



St. Matthew Parish

6:35pm Closing of 40 Hours Altar Server Notes

Part 1: Ready to Serve!

◆◆◆Got knee pads? Wear 'em if you got 'em!◆◆◆

--At 6:40, ALL ALTAR SERVERS be in the Cry Room vested in alb and cincture.

--Gold Capey Thing: Cross (CCon), A1 (IDiP), A2 (AWal, T3 (LQuin), T4 (EDur), T5 (RO'Co), T6 (NBeid), T7 (AWang), T8 (DCro)

--Red Capey Thing: Incense (GRok), Canopy Bearers (C1 MKan, C2 CDiP, C3 KHun, C4 SHun)



Ellie Mae will be Ellie Mae.

Seminarian (Humeral Veil)
Reader

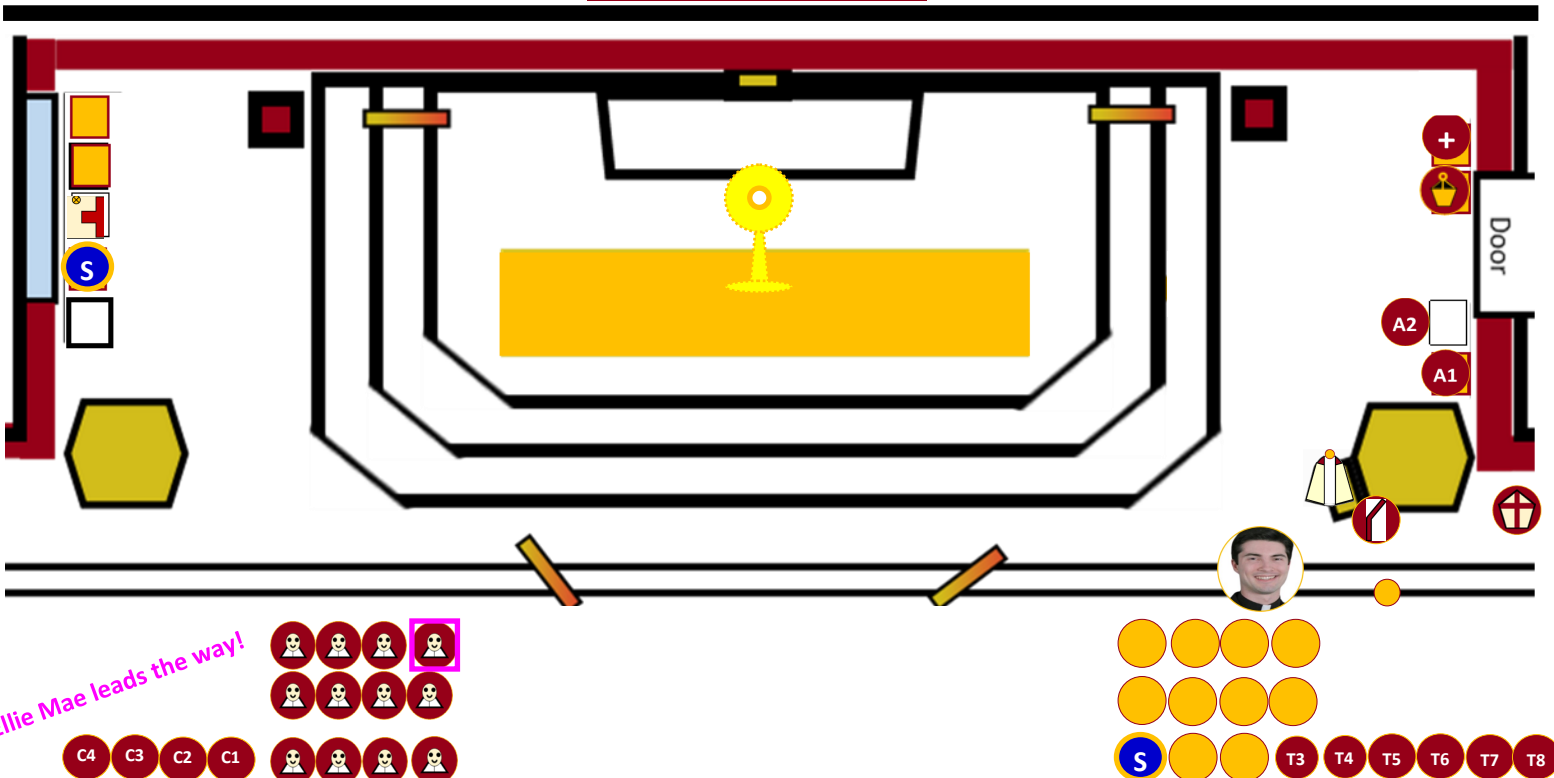
Note for Setup:
Humeral Veil is on BVM side table, folded.
Cross and stand are in the sacristy.

