



St. Matthew Parish

7pm Monday of 40 Hours Altar Server Notes

Part 1: St. Matt Servers are on point.

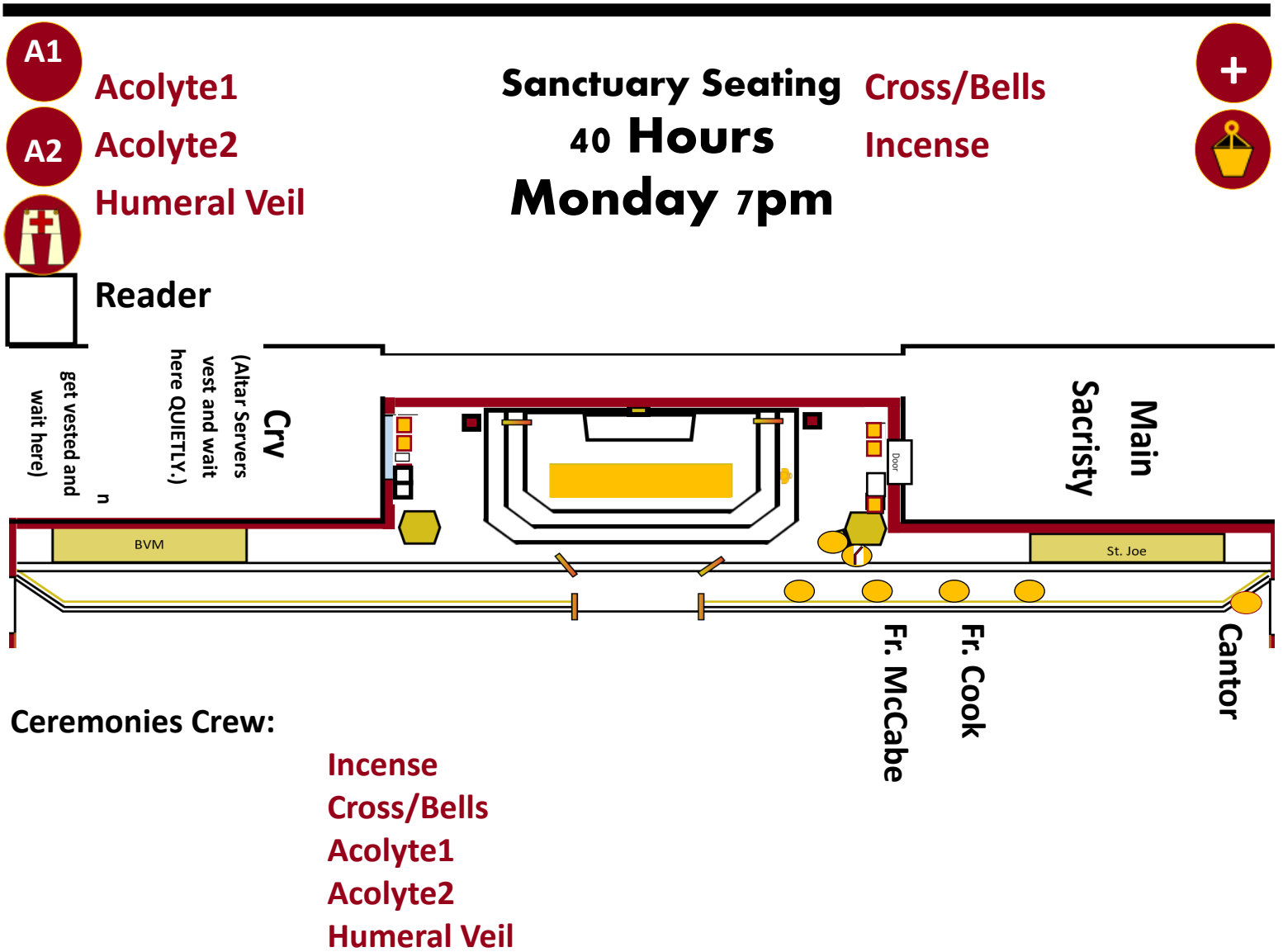
--At **6:35**, be in the Cry Room vested in alb, cincture and **Gold Capey Thing**.

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

--Review these notes. Copies of this (Altar Server Notes) are also on the window sill.

--Look around the Sanctuary. Do you see where things are? Do you see your seat?

--Incense: get the **thurible** and **boat** and practice handling them with someone:
hand over the boat, hold up the **thurible** for the priest to add incense...



