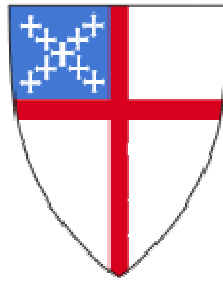


Trinity Acolyte Manual



October 2007

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Introduction

Acolytes are among the most visible lay people on Sundays; Trinity Church thanks you for your service.

This manual will remind you what acolytes are expected to do before, during, and after a worship service. Please read the "Instructions for all Acolytes and Servers" portion and study carefully the sections specific to the task(s) you have been asked to perform. Keep this manual handy for future reference. If you have any questions, please contact the current Sacristan or Jonathan Karty (jakarty@insightbb.com or 812-824-6318), or the Church Office (336-4466)

This manual was written for acolytes of all ages, but there are many instructions here to assist younger children in their service to God and Trinity parish. Some of the instructions may seem redundant, but even the most experienced among us need to review the fundamentals from time to time.

This document is broken into subsections for each task and covers the duties performed during a standard worship service. Appendices describing special services (e.g. Christmas, Ash Wednesday, Easter, etc.) will be added to the end of the manual from time to time. Bear in mind that the manual is by no means complete nor set in stone and that the actual tasks performed by the acolytes are at the discretion of the Celebrant. Be reverent and flexible in your service and listen for changes from the clergy.

Instructions for All Acolytes and Servers

Remember: You can be seen by the entire congregation; be aware of your behavior. Above all else, an acolyte should be reverent when he or she serves. Reverent behavior includes: being quiet when in the sacristy or in the church, participating in the liturgy (i.e. saying the appropriate responses at the appropriate times), listening attentively to the sermon (not sleeping, talking, or reading the bulletin), sitting still throughout the service (no playing with robes or cinctures), moving slowly and deliberately when necessary (no running or sudden movements), and , most importantly, being attentive to the Holy Spirit as He inspires the Congregation.

During some services (particularly Easter, Easter Vigil, and Christmas), there may be too many choristers to allow the torches, crucifer, boat carrier, and thurifer to sit in the choir stalls. In this case, have the ushers or chalice bearers rope off the first two pews in front of the side altar along the wall on the gospel side (see diagram).

The priests and deacons always have the right to change the way acolytes assist them with the Liturgy. Their directions always supersede this manual. Always follow their instructions.

Before the service:

Arrive 15-20 minutes before the service is scheduled to begin.

If necessary, go to the restroom or get a drink of water.

Spit out any gum or candy.

It is appropriate to kneel at the altar rail and say a prayer such as “Lord, I am here to serve you; help me to serve you well.”

Put on your alb (white robe).

Make sure the collar is snapped up and all Velcro patches are together.

Put on the cincture (rope belt) as indicated at the end of this manual.

Make sure the celebrating priest knows you are here and check if there any changes to the tasks required of you.

If serving for a special occasion (weddings, baptisms, Easter, Easter Vigil, Christmas, first Sunday in Lent, Trinity Sunday, Pentecost, All Saint’s Day, Bishop’s visit, etc.) find out if there are any special instructions.

The candles behind the altar are lit by Server 1 and Server 2.
The lucifers (candle-lighters) with wicks are located on the hooks next to the door to the hallway in the Sacristy.

Matches are usually located in the ashtray where the torches are. Additional matches are located in the lower right-hand compartment of the altar linen cabinet.

Wait quietly in the sacristy until the celebrating priest arrives to pray for the acolytes. Remember, what you say in the sacristy is easily heard in the nave!

Perform any duty requested of you by the priests or deacon.

After the prayer, follow the priests and other acolytes out and follow their path to the back of the church (usually around the outside of the church or through the Great Hall).

While waiting at the back of the church, leave the aisles clear so people can get to their seats.

During the service:

Participate in the Liturgy. Stand, sit, kneel, and respond when appropriate.

Share prayer books and hymnals if necessary.

Make sure all movements are performed REVERENTLY and slowly.

Walk slowly and do your job quietly so as not to distract others during the service.

When standing, stand up straight and look attentively towards the speaker or directly in front of you. If you are not carrying anything, fold your hands in front of you as if you were praying, holding your hands at your waist.