Ceremonies
Seating

Closing of
40 Hours

Cross/Bells
Incense
Acolyte2
Acolyte1

CCon
GRok
IDiP
AWal



Part 2: the Procession IN

--For the **Entrance**, there is an instrumental **Prelude** which lasts several minutes.

The Prelude will start, we will count **30-60 seconds** and then **start to process**.

--If your hands are empty, fold them and point them to heaven.

--We process in from the **St. Joseph SIDE DOOR**:

Incense

Acolyte1, Cross, Acolyte2

← **Servers** who will sit in pews (You will **genuflect** at the front-center aisle and turn **LEFT**.)

→ **Torches** (You will **genuflect** at the front-center aisle and turn **RIGHT**.)

← **Canopy Bearers** (You will **genuflect** at the front-center aisle and turn **LEFT**.)

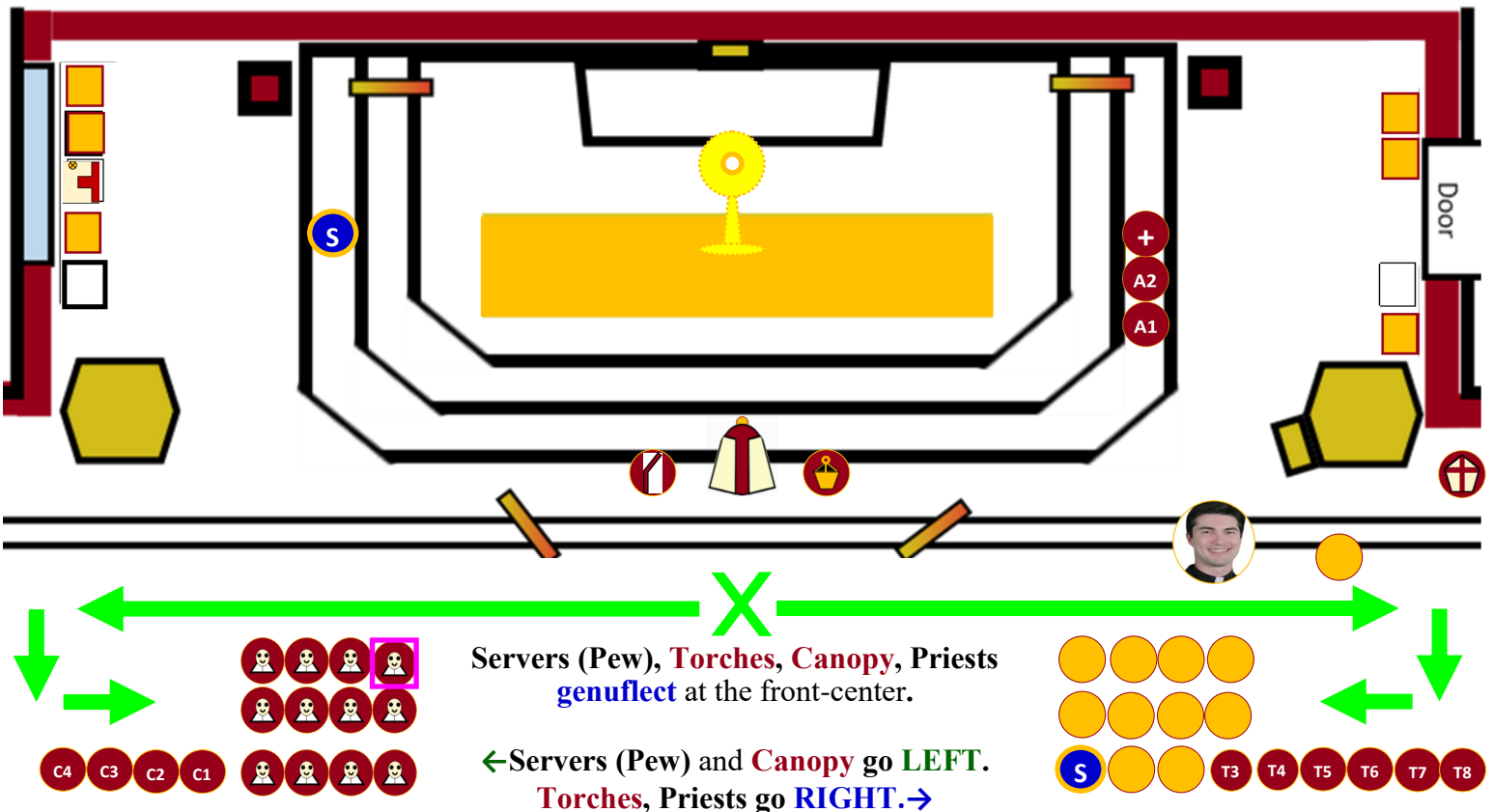
Seminarian (Humeral Veil) and **Seminarian** (Priests)

Priests, Deacons, Presider, Bishop

--**Incense** stops in front of the altar (at the **right side of the floor circle**) and waits for the Presider.

