells are sitting on a certain chair.

Servers.

--Do you own a pair of **knee pads**? Wear them, if you like. It makes **hard floor** kneeling easier.

--Report to the **Cry Room** and vest at **6:20 SHARP**.

The sign-in sheet is on the window sill in the **Cry Room**.

A copy of these notes and your alb, cincture and **GOLD CAPEY THINGS** are on a pew.

--Wait **QUIETLY** in the **Cry Room**. Review these notes. I will brief you here.

Look through the glass and visually locate your seat in church.

Special points on the **Cross/Book** job at Holy Thursday Mass of the Lord's Supper (MoLS).

--**Cross/Book** holds the Book whenever the Presider needs it.

The Presider **may or may not** want **Cross/Book** to hold the **Binder** for the Intercessions.

--**Cross/Book** does **NOT** ring the Bells at the Gloria. **Torch4** does.

--**Cross/Book** does **NOT** put the Book and Stand on the altar at the Preparation of the Gifts.

Acolyte2 does.

Special points on the **Torch** jobs.

--**Torches** carry **nothing** in the Procession into church. (Empty hands, therefore you do what?)

The **torches** are candles with **RED GLASS**.

The torches stay on the sacristy counter until Communion time.

--**Torch4** has Bells waiting on his/her seat.

Torch4 rings the Bells during the Gloria to a COUNT OF **20**,

then places the Bells on sacristy counter and returns to his/her seat.

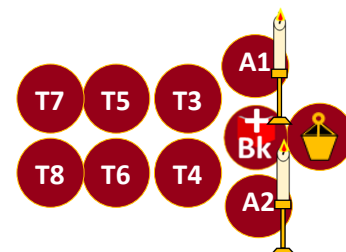
(NO BELLS ARE RUNG AT ALL after the Gloria.)

Lining up in the Cry Room

Torch7, Torch5, Torch3, Acolyte1

Cross, Incense

Torch8, Torch6, Torch4, Acolyte2



Part 2: the Liturgical Procession IN

Incense

Acolyte1, Cross, Acolyte2 walk side by side by side.

Torch3, Torch4

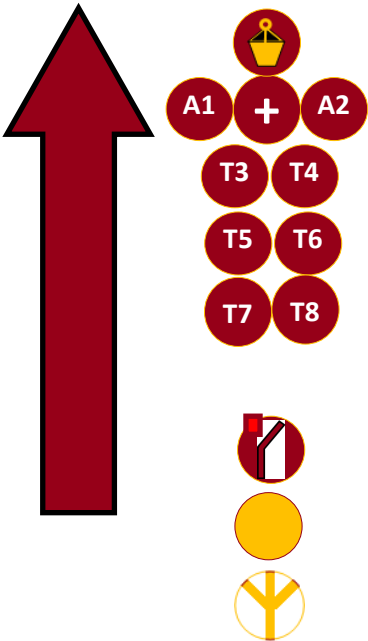
Torch5, Torch6

Torch7, Torch8

Deacon w/Bk of Gospels

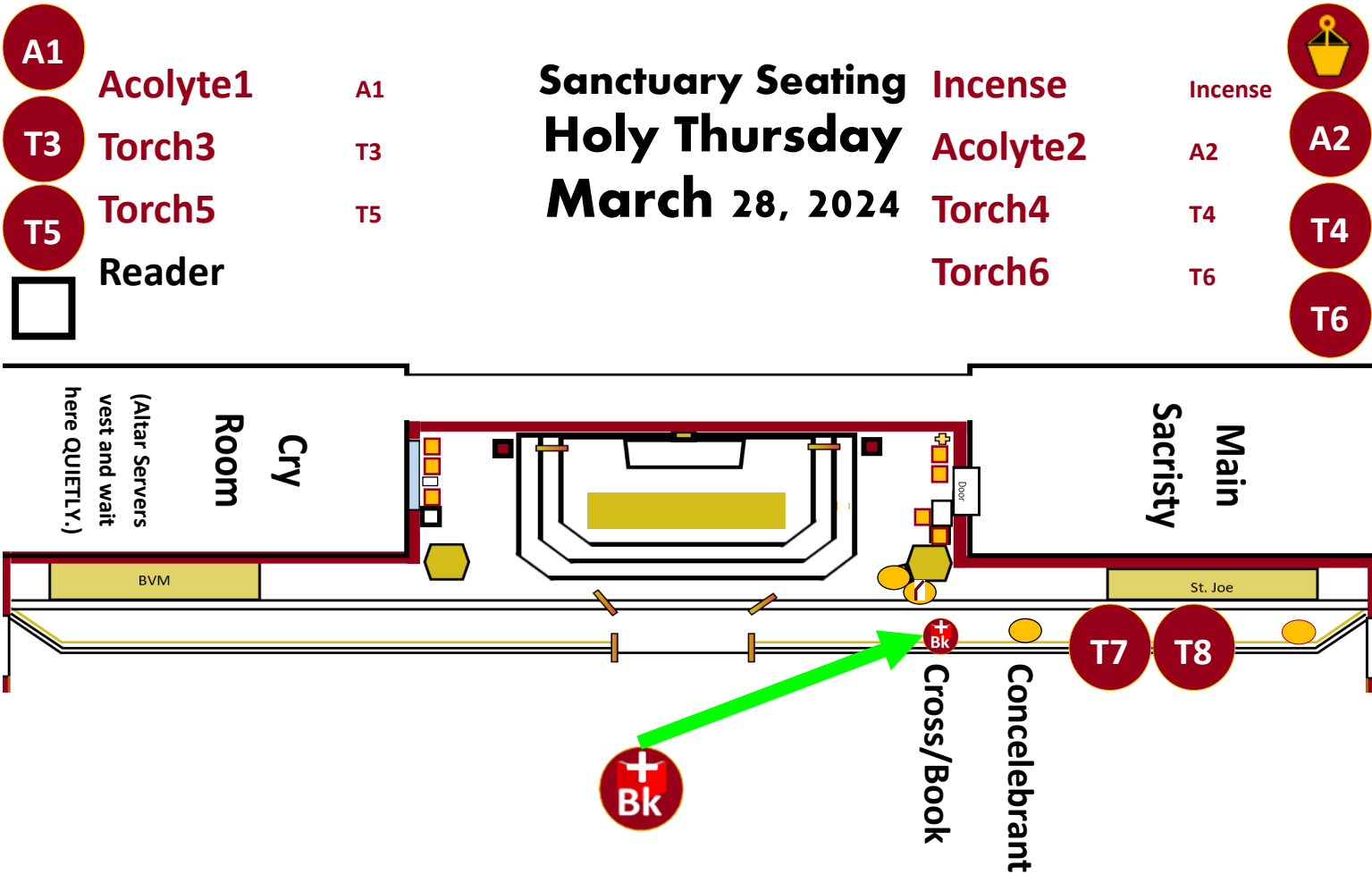
Concelebrant

Presider



--If your hands are EMPTY, genuflect quickly and go stand at your chair.
Torches, that's you!