When kneeling, put all your weight on your knees and kneel upright if in the Sanctuary (around the altar). If in pews, you may rest your back against the seat bottom. If you are unable to kneel properly (broken kneeler, lack of kneeler, lack of room, knee pain, etc), it is appropriate to stand during the various prayers.

Bowing:

You need not bow when carrying an object other than a hymnal or prayer book (e.g. torch, altar book, cross, chalice, etc.).

You should reverence the altar (bow) any time you cross in front of it when you are not carrying something (e.g. when walking from the sacristy after each procession or to the sacristy before and after the gospel procession).

When you do bow, keep your back straight and bend at the waist. Bend about half way down (45 degrees or so). Remember to make all movements slowly (reverence is always important).

When sitting, sit up straight in chairs or pews. Hold a prayer book or hymnal or keep your hands folded in your lap.

DO NOT PLAY WITH CINCTURE ROPES!

The chalice administrators and servers take Communion at the same time as the assisting priests and deacon.

The crucifer, torch bearers, book, thurifer, boat carrier, and banner carrier take Communion at the same time as the choir.

If you have ANY questions concerning your duties, ask one of the more senior acolytes or one of the clergy before the service begins. They will be more than happy to clear up any confusion.

After the service:

Wait until the congregation says, "Thanks be to God" before returning to the sacristy.

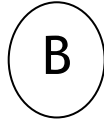
One of the acolytes should offer to take the chasuble and prayer books from the clergy.

Go quietly up the Epistle side (behind to organ) to the sacristy. Be careful not to bump the organist nor interfere with members of the congregation as they leave the nave.

Put away the various implements and hang up your robe and cinctures on the appropriate hangars.

The chasuble should be hung up in the inner sacristy (across from the little desk in the sacristy). The clergy's prayer books should be placed on the counter in the sacristy so they can collect them later.

Position-Specific Instructions



Book

Procession

The book follows the choir during the procession (see diagram). Be sure to leave 2 or 3 pews of space between yourself and the back of the choir.

Hold the book up high as you process; it is the Gospel of the Lord.

Place the book in the sacristy after the procession and file out with crucifer and torches.

Reverence the altar and sit in the back row of the choir stalls behind the pulpit. If the choir stalls are full, sit in the first couple of rows on the Epistle side in front of the Baptismal font.

Gospel Procession

The crucifer, torches, and book walk to the sacristy as a group. They should wait until after the Epistle has been read before moving. If the gospel hymn is especially short, they can go the sacristy right after the Psalm.

Reverence the altar as a group as you pass in front of the cross.

Get the book and make sure it is facing the correct way (spine on your right as you carry it, ribbon pointing down).

Line up between the two torches then walk out (crucifer first) to the center of the altar rail.

Wait for a nod from the deacon or assisting priest. At that nod, all four of you should turn around to your left in unison and proceed down the aisle to the center of the nave (see Gospel Procession Diagram).

When you come to the second set of air conditioner vents, stop and turn around to face the deacon.

Try to stand with the book in the circle of the spotlight. This will make it easier for the deacon or priest to read the gospel to the congregation.

The deacon may take the book out of your hands to read from it; allow her/him to do so.

If the deacon does not take the book from your hands, hold the book as still as possible to make it easier to read.

After the reading is finished and the congregation makes its response (e.g. "Praise to your Lord Christ"), step forward and to the left to allow the crucifer to step past you.

After the crucifer passes, line up between the torches and process to the center of the altar rail (see diagram).

Pause for a second in front the altar and turn in unison with the torches and walk into the sacristy.

Place the book on the counter and wait for the torches and crucifer to put away their implements.

Walk out as a group and reverence the altar. Remember to be especially quiet as the priest may have already started the sermon.

Sit with the crucifer and/or the torches behind the choir.

The book receives Communion with the crucifer and/or the torches immediately after the choir.

Retiring Procession

The crucifer, torches, and book proceed as a group to the sacristy after the final hymn starts. Be sure to reverence the altar in unison on the way to the sacristy.

Pick up the book and wait until the torches and crucifer leave the sacristy.