--**Cross** puts the **cross** in the sacristy, **Acolytes** put their candles in the sacristy.

--We all (except Dc Bob and **Incense**) **kneel**.



--**Incense kneels** once the Presider takes the **incense**.

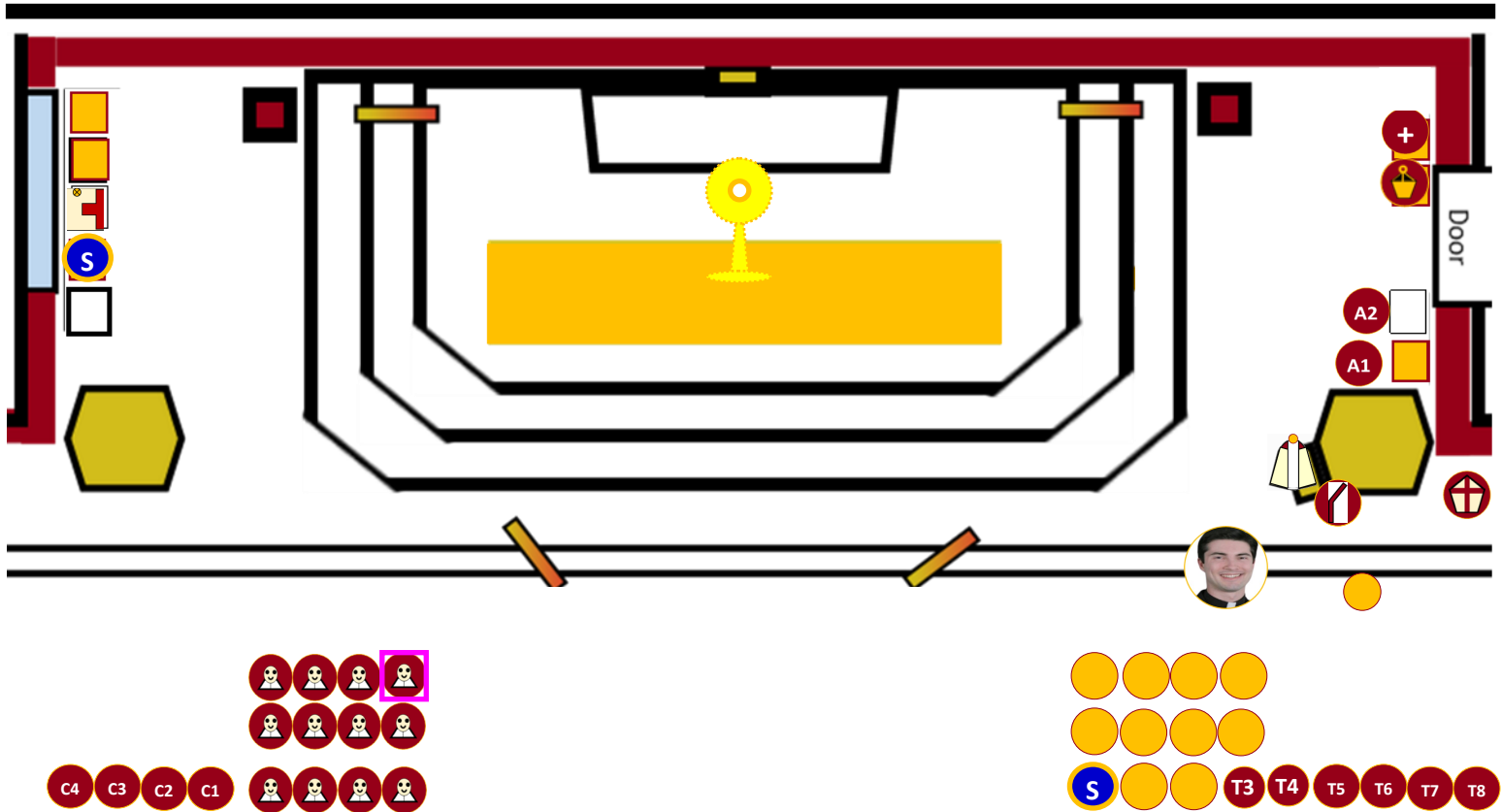
--The Presider incenses the Blessed Sacrament.

--**AFTER Incense**: when the Presider stands, we all stand.