--If you are carrying something, give the Lord a little head bow WITHOUT STOPPING.

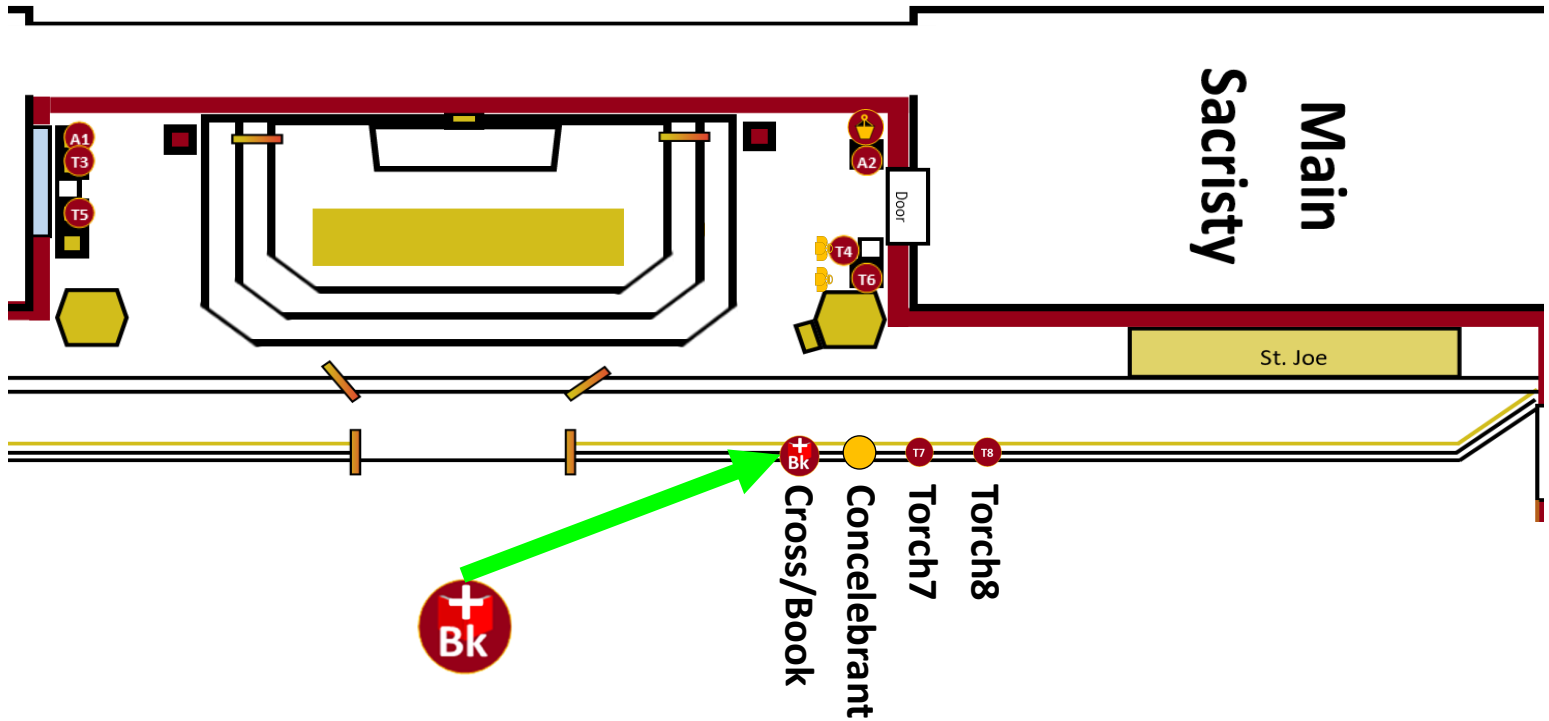


Part 2: the Liturgical Procession IN (*Continued*)

--**Incense** stands in front of the St. Joseph side angel.

--**Acolyte1** and **Acolyte1** leave the processional candles lit, on the floor at the side tables.

--After the Presider has incensed the altar, **Incense** takes the incense to the sacristy.
DON'T put it in the restroom. Put it on the **STAND** and **ADD** a piece of charcoal.



Part 3: the Introductory Rites

--**Cross/Book** holds the Book for the Presider at the chair.

--During the Gloria, **Torch4** rings the Bells to a COUNT OF 20, then places the Bells on the **sacristy counter** and returns to his/her seat *smoothly and quietly*. Like *sneaking* in Skyrim.

--We sit for the Readings, as usual.



Part 4: the Liturgy of the Word **WITH INCENSE AND CANDLES AT THE GOSPEL:**

--When the **Responsorial Psalm** starts, **Incense** goes to the sacristy to get the Incense and Boat and stands ready at the sacristy door.

The 2nd Reading ends, "...The Word of the Lord." "Thanks be to God."

The Reader **bows** to the altar and returns to his/her seat.

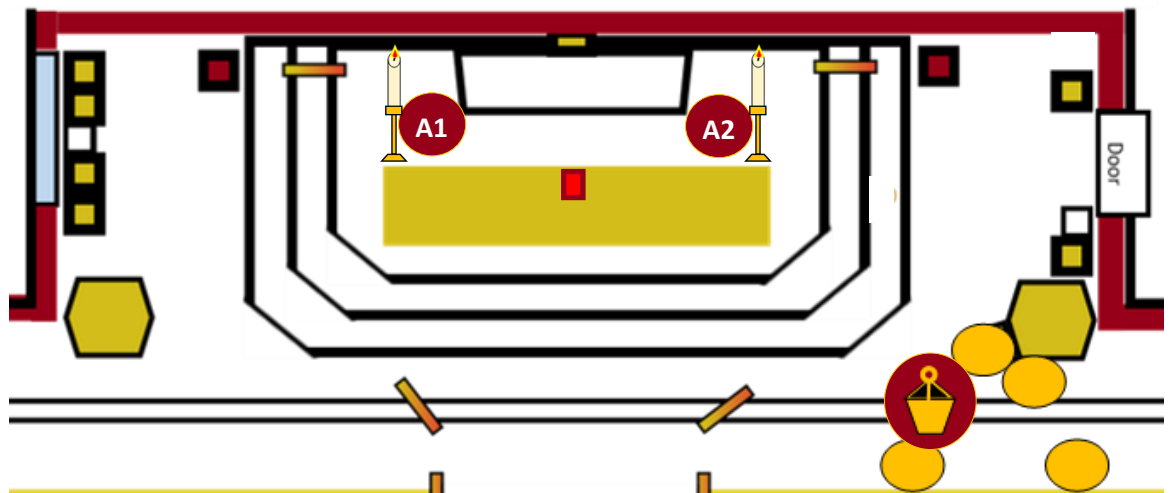
When the Reader **bows**, **Incense** brings the incense to the Presider, who imposes incense.