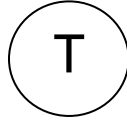
Stand reverently next to the organ console until choir exits their pews.

Walk directly behind the choir. Try to maintain the same distance between yourself and the choir as done during the processional.

Wait in the narthex (entry way between the two sets of doors) while the rest of the altar party processes.

Wait until after the congregation says, "Thanks be to God" before returning the book to the sacristy.

Put the book on the counter and hang up your alb in the closet.



Torches

Note: Keep the torch straight up and down. DO NOT PLAY with the flame of the wax.

If you are under 12 years old, allow one of the older acolytes to handle the matches.

Before the service

Make sure someone takes matches with them to the back of the nave before the service starts. It is very difficult to keep a torch lit when walking to the back of the church.

Light your torch when you are at the back of the church just prior to the start of the service. Place the extinguished match in the reflector area of the torch. Do not drop it in a trash can!

Procession

Torches follow immediately behind the crucifer (about 1 step or so between them) and flank him/her on either side (see appropriate diagram).

The crucifer and torches form a line in front of the altar rail and pause briefly before turning to the right in unison and exiting into the sacristy.

If using the shorter torches, blow them out and place them back in the rack. Blow them out with one swift puff and try to avoid spilling wax onto the reflectors as they are very difficult to clean. If using the longer torches, leave them lit and place them in the rack.

Make sure the matches are put back in the ash tray for later use.

Wait for the rest of the altar party (servers, deacon, and/or priest) to make it into the Sanctuary. The crucifer, torches, and book should then line up and reverently walk to the center of the altar rail.

Reverence the altar and sit in the back row of the choir stalls behind the pulpit. If the choir stalls are full, sit in the first couple of rows on the Epistle side in front of the Baptismal font.

Gospel Procession

The crucifer, torches, and book walk to the sacristy as a group. They should wait until after the Epistle has been read before moving. If the gospel hymn is especially short, they can go to the sacristy right after the Psalm.

Reverence the altar as a group as you pass in front of the cross.

If you are under 12, have an older acolyte re-light your torch if needed.

Line up behind the crucifer and on either side of the book, and walk out (crucifer first) to the center of the altar rail.

Wait for a nod from the deacon or assisting priest. At that nod, all four of you should turn around to your left in unison and proceed down the aisle to the center of the nave (see Gospel Procession Diagram).

Walk to the center of the nave. When you come to the second set of air conditioner vents, stop and turn so you face the book. The torches should stand on either side of the book.

Do not fidget or move around while the Gospel is being read.

Upon completion of the reading, wait until the crucifer passes between you. Then, the torches and the book process together back to the center of the altar rail.

Pause briefly at the altar rail, then the three of you (torches and book) should turn to the right in unison and walk reverently into the sacristy.

Extinguish your torch and place it in the rack. Blow them out with one swift puff and try to avoid spilling wax onto the reflectors as they are very difficult to clean.

The torches, book, and crucifer should then quietly walk out to the center of the altar rail, reverence the altar in unison, and take their seats behind the choir. Remember to be especially quiet and reverent as the priest may already have started the sermon.

Retiring Procession

The crucifer, torches, and book proceed as a group to the sacristy after the final hymn starts. Be sure to reverence the altar in unison on the way to the sacristy.

If you are under 12 years old, have an older acolyte light your candle.

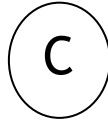
Line up on either side of the crucifer then walk reverently out to the center of the altar rail.

Look towards the deacon and/or presiding priest. One of them will nod when to start processing. The torches and crucifer should turn around to the left and then walk reverently down the central aisle.

Wait in the narthex (entry way between the two sets of doors) while the rest of the altar party processes.

Wait until after the congregation says, "Thanks be to God" before blowing out the candles and returning them to the sacristy. Blow them out with one swift puff and try to avoid spilling wax onto the reflectors as they are very difficult to clean.

Put the torches in the rack and hang up your albs in the closet.



Crucifer

Note: Keep the cross straight and be VERY careful to avoid hitting any overhead obstructions (door frames, advent wreaths, etc.)

The crucifer sets the pace for all processions and is the natural leader for younger acolytes. Act accordingly.

