



# St. Matthew Parish

## 11am Sunday of 40 Hours Altar Server Notes

### Part 1: St. Matt Servers are on point.

--At **10:30**, be in the Cry Room vested in alb, cincture and **Gold Capey Thing**.

Today, the Sign In sheet will be on the window sill in the Cry Room.

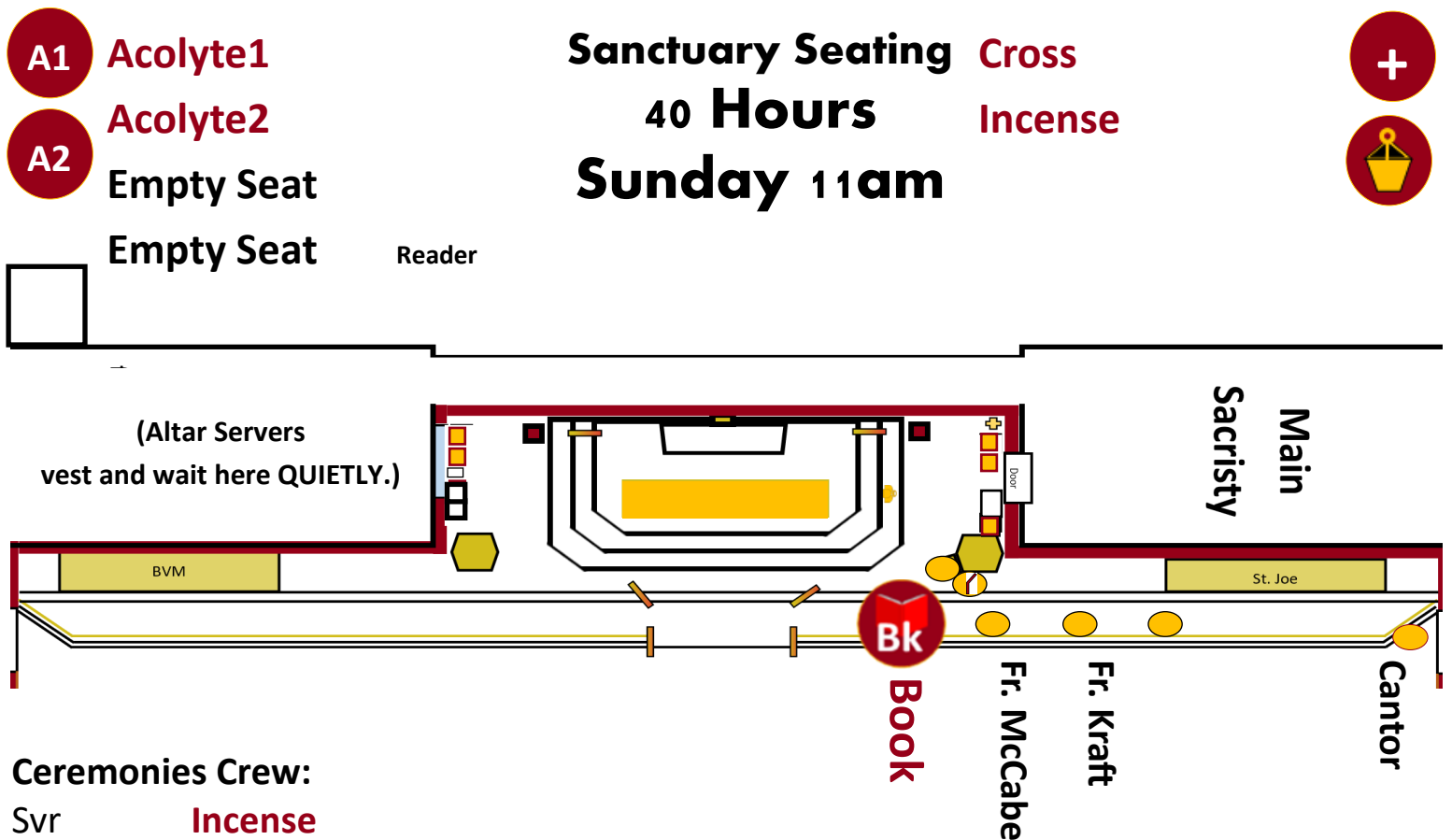
Copies of this (Altar Server Notes) are also on the window sill.