(What if the Reader **doesn't** bow? Does Incense stand still forever? **Think.**)

As soon as **Incense** makes the move to go to the Presider,

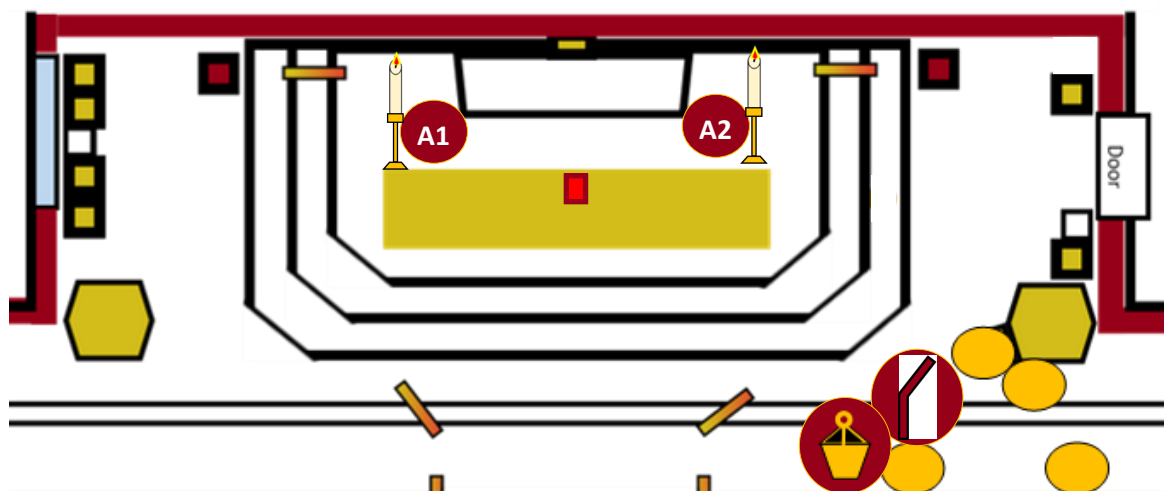
Acolyte1 and **Acolyte2** go to the corners of the rug in front of the Tabernacle.

**After the
2nd Reading,
when the Reader
BOWS
to the Altar.**



--**Incense** then steps back to let the Deacon get the blessing from the Presider.

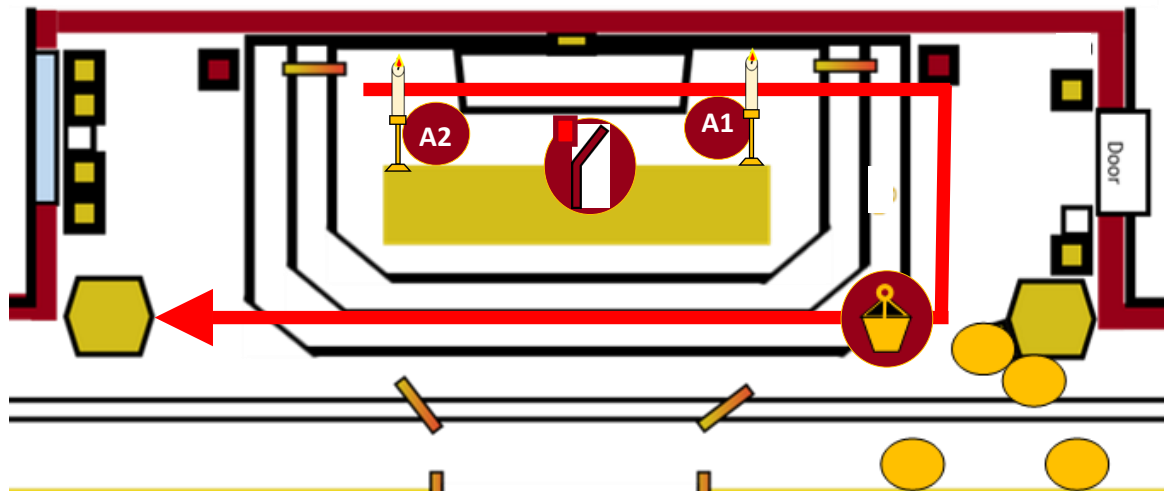
**The Gospel
Acclamation
starts
about now.**



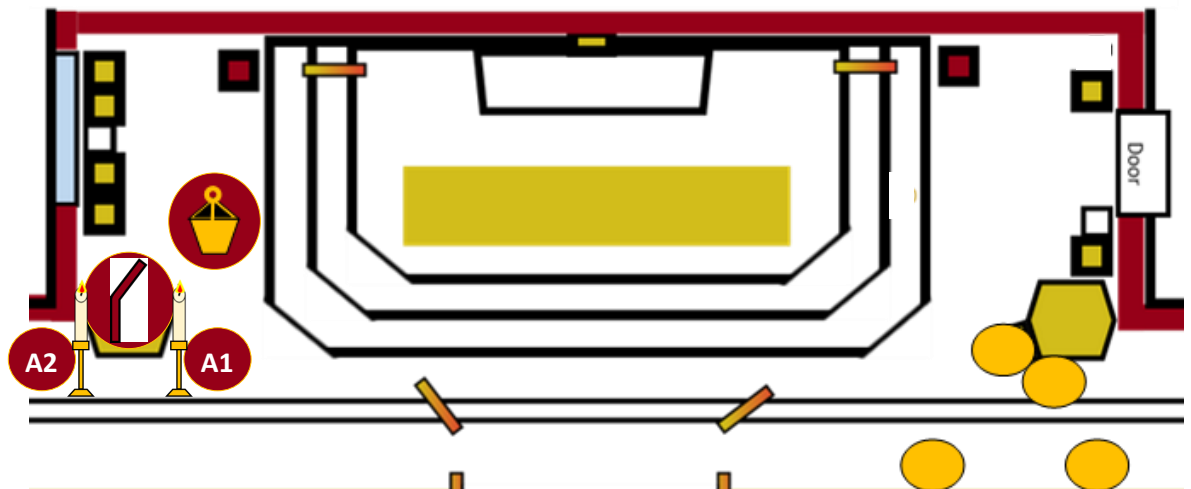
(continued...) Part 3: the Liturgy of the Word **WITH INCENSE AND CANDLES AT THE GOSPEL:**

—**Incense** leads the Deacon with the Book of the Gospels to the ambo.
DON'T STOP AND BOW TO THE ALTAR!