--When the Presider goes to his chair,

Incense puts the **incense** in the sacristy.

We all go to our own **seats** and **stay standing**.



Part 3: Solemn Evening Prayer

--The Presider sings or says, "O God, come to my assistance..."

--The music ministry leads "Crown Him with Many Crowns."

--We sit for the three Psalms, the reading, homily and responsory.

--We stand for the **Canticle of Mary** and remain standing for the **Intercessions**.

The response to the **Intercessions** is: **Christ, Bread of heaven, grant us everlasting life.**

When the Intercessions **start**,

Incense, A1, Cross, A2 go to the sacristy and get ready.

Seminarian (Humeral Veil) is thinking, "Soon, I'll get the Humeral Veil and hold it by the **clips**."

Canopy Bearers go **down the side aisle** and get ready outside with the canopy.

Torches go **up the side aisle**, out the St. Joseph side door and into the sacristy.

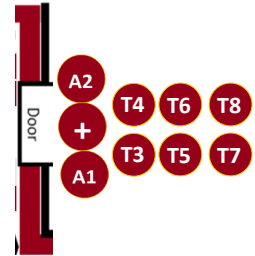


Part 4: **READY** Positions

--**A1, Cross, A2, T3, T4, T5, T6, T7, T8** go directly to the sacristy.

--NOTE: line up in the sacristy "**FLIPPED**" left/right.

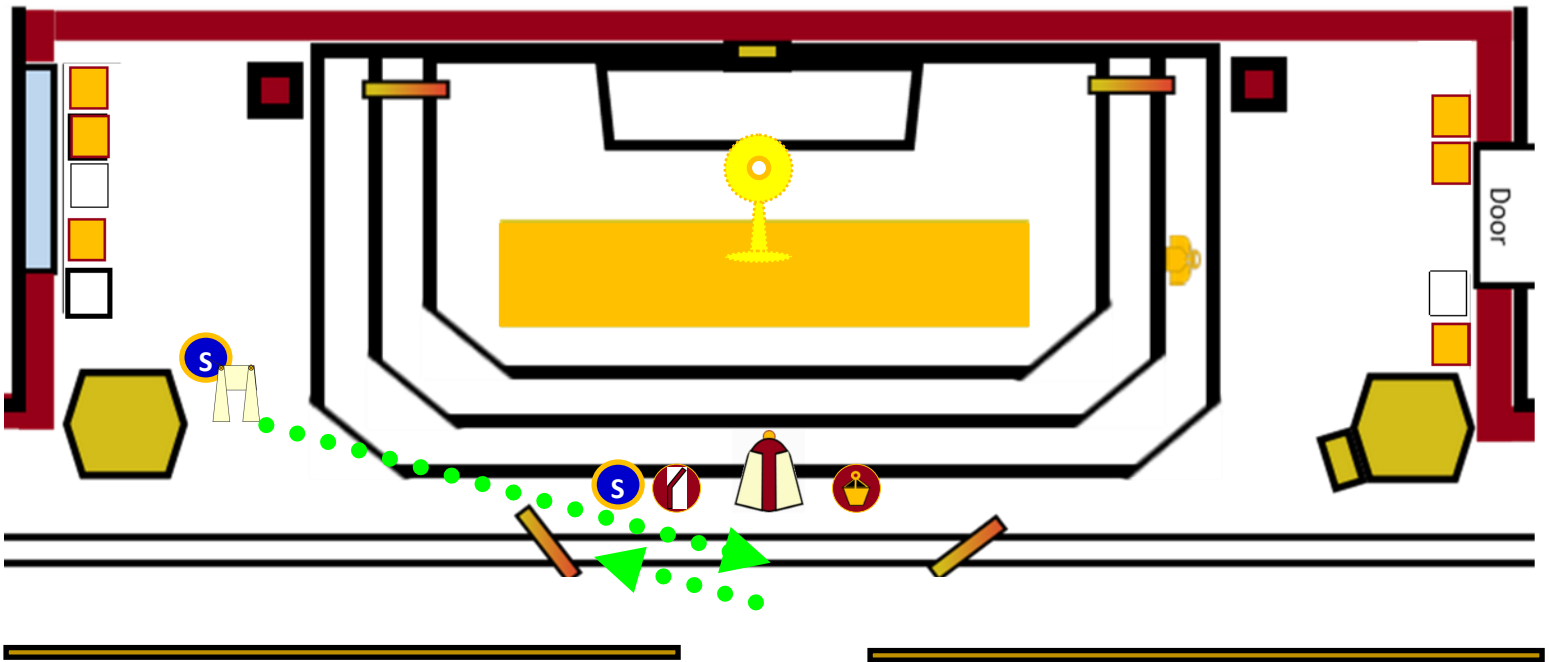
Evens on the RIGHT, ODDS on the LEFT.