Procession

In the absence of a thurrier, the crucifer leads the procession.

Stand in the center of the aisle just in front of the back pew immediately after the prelude.

Stand still during the introduction; do not start moving until people actually start singing.

Walk reverently and deliberately down the center of the aisle during the hymn.

When you reach the altar rail, wait for the two torches to walk up on either side of you.

The crucifer and the torches turn to the right in unison and exit into the sacristy.

Place your cross in the rack and wait for the book. All four acolytes walk out together to the center of the altar rail.

Reverence the altar and sit in the back row of the choir stalls behind the pulpit. If the choir stalls are full, sit in the first couple of rows on the Epistle side in front of the Baptismal font.

Gospel Procession

The crucifer, torches, and book walk to the sacristy as a group. They should wait until after the Epistle has been read before moving. If the gospel hymn is especially short, they can go the sacristy right after the Psalm.

Reverence the altar as a group as you pass in front of the cross.

Line up in the following order: crucifer, then a torch, then the book, then the other torch.

Walk out to the center of the altar rail. The crucifer should take 2-4 steps back from the rail to give the torches and book room to stand.

Wait for a nod from the deacon or assisting priest. At that nod, all four of you should turn around to your left in unison and proceed down the aisle to the center of the nave (see Gospel Procession Diagram).

Walk to the center of the nave. The crucifer should stand just beyond the 2nd set of air conditioner vents.

Do not fidget or move around while the Gospel is being read.

Upon completion of the reading, wait until the Deacon and the book step to the sides of the aisle, then walk between all of them on the way to the altar rail.

Pause briefly at the altar rail, then turn to the right walk reverently into the sacristy.

Place the cross in the rack. The torches, book, and crucifer should then quietly walk out to the center of the altar rail, reverence the altar in unison, and take their seats behind the choir. Remember to be especially quiet and reverent as the priest may already have started the sermon.

Retiring Procession

The crucifer, torches, and book proceed as a group to the sacristy after the final hymn starts. Be sure to reverence the altar in unison on the way to the sacristy.

Take up your cross and wait for the torches to line up on either side of you.

Walk reverently out to the center of the altar rail.

Look towards the deacon and/or presiding priest. One of them will nod when to start processing. The torches and crucifer should turn around to the left and then walk reverently down the central aisle.

Wait in the narthex (entry way between the two sets of doors) while the rest of the altar party processes.

Wait until after the congregation says, "Thanks be to God" before returning them to the sacristy.

Place the cross in the rack and hang up your alb.

Instructions for Servers 1 and 2

General Instructions

Be prepared to perform double duties in case others do not show up for the service. Also it is common for servers to double as torches at the 11:15 service.

Servers are the most visible acolytes, set a good example for the other acolytes and the congregation.

The servers' work does not begin in earnest until the Offertory and Eucharist; participate in all the portions of the service leading up to this time. Remember, servers are visible to the entire congregation.

The servers light the candles about 10 minutes before the service begins (instructions below).

The servers should verify that all of the vessels and their accoutrements (Chalice, patens, burse, purificators, Ciborium, altar book, water glasses for the priests, etc.) are on the altar and Credence table. Inform a priest or member of the altar guild if they are not.

The servers line up between the book and Chalice administrators during the beginning and retiring processions (see processional diagram)

If the servers are also torches, they sit with the crucifer and book before the reading of the Gospel (see torch instructions).

After the Gospel procession, the servers sit in two of the chairs on either side of the sanctuary.

Stand or kneel during the Prayers of the People and the Confession of Sin.

Stand during the Eucharistic prayers.

The servers are Communicated at the same time as the Chalice administrators.

The servers are to extinguish the candles behind the altar after the final blessing (at the beginning of the final hymn). The candle extinguishers are found in two locations (behind the Bishop's chair on the Gospel side and in the alcove with the two chairs on the Epistle side).

The candles are extinguished in the opposite order in which they were lit (see candle lighting diagram). The Credence table candles are left burning.

If there are separate torches, the servers remain in the Sanctuary and process with the clergy and Chalice administrators.