**Procession
at the Gospel
STARTS like this...**



**Procession
at the Gospel
ENDS like this...**



This diagram has been
corrected at the prompting of
Billy McDonough, KCVO.

--The Deacon uses the incense.

--**After the Gospel** has been proclaimed:

Incense brings the incense to the sacristy. **This time, DO stop and bow to the altar.**

After putting the incense in the sacristy, **Incense** sits down.

Acolyte1 and **Acolyte2** return their candles to the side tables and sit down.

--The Presider preaches the homily.

--If we do the Washing of the Feet, it would happen here.



--We do not say the Creed.

--Deacon Bob reads the Universal Prayer (General Intercessions).

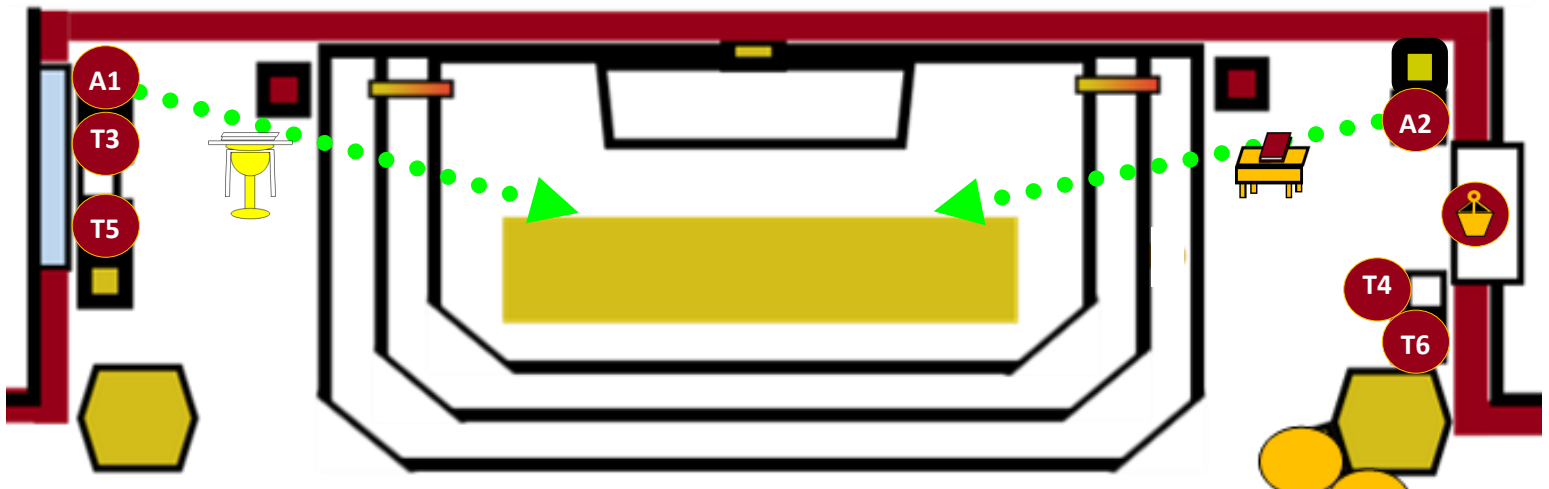
During the **Intercessions**, **Incense** goes to the sacristy and gets ready with the incense.

Part 5: The Preparation of the Gifts

--When the Deacon begins to set up the altar,

Acolyte1 brings the Chalice to the altar, as usual.

Acolyte2 brings the Book and bookstand to the altar, then returns to his/her seat.



Those bringing up the Gifts must be instructed before Mass to deliver their Gift, then *bow* to the altar and return to their seats.

--When the Presider moves to receive the Gifts, **Acolyte1** and **Torch3** go with him to help him.

Incense is now standing at the sacristy door, ready.

--**Acolyte1** and **Torch3** serve as usual: **water and wine**, then step back, get ready to **wash hands** and **WAIT**.

--At the same time that “**water and wine**” is happening,

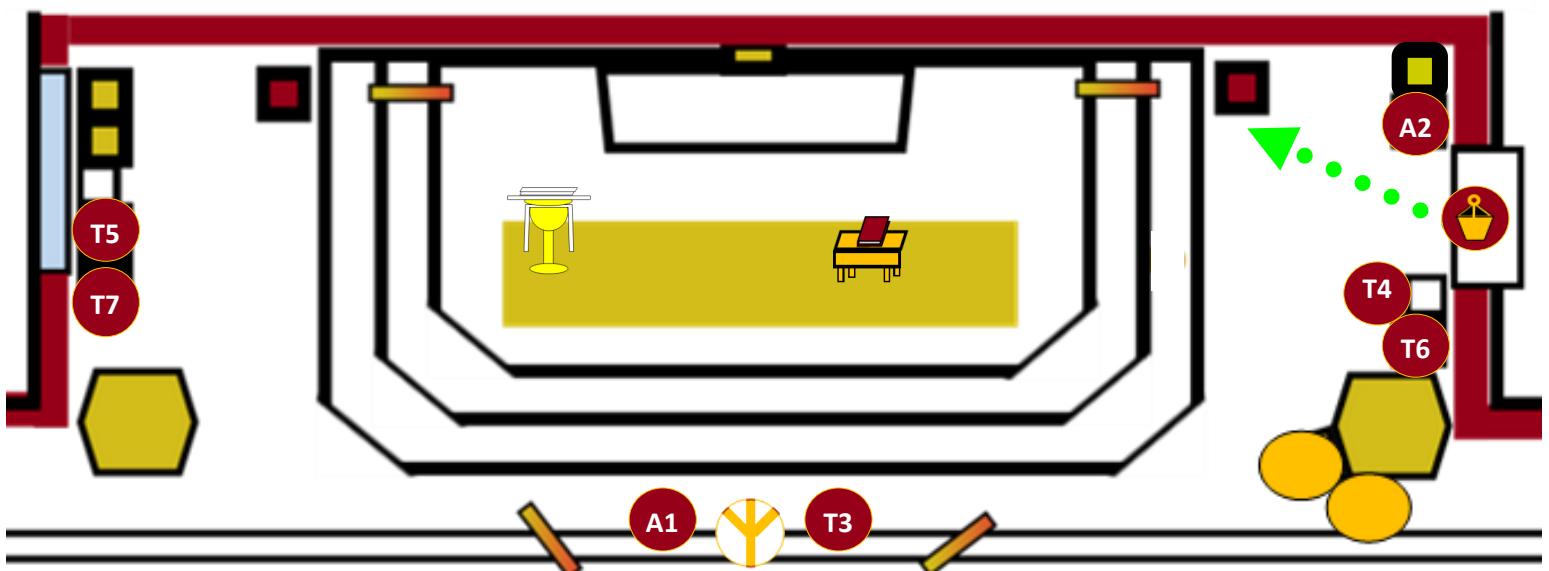
Incense comes out of the sacristy and stands in front of the St. Joseph side angel.