--Review these notes.

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

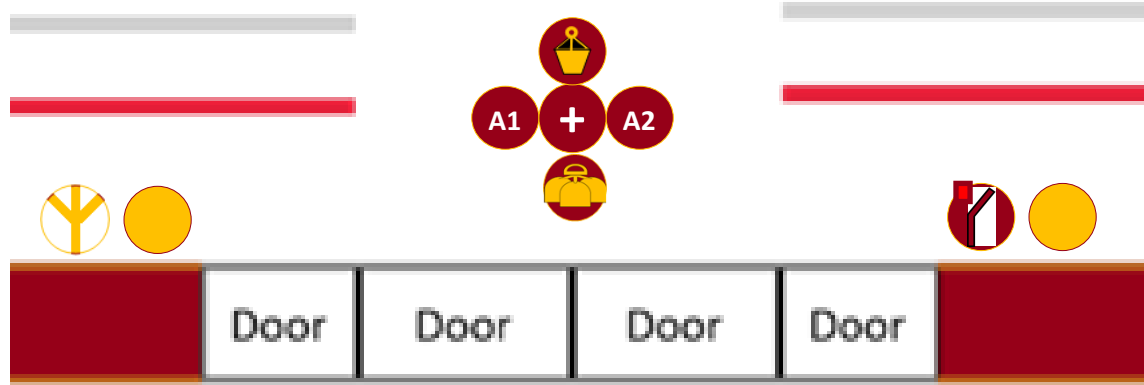
--Incense: get the **thurible** and **boat** and practice handling them with someone:

hand over the boat, hold up the **thurible** for the priest to add incense...



### Ceremonies Crew:

- Svr **Incense**
- Svr **Cross**
- Svr **Acolyte1**
- Svr **Acolyte2**
- Svr **Book**



## Part 2: the Procession IN.

--In the back of church, line up for the Procession IN.