Candle Lighting

The lucifers (candle lighters) are on the hooks next to the door in the Sacristy. If they do not have wicks in them, extra wicks are found in the lower right-hand compartment of the altar linen storage case. Refill the wick by pushing the old wick all the way out and removing it. Then, pass one-half inch of the end of the new wick into the hole in the lucifer's wick holder. Bend the wick around to make a fish-hook around the lucifer's wick holder. Then pull the wick into the lucifer.

Light the lucifers (candle lighters) in the Sacristy. If the Paschal Candle is available (during Eastertide and at Baptisms), use its flame to light the lucifers. Matches are usually in the ash tray next to the cross; extra matches are in the lower-right hand compartment of the altar linen storage case. If you use a match, discard the lit match in the ash tray, **NOT THE GARBAGE CAN!**

Be careful of too much flame. The lucifer should not smoke; one-half to one inch of wick is plenty.

The servers then walk out to the center of the altar rail and pause to reverence the altar.

Candles are always lit from the cross out (see candle lighting diagram).

If only one server is lighting candles, the Epistle side is lighted first, then the Gospel side (see candle lighting diagram).

The Credence table candles should already have been lit by the altar guild. If not, they are lighted after the candles behind the altar (see diagram).

When finished lighting candles, the lucifer's flame is extinguished by pulling the wick back into the lucifer and pushing it back out again. Leaving the wick inside the lucifer can cause it to become stuck inside.

Before leaving the altar, both servers should pause at the center of the altar rail and reverence the altar.

Return the lucifers to their hooks in the Sacristy.

S2

Server 2

At the end of the Offertory anthem, take the Receiving Basin (large offering plate) from the Credence table.

Hold it reverently (I prefer high above my head) with the writing on the back right side up as you walk. This ensures that the letters IHS (Jesus has suffered in Latin) are legible to the congregation.

Walk to the top of the Chancel steps with the basin held high.

Lower the basin to your waist level and allow the ushers to place their offering plates in the basin.

Walk reverently to the altar and hand the basin to the deacon.

Walk to the Gospel side of the Sanctuary and stand in front of one of the small chairs. Do not close the altar gates at this time.

Remain standing behind the Chalice administrator during Eucharistic prayer.

After the fraction anthem, stand next to the Chalice administrator and receive Communion with the rest of the altar party.

After the deacon or assisting priest goes to the healing/prayer station, place the kneeling cushion in front of the gates and close the gates. Be sure to close the Gospel side gate first.

Sit on the Gospel side and act reverently while the congregation is Communicated.

When the last parishioner has been Communicated, open the gates and place the center kneeler cushion on one of the two other cushions.

S1

Server 1

After the peace, stand between the Credence table and the altar to assist the deacon in preparing the altar.

It is appropriate to bow slightly whenever you hand an object to the deacon or priest.

Take the Ciborium (bread box) from the deacon and place it on the Credence table.

Take the stopper out of the wine flagon (large glass wine container) and hand it to the deacon. Make sure you hold the flagon with the handle out when you give it to the deacon.

Take the water cruet (silver pitcher) and hand it to the deacon with the handle out. Take the flagon from the deacon if she/he hands it back to you and replace its cork.

Take the water cruet back from the deacon and place it on the Credence table.

Take the lavabo towel from the lavabo bowl (silver bowl) and drape it over your left forearm; place the lavabo bowl in your left hand.

Open the water cruet and hold it in your right hand.

Walk over to the celebrating priest (the one wearing the chasuble) and stand directly in front of her/him.

Let the priest place his/her hands over the bowl and SLOWLY pour about one-third to one-half the remaining water over the priest's hands.

The priest will then dry her/his hands with the towel on your left arm.

Walk back to the Credence table and place the bowl, towel, and cruet on the table. Fold the towel neatly and make sure the cruet is easily accessible for possible later use.

Hand the altar book in its stand to the deacon.

Stand behind the Chalice administrator during the Eucharistic prayer.

Server 1 also rings the Sanctus Bell when it is used. See the Appendix for instructions.

After the Fraction anthem, walk over to the Credence table and hand the second Chalice/paten to the deacon or priest.

Stand to the left of the Chalice administrator and receive Communion with the rest of the altar party.