--The Presider incenses the gifts and the altar.

--**Incense** returns to the sacristy and remains ready with the incense. *Add charcoal* if needed.

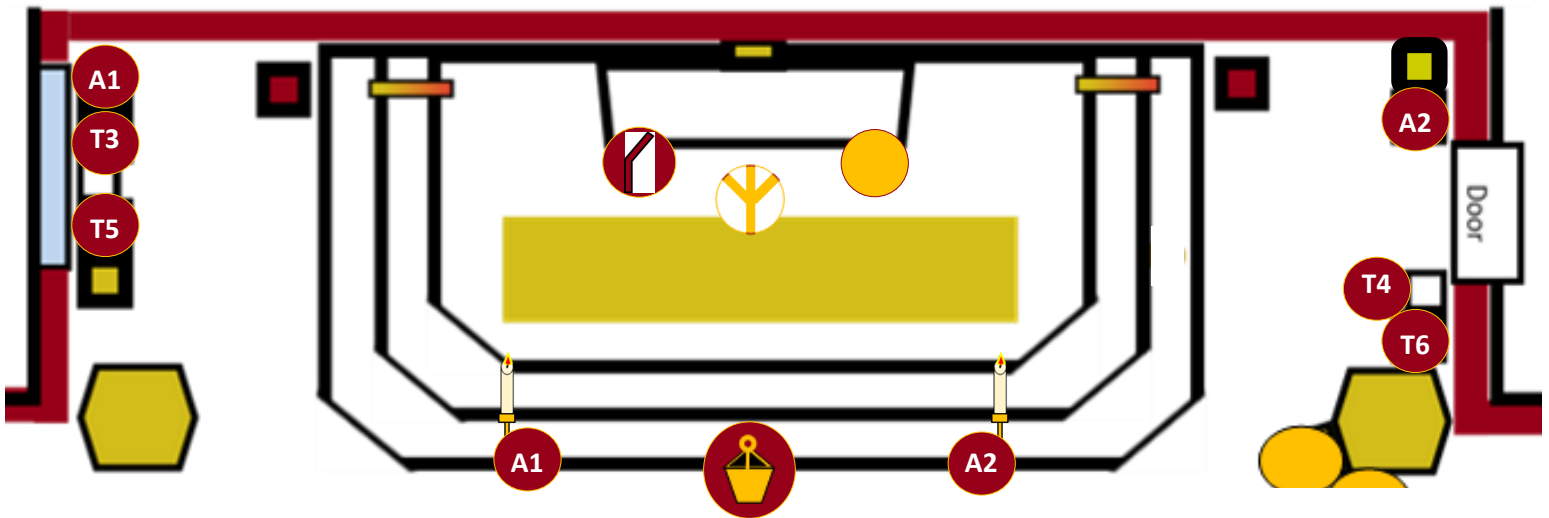
Incense stays in the sacristy and gets ready to move at “*Holy, Holy, Holy...*”

--**Acolyte1** and **Torch3** bring pitcher/bowl and hand towel to **wash hands**.



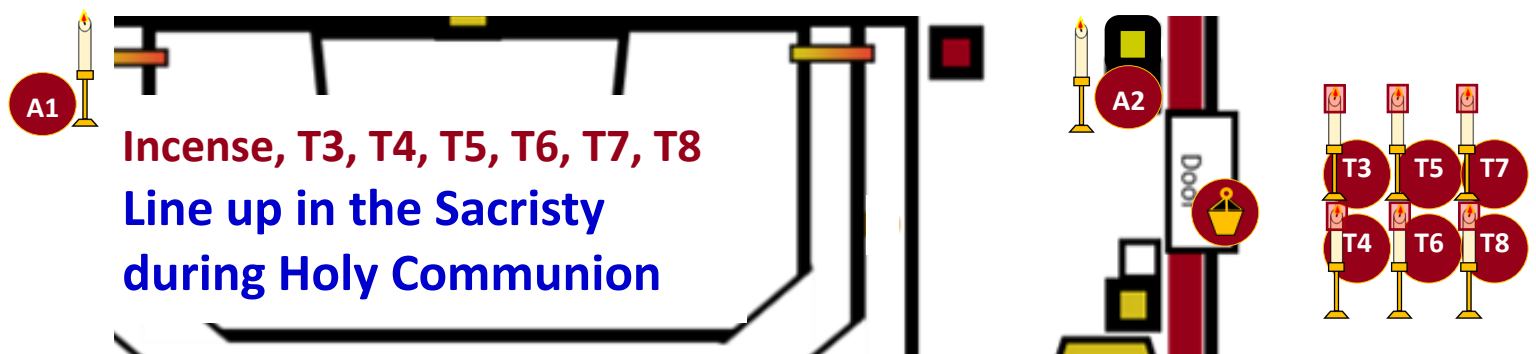
Part 6: Incense and Candles during the “kneel time” of the Eucharistic Prayer

- Acolyte1** and **Acolyte2** pick up their candles at “The Lord be with you,” to be ready to move at “*Holy, holy, holy...*”
- At the “*Holy, holy, holy...*” **Acolyte1, Incense, Acolyte2** (with candles) go in front of the altar. Kneel at the end of “*Holy, holy, holy...*”
At the elevation of the Host, **Incense** does a *Ching, ching, ching*.
At the elevation of the Precious Blood, **Incense** does another *Ching, ching, ching*.
- Everyone stands after the **GREAT AMEN**.
- Incense** returns to the sacristy and remains ready with the incense. *Add charcoal* if needed.
- Acolyte1** and **Acolyte2** return their candles.



Part 7: During the Communion Rite

- There may be a **Veil-and-Lid** for the ONE LARGE CIBORIUM on the side table. If so, **Acolyte1** puts it on the corner of the altar.
- ALL Torches** go to the sacristy and silently **light** your Torches **IF** the sacristan hasn't already.
- Line up in the sacristy **IN ORDER**, so that when you come out together you're already in order.



- While the Eucharist is being gathered into the ONE LARGE CIBORIUM on the altar, **Acolyte1** should be **READY** with the water (for purifying the chalice), and then help the Deacon to clear the altar as usual.
Acolyte1 and **Acolyte2** sit at their seats, with their candles standing by them.

Part 8: From Prayer after Communion to Procession Ready.

--**Cross/Book** holds the book for the Presider, who prays the Prayer after Communion at the chair.
As soon as **Cross/Book** puts the book down, he/she gets the Cross from the sacristy.