Part 2: the Procession IN

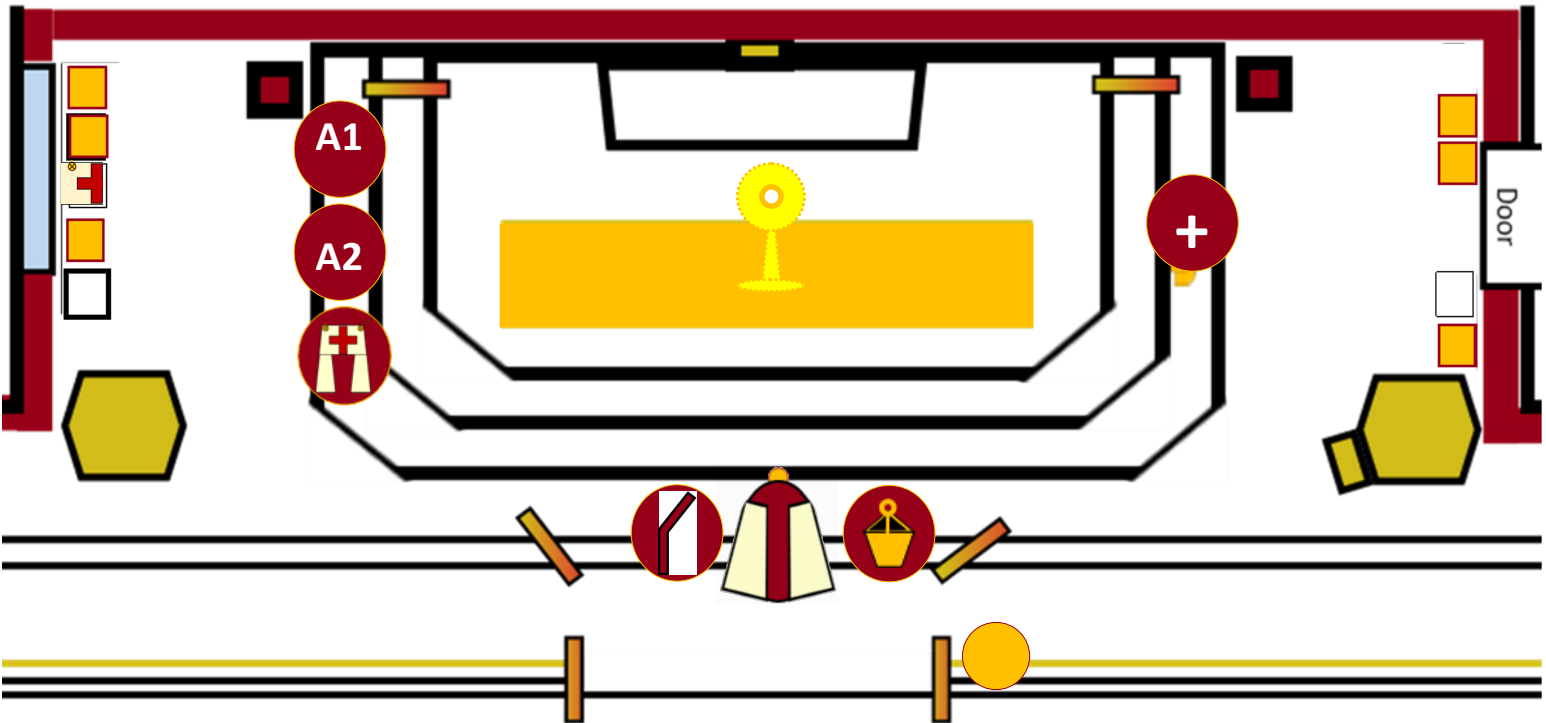
- Tonight we have Solemn Evening Prayer with Benediction.
- We enter from the **back** of church (and we will exit out the **side** door).
- Line up in the back:

Incense
Acolyte1, Cross, Acolyte2
Humeral Veil

Instrumental Music
during the Procession.



- The Most Blessed Sacrament is already on the Altar in the Monstrance.
- Incense** stops in front of the altar, **right of center**.
- Cross** puts the **cross** in the sacristy and stands at his **kneeling** place.
- Acolyte1** and **Acolyte2** **hold their candles**. When they kneel, they keep holding them.