After the priest and Chalice administrator proceed to the altar rail, sit next to the Credence table.

Pay attention to the priests, deacon, and Chalice administrators and be ready to assist them in any way during Communion (e.g. handing the Reserve Sacrament or Communion kit to the Deacon, collecting dropped Communion wafers, etc.).

If a Communion host drops, collect it from the floor and place it on the Corporal (small white cloth in the center of the altar) so the priest may properly dispose of it.

When Communion is finished, stand between the altar and Credence table and place any objects handed to you neatly on the Credence table. Take special care with any item containing wine as wine stains are very difficult to remove.

C1/2

Chalice Bearer

General Instructions

Chalice bearers are intimately involved in the Communion experience of the congregation. Chalice bearers are typically drawn from the most experienced acolytes and their behavior should be an example to the rest of the lay persons in the altar party. This service is to be undertaken with utmost reverence and sincerity.

At funerals or other solemn occasions (e.g. Good Friday), and possibly on high holy days (Easter, Christmas), the chalice bearers may be asked to wear cassocks (long black robes) and/or surplices (white over-garments).

Chalice bearers may be called upon to perform other duties (e.g. server or crucifer), so be prepared to assist the rest of the altar party if necessary.

Chalice bearers process between the servers and the deacon (see procession diagram).

The chalice bearers sit in the small chairs on either side of the altar (see church diagram). Chalice 1 (also called the Epistle Chalice) sits on the Epistle side, Chalice 2 sits on the gospel side next to the deacon.

The Epistle Chalice also reads the Epistle lesson between the Psalm and the Gospel. Be sure to review the text before the service and make sure the book on the lectern is open to the right passage.

Stand or kneel during the prayers of the people and the confession of sin.

At the Sursum Corda (lift up your hearts), stand away from the altar in front of your chair.

The Epistle chalice should place the offering plates on the Credence table at the conclusion of the Sanctus (Holy, Holy, Holy...).

After the Sanctus, step up close to the altar and stand on either end of it. Be sure to stand reverently with your hands folded in prayer.

Don't lock your knees as you may faint during the Eucharistic prayer; try not to shift position too much, however, as a lot of movement can be distracting to the congregation.

If there is more than one clergy person present, the chalice bearers are Communicated at the same time as the assisting clergy.

If there is only one clergy person present, the priest may ask the chalice bearer to serve her/him the wine.

Allow the priest with the Paten to get two or three parishioners in front of you before Communicating members of the congregation.

Communicating the Congregation

Hold the Chalice by the central knob and the bottom. This will provide maximum stability, decreasing the risk of a spill.

Never, under any circumstances, let go of the Chalice.

It is easiest to turn the Chalice one-sixth of a turn (use the knob in the center as a guide) between communicants.

Wipe the rim of the Chalice either after each communicant, or at the end of each row of communicants. Be sure to use a fresh portion of the purificator for each cleaning. Also, take special care to remove lipstick from the Chalice.

Take special care when Communicating young children.

Members of the congregation may either sip from the chalice or intinct their host (dip the wafer).

Offer the wine with one of the following phrases from *The Book of Common Prayer*:

“The blood of Christ, the Cup of salvation”

“The Blood of our Lord Jesus Christ keep you in everlasting life”

“The Blood of our Lord Jesus Christ, which was shed for thee, preserve thy body and soul unto everlasting life.”

“Drink this in remembrance that Christ's Blood was shed for thee, and be thankful.”

Remember above all else to be reverent and dignified during this portion of your service.

If your Chalice is running empty, refill it from the cruet on the altar (if the Deacon is available she/he should fill the Chalice for you). Be sure to hold a purificator at the lip of the cruet to catch any wine that may drip.

If any wine spills, clean it up immediately with a purificator (there are extra purificators in the burse, ask one of the clergy for another one if you need it).

There are special guidelines for disposing of sanctified Communion elements, ask a clergy person for these rules when necessary.

If necessary, the priest may ask for one of the Chalice bearers to accompany him/her to take Communion to a member of the congregation who cannot make it up the Chancel stairs. Reverently walk with the priest if needed.