--**Cross/Book** stands at the head of the Torches line and watches (for “**LIFTS**”) at the sacristy door.
As soon as **Cross/Book** is standing in his/her **Procession Ready** place,
Incense, Acolyte1 and **Acolyte2** go to their **Procession Ready** places.
In practical terms, this means that when **Incense** goes, **Acolyte1** and **Acolyte2** go.

We are **ALL** now **standing** in our **Procession Ready** positions.

--The Presider then goes to the center, in front of the altar (AKA “the center front”).

Acolyte1 (with candle) and **Acolyte2** (with candle) **kneel**.

Incense remains standing. The Presider imposes incense.

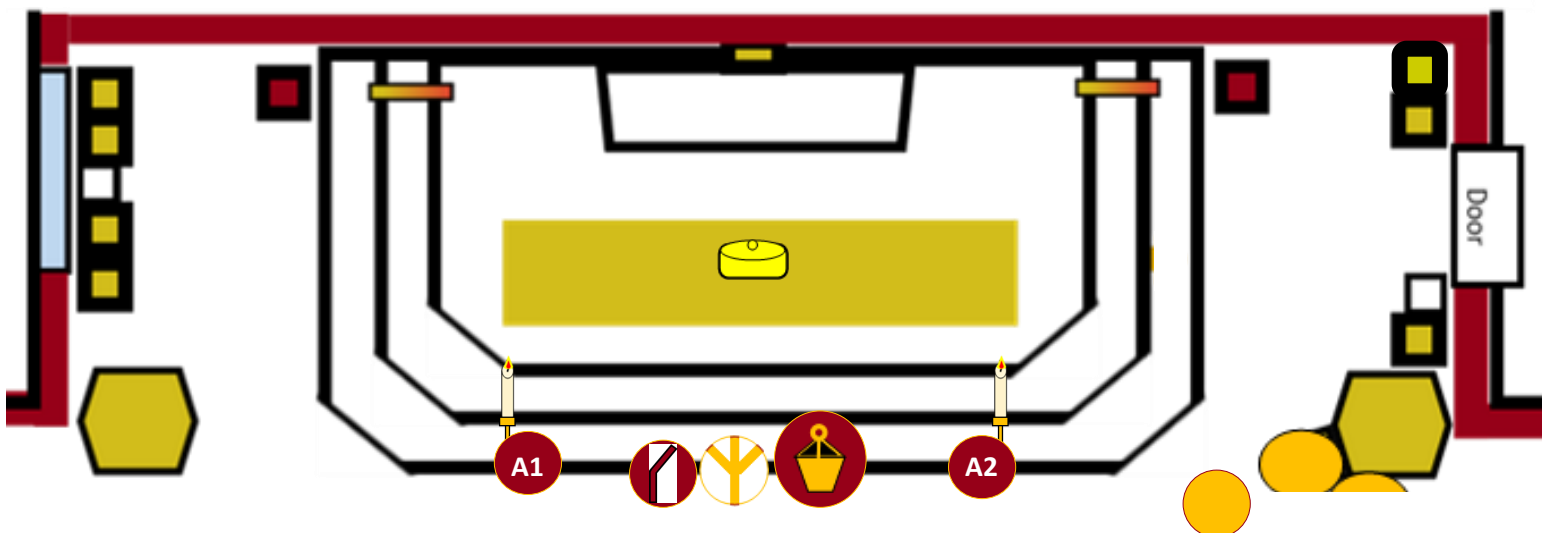
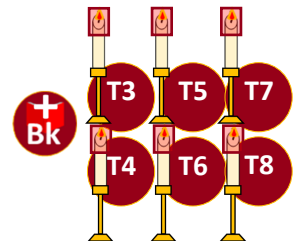
Presider and **Incense** then kneel. The Presider uses, then returns the incense.

(Concelebrant hands **Deacon Bob** the **humeral veil**.)

Deacon Bob places the **humeral veil** on the Presider.