**Incense** leads the way

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

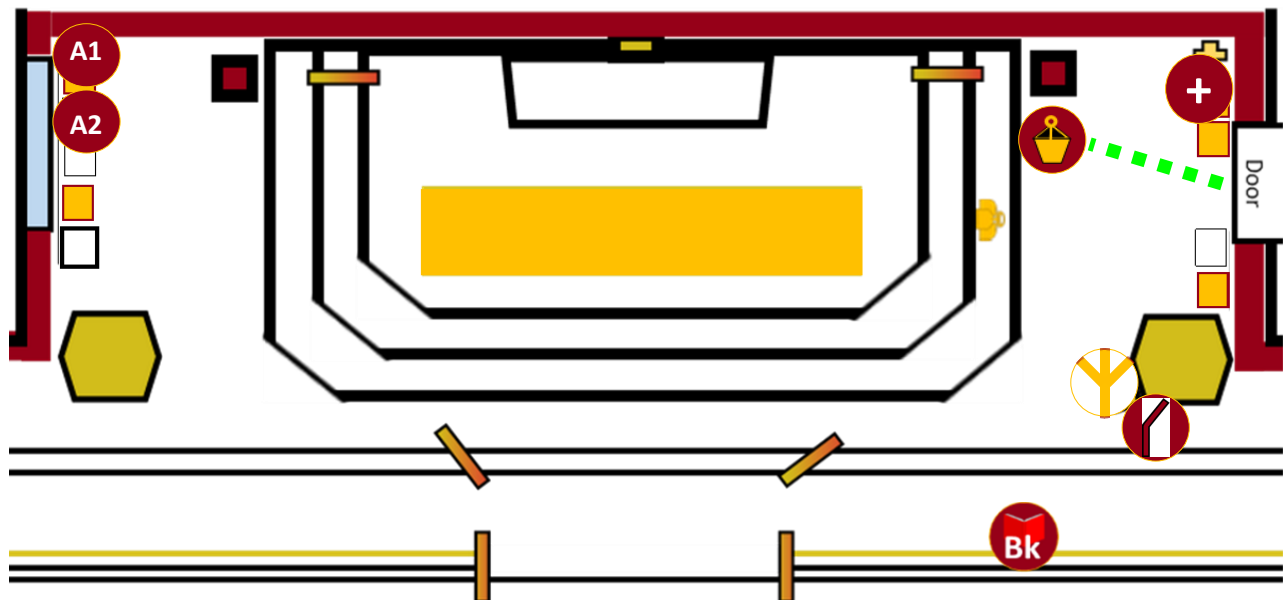
**Book**

**Deacon** w/Bk of Gospels

Concelebrants

--If your hands are EMPTY, **genuflect quickly** and go stand at your chair.

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



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

--**Cross** puts the cross in the **sacristy**.

--**Acolyte1** and **Acolyte2** leave the processional candles **lit** on the floor by the BVM side table.

--After the Presider has incensed the altar, **Incense** takes the incense to the sacristy.

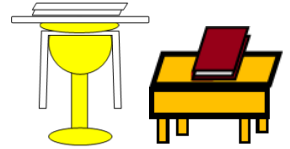
--**Book** holds the Book for the Presider when directed.

### Part 3: The Liturgy of the Word

- Sit and stand at the usual times. Participate in Mass *fully, consciously, actively*.
- After the homily, the Presider goes to his chair.
- Just like a regular Sunday Mass, the next **GO TIME** is when the General Intercessions are done.

### Part 4: The Liturgy of the Eucharist

- When the General Intercessions are done, everyone else sits down.  
**Incense** goes into the sacristy and gets ready with the incense.  
An **Acolyte** (either one) puts the Chalice on the altar.  
**Cross** puts the Book and Stand on the altar.



- When the Presider goes to the center-front to receive the Gifts,  
**Acolyte1** and **Acolyte2** go with him.
- Bread** (in a ciborium) goes to the corner of the altar right away.
- Acolyte1** and **Acolyte2** get ready with **water** and **wine**.



- When the Presider arrives at the altar,  
**Incense** stands in front of the St. Joseph side angel.
- When the Presider turns for the incense,  
**Incense** meets him half-way,  
hands him the **Boat**  
and raises the **Thurible** for him to impose incense.



- While the Presider is incensing the altar and cross,  
**Incense** again stands in front of the St. Joseph side angel.  
and **Acolyte1** and **Acolyte2** get ready for the hand washing.

- The Presider returns the Incense (which then goes back to the sacristy),  
and turns to **Acolyte1** and **Acolyte2** for the hand washing.



- Cross** or **Book** rings the **Bells** as usual: short and sharp, 1-3-3.



## Part 4: The Liturgy of the Eucharist (*continued*)

--During the distribution of Holy Communion,

**Cross** takes the **Book** and **Stand** off the altar and puts them in the sacristy.

**Cross** gets ready with the **cross** but stays in the sacristy with it, for now.

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

--Fr. McCabe or Deacon Bob move the **chalice** and empty **ciboria** to the sacristy.

Note that the **Corporal STAYS** on the altar.

???

--At some point, the sacristan changes the candles on the altar to candelabras.

--Fr. McCabe places the empty **Monstrance** on the corner of the altar, turned sideways.

## Part 5: Exposition of the Most Blessed Sacrament

--Note that announcements were already made before Mass, so none are read now.