--After the **General Intercessions** and the **Lord's Prayer**, the **Priest will go to the center.**

Incense goes with him.

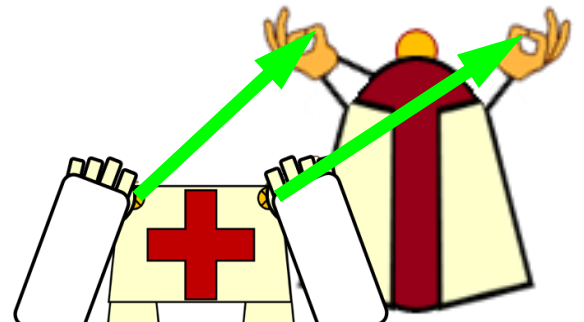
Seminarian gets ready with the **Humeral Veil**.



--Priest **incenses** the Most Blessed Sacrament.

--When Priest puts his hands over his shoulders,
Seminarian gives him the **Humeral Veil** by the clips.

--**Seminarian** then **kneels** on the front step like **Incense**.

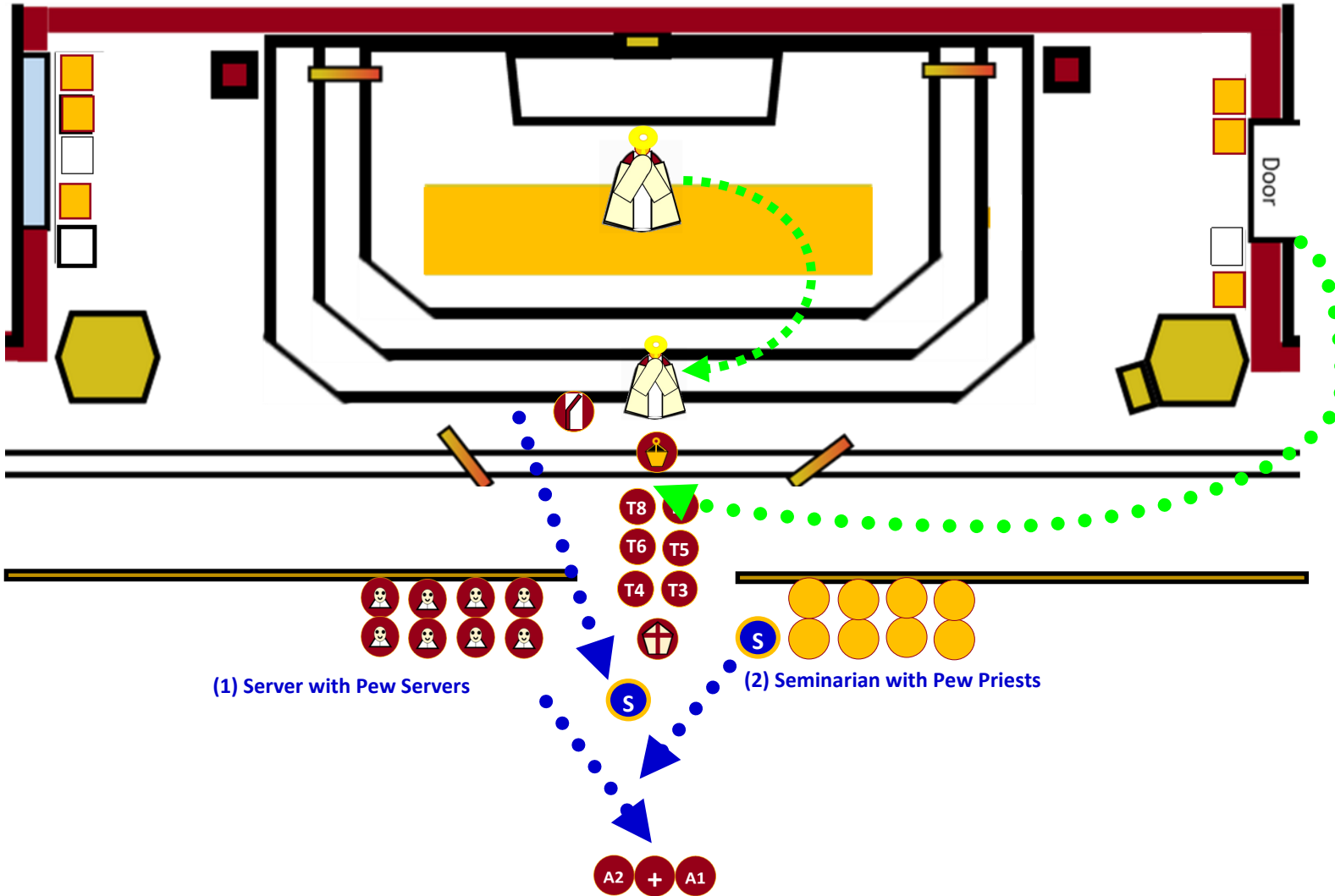


Part 5: the Eucharistic Procession begins

--Priest uses the humeral veil to pick up the monstrance.