PROCESSION READY Positions

Cross/Book and Torches
standing in sacristy

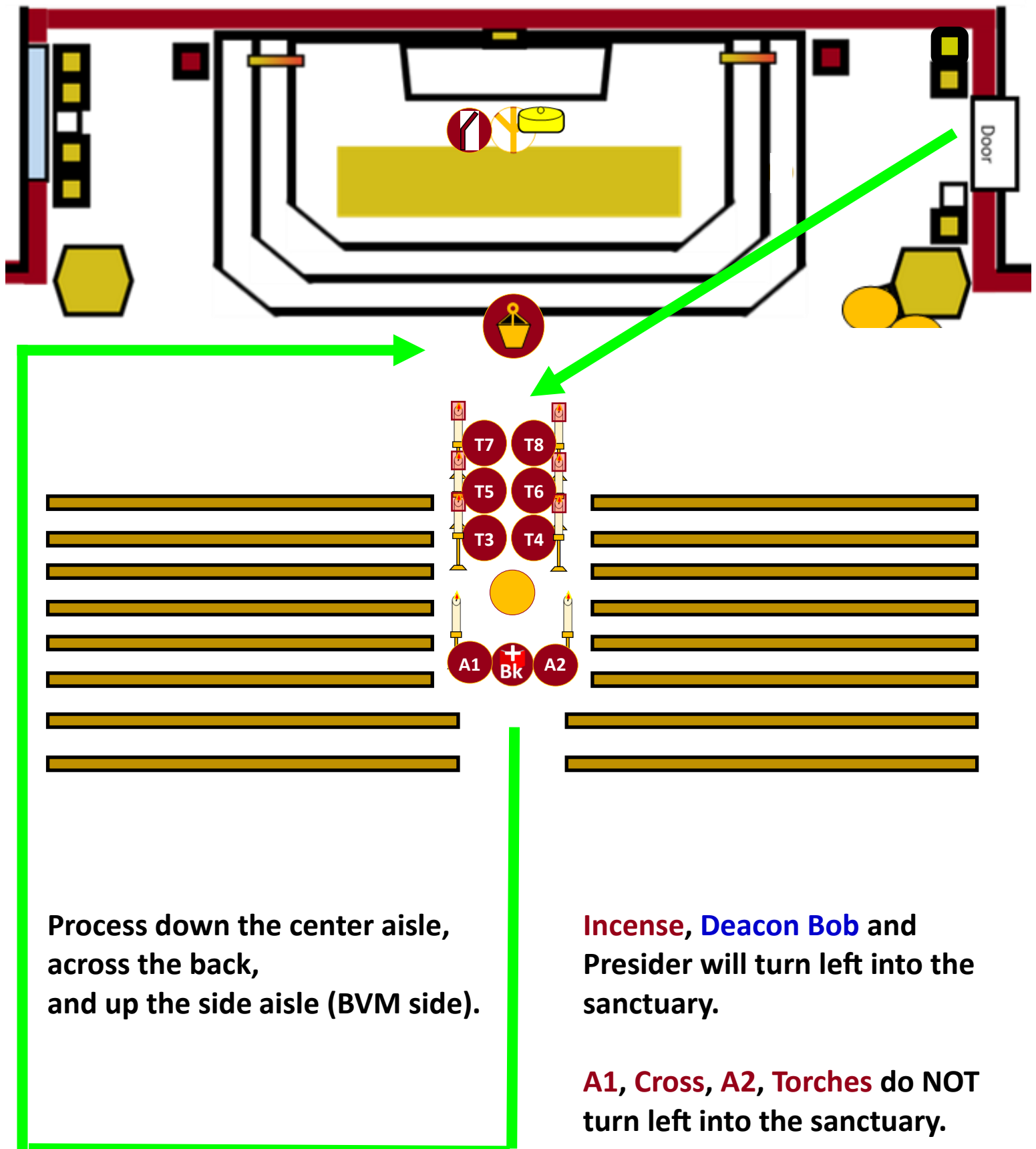


Part 8: From Procession Ready to Procession.

--The Presider, with **Deacon Bob's** assistance, **lifts** the ONE BIG CIBORIUM.

This (**LIFTS**) is everyone's cue to go to **Procession** places.

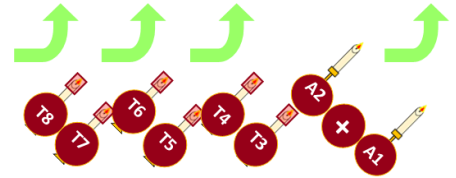
--Process slowly but not at a snail's pace.



Part 9: to the Repository and OUT.

--**Acolyte1**, **Cross**, **Acolyte2**, and **Torches** line up at the Communion rail and kneel together.

LEFT WHEEL to KNEEL

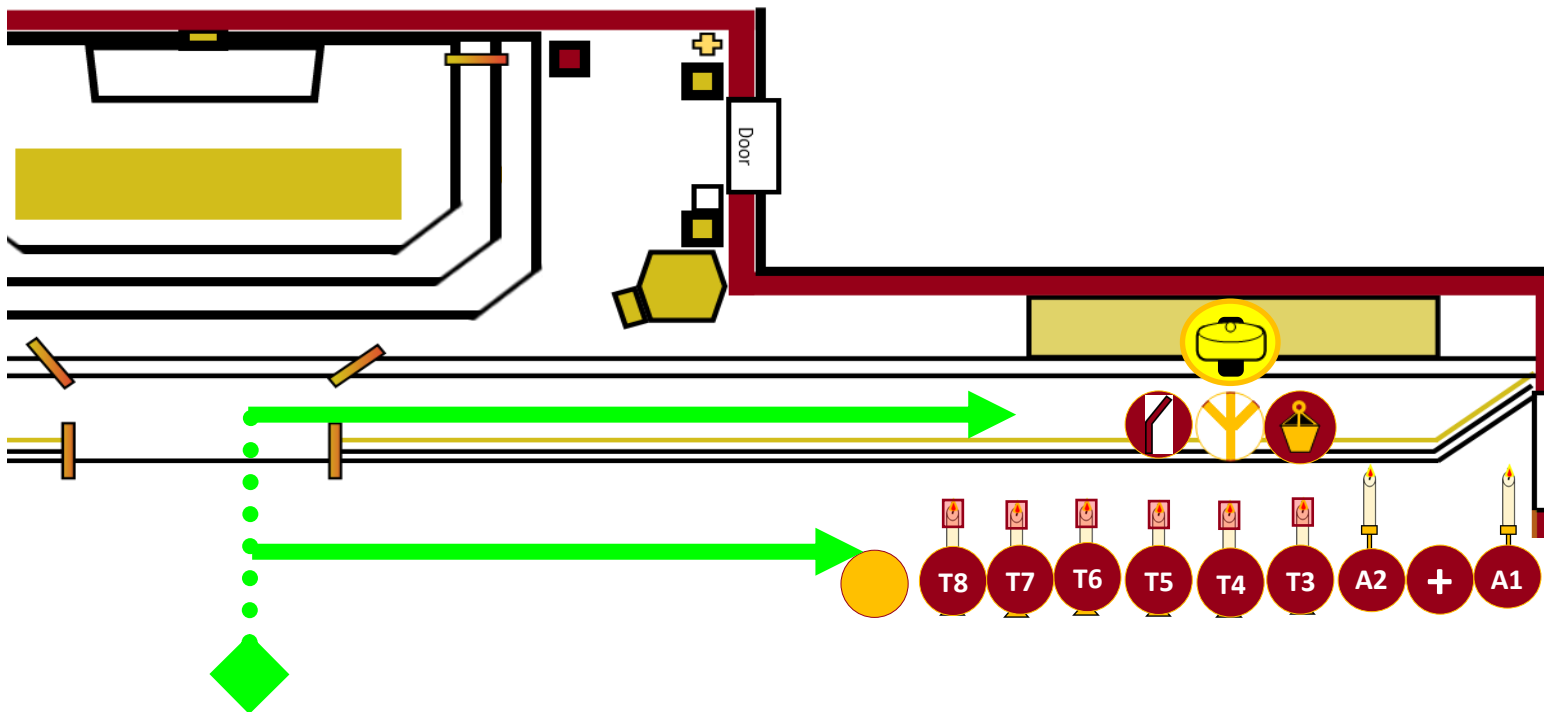


--**Incense** leads Deacon Bob and Presider to the Repository.

--The Presider, with **Deacon Bob's** assistance, places the ONE BIG CIBORIUM in the Repository.

--The Presider incenses the Ciborium in the Repository.

--**Deacon Bob** closes the Repository door.