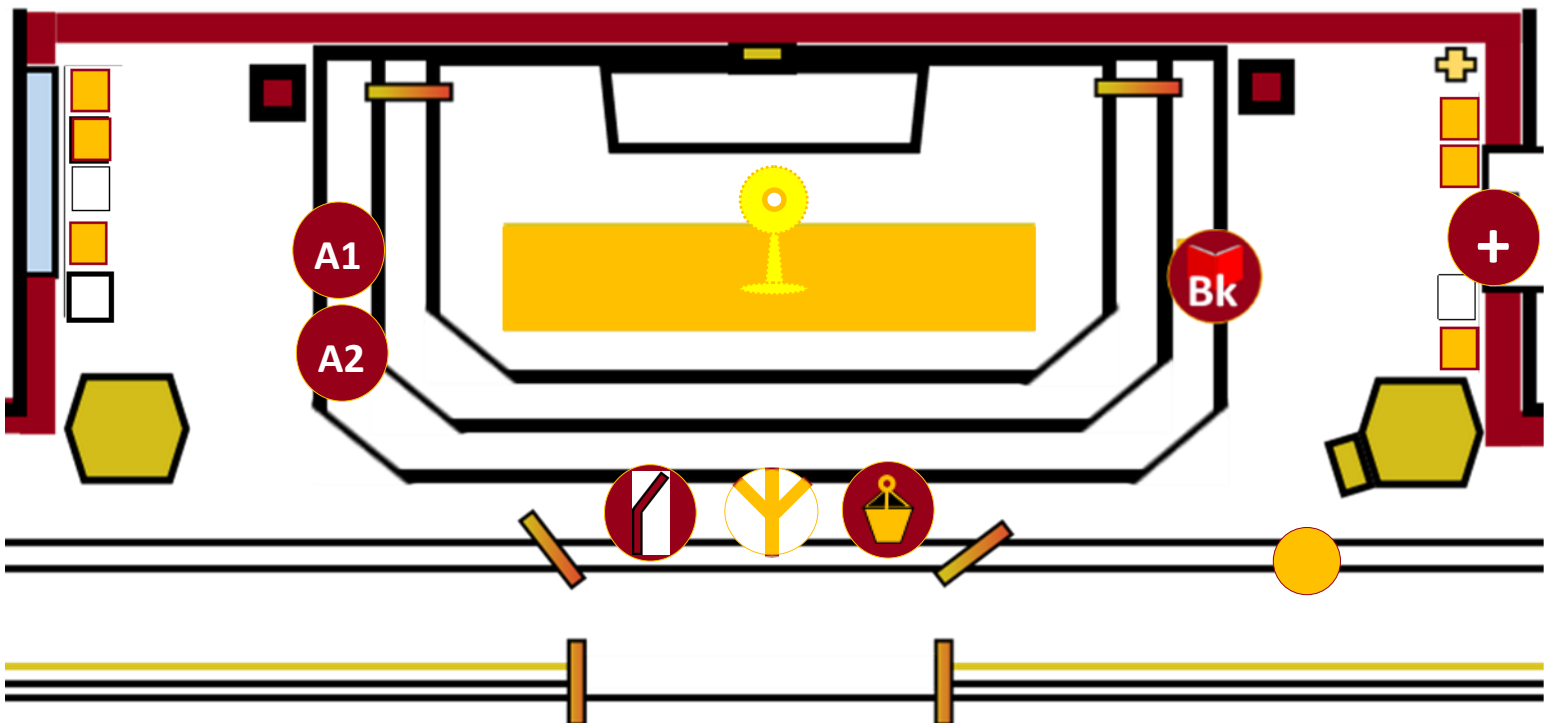
--The Priest **might** need water for the Chalice, **OR** the Chalice might go straight to the sacristy.

--When the altar is clear (except for the **Corporal** and **Monstrance**),  
a priest or deacon exposes the Most Blessed Sacrament.

--There is NO blessing and dismissal. Instead, the Presider will go to the center.