When all the members of the congregation have been Communicated, place the Chalice back on the altar for the deacon.

Stand in front of your chair during the post-Communion prayer.

Th

Bo

Thurifer and Boat Carrier

Instructions for the Thurifer and Boat Carrier (in old-fashioned parlance the “Boat Boy” although this function can be filled by a boy, a girl, or an adult)

Preparation

The Thurifer must arrive a full half hour before the service begins because extra time is needed for preparations.

The large brass Thurible (or censer) is kept in the closet in the sacristy and hangs on the hook of the brass thurible stand. (Trinity also owns a smaller thurible, used occasionally for smaller services, which hangs on the wall of the sacristy near the lucifers. The large thurible is the one generally used.) Carefully remove the thurible and thurible stand and place them in the hallway outside the sacristy. It is helpful to have a small table or additional space beside the thurible on which implements such as tongs, matches, charcoal briquettes, the incense boat, the small spoon that goes with the incense boat, and the candlestick with short candle (for lighting the briquettes) can be placed. On top of the thurible stand there is a little shelf on which to place the small candlestick just before you begin to light the briquettes. Burn the candle only when lighting the briquettes. It should never be left to burn unattended. The candle is not part of the service; it is only a device for lighting the charcoal. The incense, the incense boat (with its spoon), the tongs, the charcoal briquettes, partly used matches, and a few other things such as a larger spoon for scraping out the thurible after use are kept in a cardboard carton on an upper shelf in the sacristy cupboard furthest from the sink. The charcoal is dirty and can do damage to vestments, books, and other things, so you should handle it as much as possible outside the sacristy in the hallway. The Thurifer sometimes wears a black cassock with surplice and sometimes a white alb. If wearing a surplice or alb, be careful not to put dirty hands in contact with your vestments. After taking the charcoal out of its foil wrappers, it may be necessary to wash your hands. Use the tongs for the charcoal as much as possible.

You should be fully vested with everything in place in the hallway at least fifteen minutes before the Eucharist or any other service begins. For incense

to burn correctly, the coals must be at their peak, which means lighting the briquettes about 12 to 10 minutes before the incense is to be blessed and put on the hot coals. Raise the lid of the thurible and secure the chain on the little peg on the main staff of the thurible stand. Using the tongs, light each briquette separately in the candle flame and place it in the bottom of the thurible. The briquettes only take a minute to light because they have a self-starting substance on them so that it is only necessary to ignite one side of the briquette. Once lighted the heat will gradually spread to the entire briquette. Begin with three briquettes spread as evenly as possible in the bottom of the thurible. You will see little sparks indicating that the briquette has been successfully lighted. The briquettes are slightly concave. It is usually best to have the concave surfaces facing upwards, but this is not too important. If you need to speed up the process of getting the coals red-hot and then white-hot, take the thurible off the stand and swing it gently back and forth to give the coals more oxygen. Don't start the lighting process too early because the coals will burn out rather quickly and will not burn the incense as desired. Usually more briquettes will have to be added after the first three at later points. Always hold the thurible by the ring at the top of the chain through your index finger. Make sure that the separate chain that raises and lowers the lid is working smoothly.

Make sure that the incense boat is full of incense and that the spoon is properly in place. This is the job of the Boat Carrier (if there is one). If no incense carrier is being used, the Thurifer must carry the boat in his free hand (one hand will of course be occupied with the thurible) to the back of the church or to wherever the celebrant wishes to bless the incense before loading it onto the coals. Once the incense has been blessed at the beginning of the service, it is not necessary to have it re-blessed later in the service. (Often the Thurifer will need to add new coals, usually before the Offertory and final procession. He can do this himself without the priest, once the incense has been initially blessed.) Hand the incense boat to the priest, raise the lid of the thurible, and let him add several spoonfuls of incense to the thurible, sprinkling it as evenly as possible over the hot charcoal. The priest will then hand the boat back to the Thurifer or to the Boat Carrier. The Thurifer lowers the lid of the thurible and the service is now ready to begin.