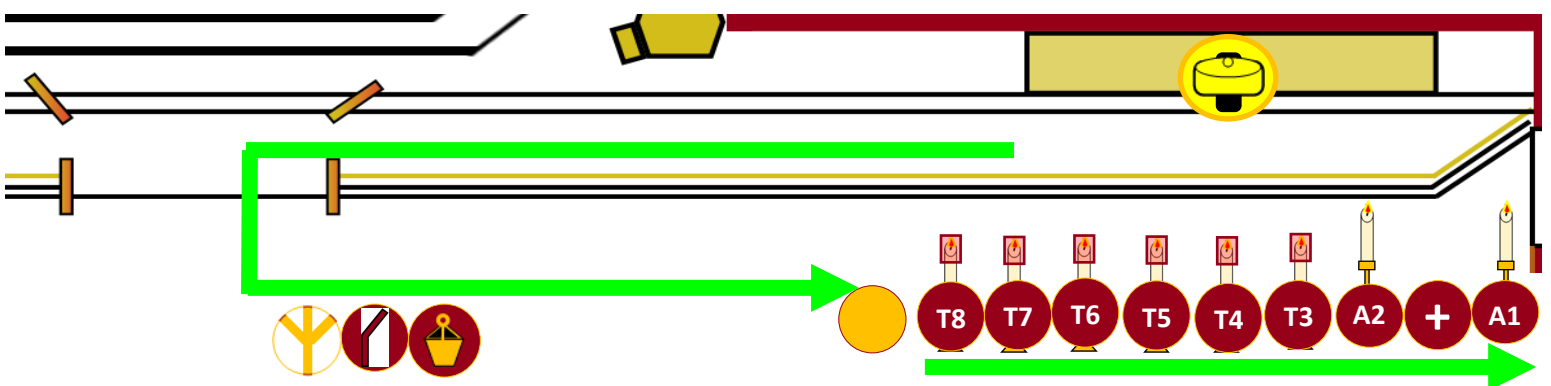


--The Music Ministry begins to sing, "*Song of Praise TBA.*"

Probably during "*Song of Praise TBA,*" the Presider will stand.

--When the Presider stands, we all stand and pivot right to face the side door.

--As **Incense**, **Deacon Bob** and the Presider come around the Communion rail, the sacristan opens the side door and we begin to **exit single file**.



After Mass ALL Servers will stay and help strip the altar

--normal Mass clean up (**hang up albs neatly**, etc.)

--remove the altar cloth

--remove celebrant's chair and carpet

--remove candles

--remove all Holy Water

--remove all crucifixes

or cover any that remain in the Church

(if they are not already covered).

ASK WHAT ELSE YOU CAN DO TO HELP !

Thank You for Serving !

Part Optional: The Washing of Feet.

--Following the Homily, the Presider **goes to his chair** and removes his chasuble.

He may put on an **apron**.

--When the Presider makes the move to **go to his chair**,

the Sacristan and helpers (**?bigger servers? Team Foot Other?**) **set up the benches**.

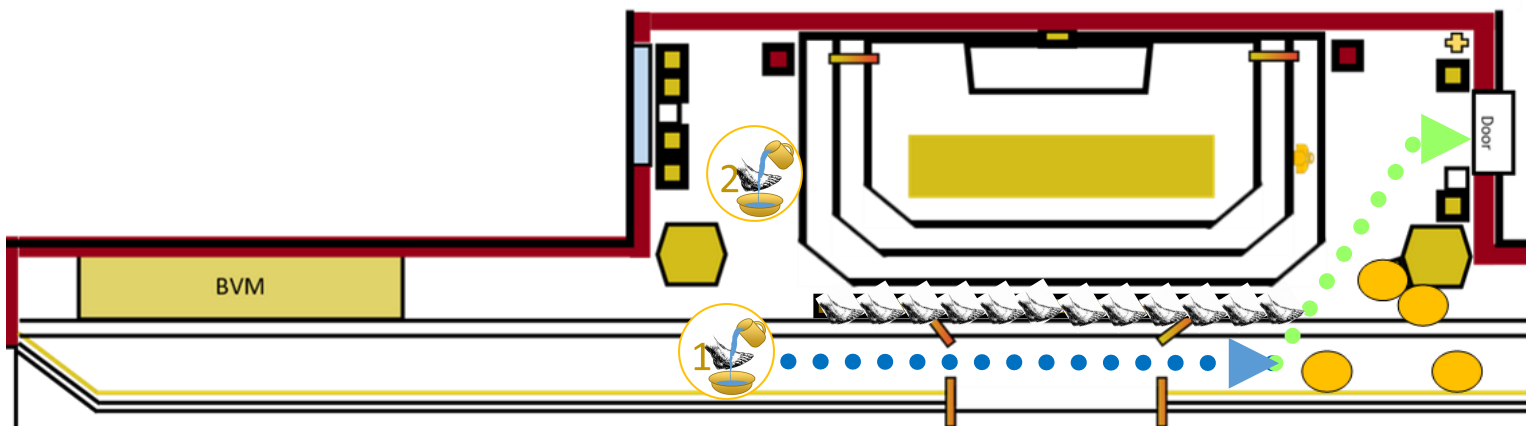
--Team **Foot One** (Pitcher, Bowl, Towels, Basket) gets the pitcher, bowl, towels, basket and stands at the BVM-end of the line of people whose feet are being washed.



--Team **Foot Other** (Pitcher, Bowl, Towels, Basket) gets the other pitcher, bowl, towels, basket and stands in the "On Deck" location (near the ambo).



Traffic flow for the Foot Washing



--Team **Foot One** () assists the Presider in washing the first six (6) feet, then retires to the sacristy to deposit the foot washing stuff.

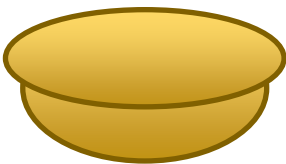
--Team **Foot Other** () moves up to the BVM-end of the line when Team **Foot One** leaves that place open.

--Team **Foot Other** () assists with the last six (6) feet, then retires to the sacristy to deposit the foot washing stuff.

--When Team **Foot Other** retires to the sacristy, the Sacristan and helpers (**?bigger servers? Team Foot One?**) **take away the benches**.

How to assist the Foot Washing

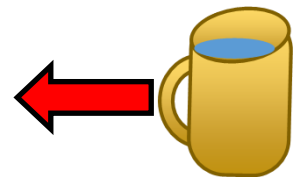
Washing from left to right.



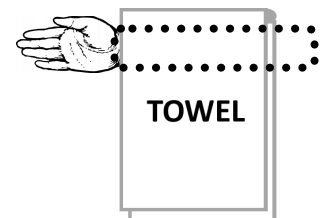
Bowl places the **bowl** on the floor under the first foot.

(When the Presider **gets up** to go to the next foot, **Bowl** moves the **bowl** for him, unless he already moved it.)

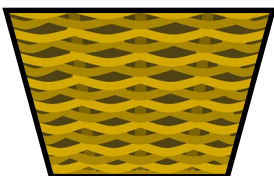
Pitcher's job is exactly like handing the water cruet to the Priest, **HANDLE OUT**. Stay focused because the Presider will use the **pitcher** and hand it right back to you.



Towel's job is to scoop a fresh towel onto his/her **forearm**. (The **towels** are placed in their basket in a way that makes this easy.)



As the Presider hands the **pitcher** back to **Pitcher**, offer the fresh towel to him.



Basket's job is to receive SIX (6) **dirty** towels.