**Incense** stands on the Presider's **right** side.

**Everyone else kneels**. **Cross** is ready with the **cross** at the sacristy door.



## Part 5: Exposition of the Most Blessed Sacrament (Continued)

--Whenever the Presider wants to impose incense,

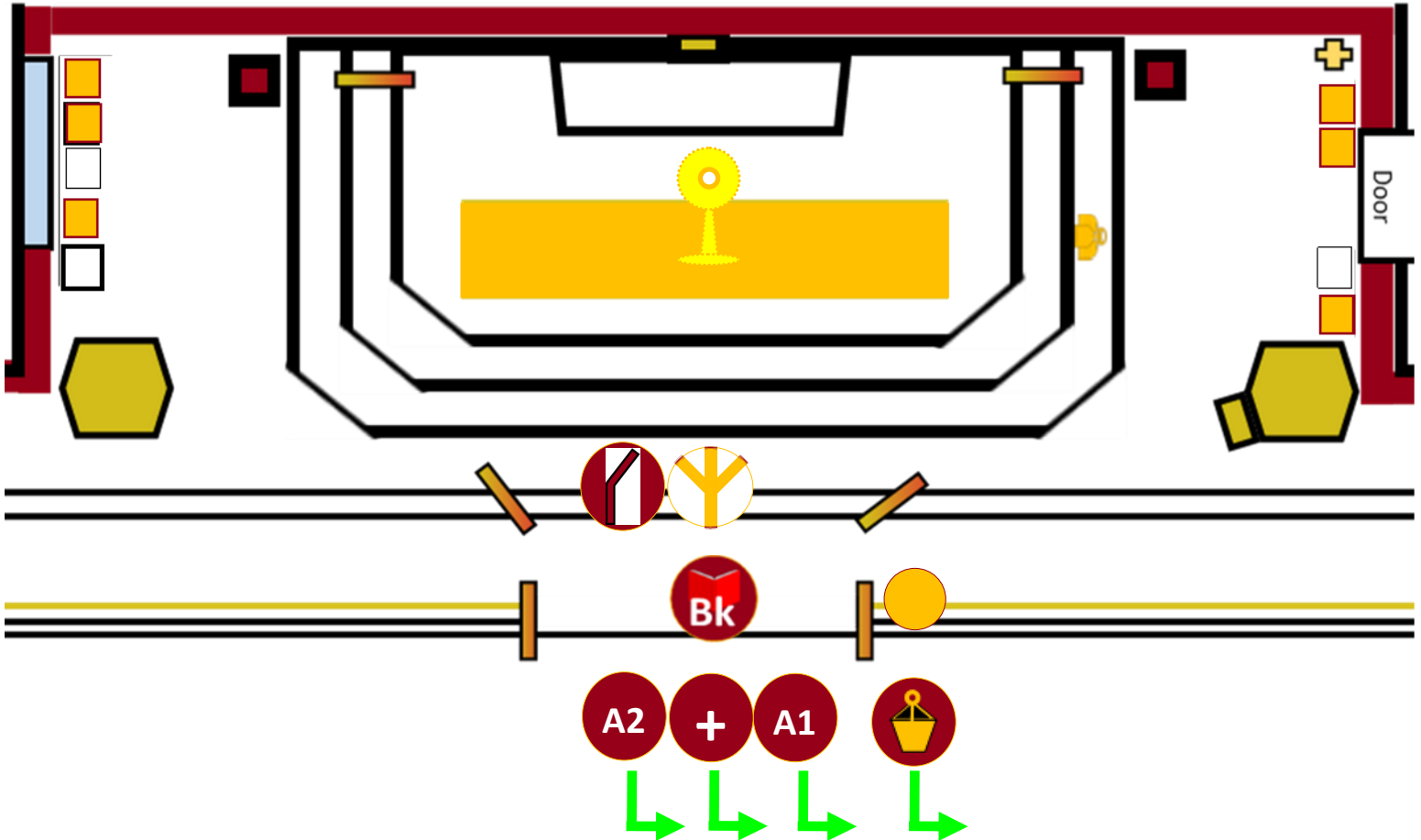
**Incense** hands him the **Boat** and raises the **Thurible** for him.

--The Music Ministry sings a hymn of praise.

--The Presider kneels and incenses the Most Blessed Sacrament, then hands the **Thurible** back.

--All **kneel** for a time of silent prayer.

--As soon as the Presider **stands**, everyone goes to their **OUT** positions.



--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 **single file**.

## Part 6: Cleaning up afterwards

--Pick up any programs, printed materials, etc., and put them on the sacristy counter.

◆◆◆**Hang up your alb and capey thing neatly.**◆◆◆

--ASK what else needs to be done!

Thanks for serving!