--The **moment** the Priest **picks up the monstrance**, **THE PROCESSION BEGINS**.

--**Seminarian** (Humeral Veil) slips into the Procession beside **Seminarian** (Priests).



--**Pew Servers** join the Procession right behind **A1, Cross, A2**.

--**Seminarian** and **Pew Priests** join the Procession after **Pew Servers**.

--Then Bishop, **Torches**, **Incense**, Deacon Bob, and Fr. Welsh carrying the Most Blessed Sacrament.

--The **people of God follow the Blessed Sacrament**.

We need **two strategically placed people** (one on each side of the center aisle) to get the people started out of their pews.

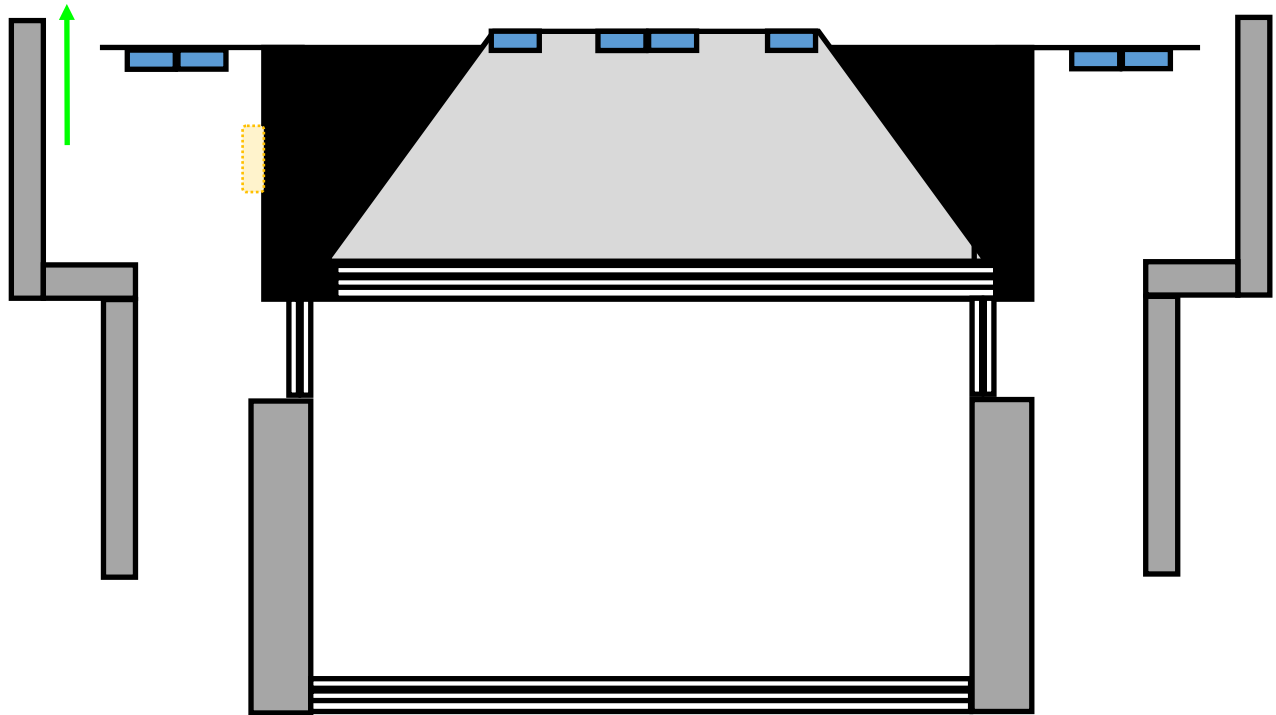
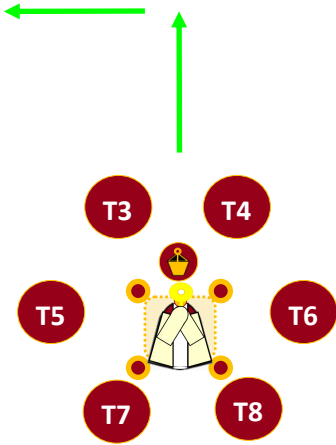
Nota Bene: once it starts out of the sacristy, the Procession **DOES NOT STOP**. But it does go **SLOW**.