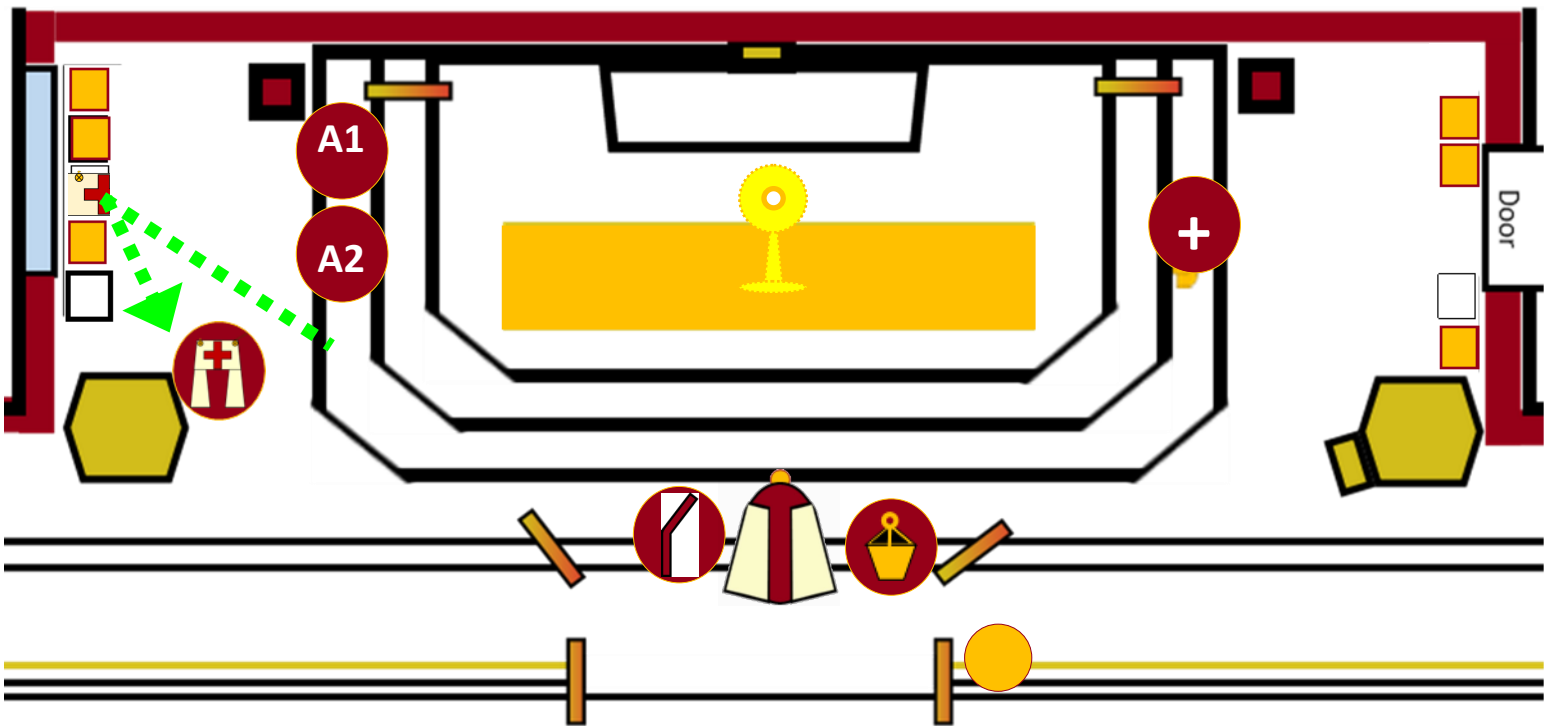
- When the Presider gets to the altar and genuflects,
we all (except **Incense**) **kneel**.
- Incense** **kneels** after the Presider takes the **incense**.
- AFTER Incense**: when the Presider stands, we all stand.
- When the Presider goes to his chair,
Incense puts the **incense** in the sacristy,
and we go to our own seats and **stay standing**.

Part 3: Solemn Evening Prayer

- Standing at his chair, the Presider begins **Solemn Evening Prayer**: "O God, come to my assistance."
- The Music Ministry leads "**Praise to the Lord.**"
- Near the end of Solemn Evening Prayer, we pray General Intercessions.
The response is *Christ, the Bread of Heaven, grant us everlasting life.*
- During the General Intercessions,
Incense gets ready with the incense.



Part 4: Benediction



- After the Lord's Prayer, the Presider will go to the center. **Incense** goes with him.
- Servers (except **Incense**) all **kneel**.
- The Presider turns to **Incense**.

- The Presider incenses the Blessed Sacrament.
- When the Presider stands, we keep kneeling, except **Humeral Veil**.
Humeral Veil gets the **Humeral Veil**,
holds it by the clips and stands ready by the BVM side table.

**Music Ministry leads
Tantum Ergo.**

- The Presider prays, "Let us pray..."
At the end of this prayer, **Humeral Veil** brings him the **Humeral Veil**.
Humeral Veil then returns to the kneeler pad and **kneels**.

- At the actual Benediction, the Monstrance reaches a **top** point, a **left** point and a **right** point.
At each point, **Cross** rings the **bells** and **Incense** chings the **incense**.



