



St Bernadette Roman Catholic Parish
Letter of Instruction
For
INCENSE PROCEDURES FOR ALTAR SERVERS

Effective Date: 25 January 2010

The Altar Server who handles the Thurible ONLY handles the Thurible--does not do any other Altar Server duties.

The "Incense Altar Server" must be careful to touch only the rubber part of the Thurible since the Thurible becomes very hot.

15 minutes before Mass starts, the Sacristan will light the charcoal. If the Sacristan has not done so, the Incense Altar Server will remind the Sacristan to light the charcoal.

Five minutes before Mass starts, the Incense Altar Server will take the Thurible and the boat of incense to the back of the church. **Keep the Thurible moving all the time you are holding it.** Do not set the Thurible on the floor. Do not hold the Thurible high – you don't want incense in your face. Hold the Thurible so it is below your knee. The Incense Altar Server will:

1. With Thurible, be first in the procession into the Church. Keep the Thurible in the right hand moving. Carry the boat of incense in the left hand. (Note: The Altar Server with the Cross will be second in line.)
2. After processing into the Church, immediately go to the back of altar and stand by the Altar Server chairs. After Father venerates the altar, he will turn around. Step up to Father so he can take the Thurible and incense the altar with it. Step down. When Father is done, step up to Father so he can hand the Thurible back to you. Return the Thurible to the stand. **BE SURE TO HOOK THE CHAIN FIRST, THEN FOLOW THE CHAIN TO ATTACH IT TO THE TOP SO THAT THE CHAIN IS TIGHT. IF THE CHAIN IS LOOSE, THE THURIBLE WILL FALL.**
3. At the end of the 2nd reading, the Lector will say "The Word of the Lord." Get the Thurible and boat of incense and take them with you to the altar. Step up to Father who will be sitting. Father will add incense. Then step down and stand by the steps at the side of the altar by the Cross in front of the Candle Bearer. **KEEP THE THURIBLE MOVING.** The Deacon will get a blessing from Father, will hold up the "Book of the Gospels," and then go to the Ambo. Process in front of the Candle Bearer and the Deacon to the Ambo. Stand on the step next to the Ambo with the Candle Bearer. The Deacon will

then turn to you to get the Thurible. When the Deacon is finished, he will hand the Thurible back to you. Step down first and then return the Thurible to the stand. Do not walk across the altar level; walk on the floor level. Again, **HOOK THE CHAIN FIRST, THEN FOLLOW THE CHAIN AND ATTACH IT TO THE TOP. MAKE SURE THE CHAIN IS TIGHT.**

4. At the Offertory, Father will use incense before he washes his hands. Stand on the floor behind the altar with the Thurible and boat of incense. The Altar Server with the water will stand behind you. When Father is ready for the incense, step up to Father and hand him the Thurible. Then go to the side of altar near the Cross and stand on the floor near the Cross. When the Deacon finishes incensing the people, he will hand the Thurible back to you. Return the Thurible to the stand.
(Note: WHEN HANDLING THE THURIBLE, BE SURE TO NEVER TOUCH THE HOT PART. If the rubber part seems hot, wrap the wet cloth (on the small table) around it for a few seconds to help cool it down. This part will be hot especially before the Offertory.)
5. At the end of Mass, with Thurible, be first to process out of the Church.
(Note: the Altar Server with the Cross will be second in line.)