**SLOW means
NO GAPS**

Part 7: Torches surround the Canopy

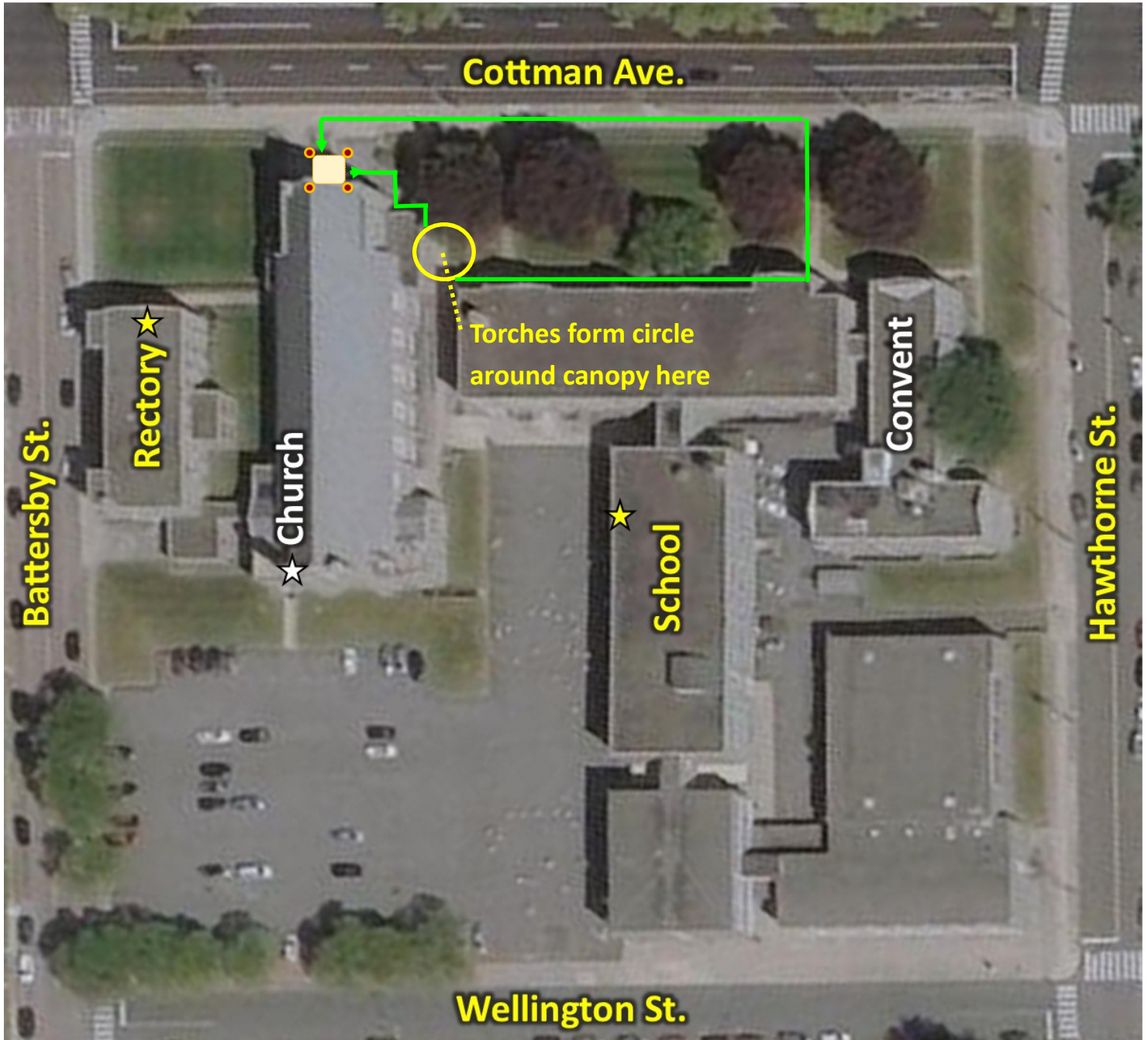
--Once they get up these steps, **Torches** spread out.

--When the Canopy is up the steps too, **Torches** form a **circle** around the Canopy.



-----Cottman Ave-----

Part 8: the outdoor procession



Part 9: Returning to the Sanctuary

- Canopy** Bearers take the Canopy to the Baptistry, unscrew the bottom half of each pole, and put the Canopy (on half-poles) on the four bases.
- Canopy** Bearers then return to the pews by the side aisle.

- Cross** takes the cross into the sacristy, then waits there out of sight.
- Acolyte1, Acolyte2, Torch3, Torch4, Torch5, Torch6, Torch7, Torch8** **kneel** with their candles.