Part 4: Benediction (*Continued*)

--The Presider leads the Divine Praises.

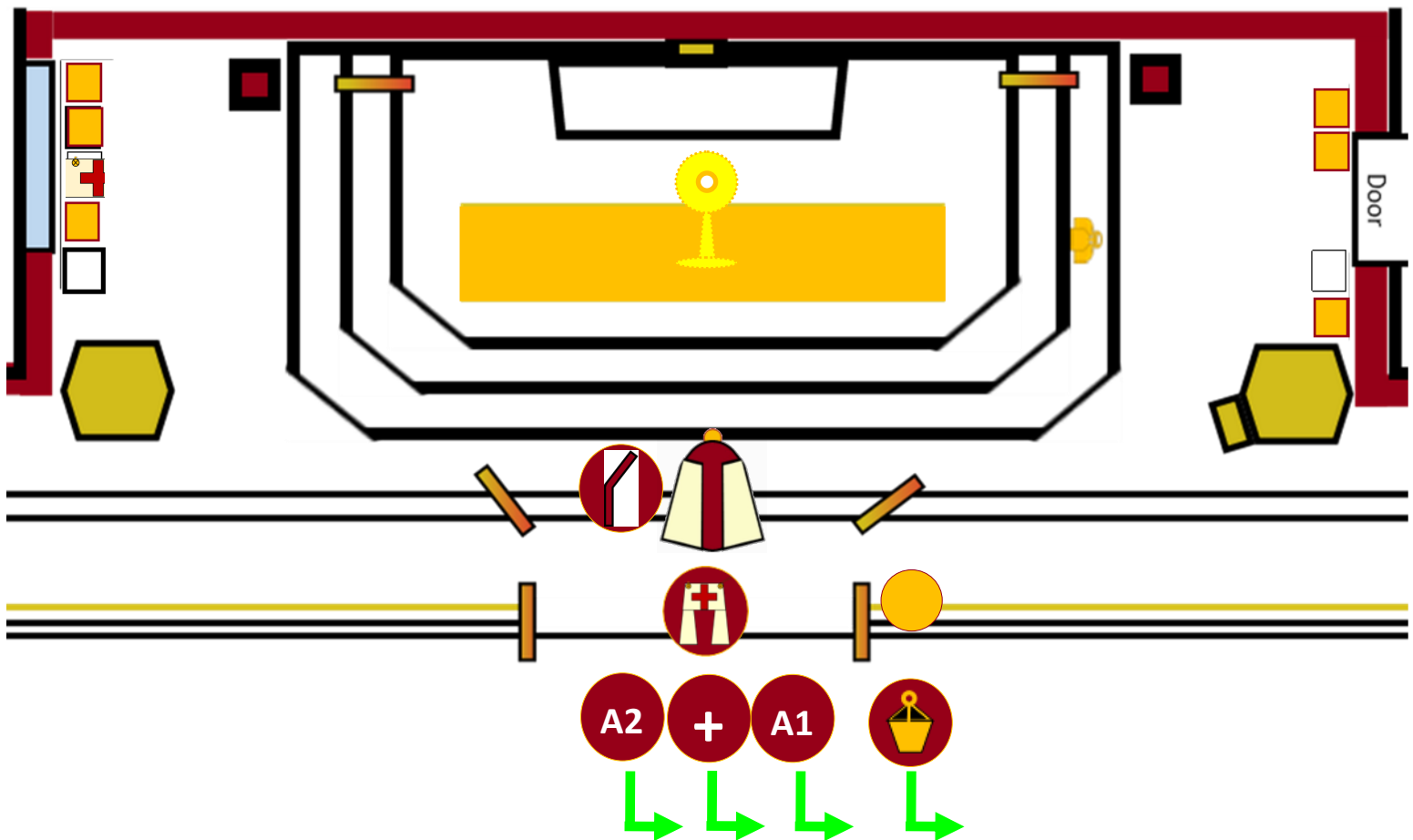
--The Presider or another priest or deacon **reposes** the Blessed Sacrament.

--**Humeral Veil** watches the Presider.

Whenever the Presider starts to unhook the clasp of the Humeral Veil to take it off, **Humeral Veil** takes it from him, folds it and places it on the BVM side table.

Part 5: the Procession OUT

--When the Hymn of Praise starts (or even before it starts), we go to our **Procession OUT** places, facing the altar.



--When the Presider genuflects, all **genuflect** or **bow** with him.

--All **EXIT** to the **side door**.

Each "wave" goes to the center aisle.

Each person in the wave turns **90° left**, and goes out the side door **single file**.