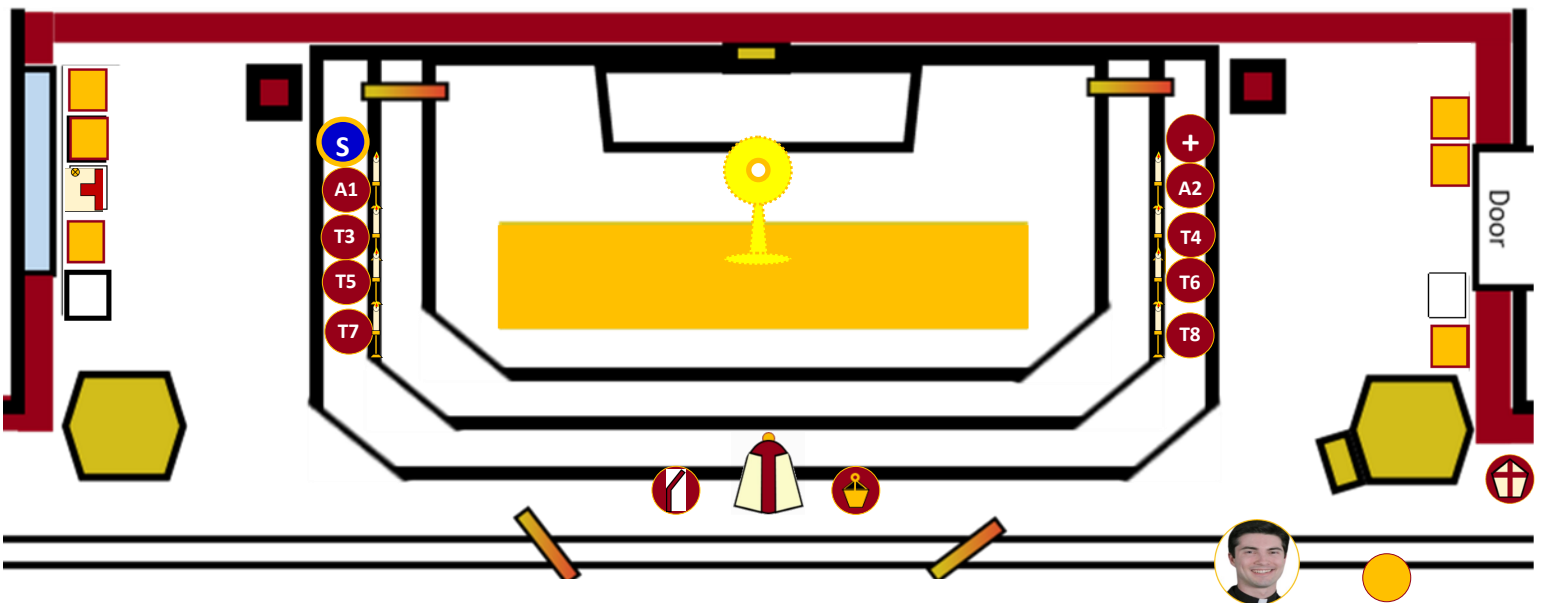
- Pew Servers** *don't* genuflect but go back to the pews by the side aisle (like before) and kneel.
- Seminarian** (Priests) ushers the Priests via the side aisle back to the pews.

- Bishop is back at his place in front of St. Joe.**

- Incense** stops in front of the altar (at the right side of the floor circle).

- As the Presider enthrones the Monstrance on the altar, the music ministry sings a *song of praise*.
- Fr. McCabe places Presider's Binder on the altar step.**
- The Presider goes down in front of the altar. Now **Cross** kneels at his place.

- The Presider imposes **incense**, then kneels to use it. **Incense** kneels too.
The music ministry sings "Tantum Ergo."



Part 10: Benediction

--At the **top, left** and **right** points of Benediction, **Incense** chings and **Cross** rings.

The rest of us make the Sign of the Cross as we receive the Eucharistic Benediction.

--The Presider leads the Divine Praises.

--**Deacon Bob** or Fr. McCabe **reposes the Blessed Sacrament**.

and closes the tabernacle.

--Whenever the Presider wants to shed the Humeral Veil, **Seminarian** is ready to take it.

--Fr. Welsh offers **CLOSING REMARKS**.

Part 11: the Procession OUT

--After his closing remarks, Fr. Welsh will **GIVE THE NOD TO LINE UP**.

--If possible, **Incense** puts more **incense** into the **thurible**. Perhaps a **Seminarian** could help.

--We all go to our **Procession OUT** positions. We face the altar.

Torch rows move like string. T7 and T8 stop in place first, T5 and T6 stop just past them..

If we are not carrying anything, we genuflect when the Presider genuflects.