Processions

One of the chief functions of the Thurifer is to cense the space before a procession, so in most processions the Thurifer leads. He swings the censer in wide arcs in front and in back of him so those who follow must stand well back so that they do not get struck. The Boat Carrier walks behind the Thurifer in processions. In other parts of the service, he stands slightly behind and to the left of the Thurifer. The Thurifer must always move slowly and deliberately in a dignified manner, never rushing or hurrying.

Sometimes (on festal occasions such as Christmas, Easter, Pentecost, Trinity Sunday, or All Saints Day) the Thurifer may swing the censer in 360 degree arcs or circles (known as “around the world”), but this maneuver is not for inexperienced thurifers and should be used sparingly. It is never appropriate for funerals, for example. If you have never done “around the world,” be sure you have had some practice and instruction from one of the more experienced acolytes before the service. It is never necessary to use the 360 degree circulation. It is merely an embellishment for especially joyful occasions.

Uses of the Thurible at the Eucharist

1. In the opening and retiring processions (leading the crucifer, torches, and choir).
2. Sometimes (on occasions such as the Easter Vigil) during the Gloria. The Thurifer stands just outside the altar gates, facing the altar, and swings the censer back and forth from left to right during the singing of the Gloria. Then he retires to the sacristy.
3. At the reading of the Gospel. The Thurifer leads the Crucifer, torches and the book with the deacon or priest to the center of the nave, placing himself against a middle pew behind and to the left of the Gospeler. After the Gospeler announces the Gospel, he or she will turn to the Thurifer to take the thurible from him. Use two hands to transfer the thurible to the Gospeler, one hand on the ring, the other on the middle of the chain. The Gospeler censes the book three times and hands the thurible back to the Thurifer. During the reading of the Gospel, the Thurifer stands quietly until the Gospel is finished, then leads the party back to the chancel. The Thurifer may keep the thurible in motion very unobtrusively during the Gospel just to keep the coals oxygenated.
4. At the Offertory. After the elements have been brought to the high altar and the table is set, the Thurifer enters with the censer and hands it to the celebrant. Wait at the far end of the altar rail until you receive a signal from the celebrant that he or she is ready to begin the censuring. Some celebrants like to add the incense themselves at this point; others prefer the Thurifer to add the incense before entering, which makes the ceremony of the censuring a little bit simpler. If there is a Boat Carrier, he can accompany the Thurifer and assist with loading the thurible. The priest will then encircle the altar censing the table itself as well as the chalice and patten in circular motions. If there are three sacred ministers at the altar (Celebrant, Deacon, and Sub-Deacon), the celebrant hands the thurible to the Deacon who then censes the Celebrant. But normally at Trinity the Celebrant will just hand the thurible back to the Thurifer after the altar has been censed. Then the Thurifer bows to the celebrant, censes him or her with three short double swings (holding the ring with one hand and grasping the middle of the chain with his other). In the same manner he then censes the other members of the altar party (two double swings for the Deacon and one double swing for everyone else). After censuring the altar party he moves to the middle of the chancel to cense the choir, left and right, and finally to the steps of the

chancel facing the people. (Sometimes at Trinity the Thurifer is asked to omit censuring the choir because some singers are bothered by incense and the space at Trinity is somewhat confined.) He bows to the congregation, swings the censer full length in the direction of the middle aisle, then full length to the seats at the left and right (three full swings in all), bows again, and slowly returns to the sacristy. (The correct position of the unused hand during the censuring is on the chest over the heart. If the Thurifer has to carry his own boat, he can leave it on the altar rail while he is censuring various people and then pick it up again as he leaves for the sacristy.) Some celebrants, however, want the Thurifer to remain during the consecration to cense the bread and wine when they are elevated by the priest and the sanctus bell is being rung. In this case, the Thurifer kneels near the credence table and uses three double swings of the censer at each elevation. He then leaves the sanctuary at the Agnus Dei and goes to the sacristy. It is obviously the celebrant's choice as to whether the Thurifer censes during the consecration.

5. At Easter Vigil, the paschal candle is censed at the beginning of the service before the Exsultet.

Other Uses of the Thurible

1. At funerals or requiems the coffin or the cremated remains of the deceased may be censed by the officiating priest. If so, the Thurifer needs to be beside him. This is usually done at the Committal. If there is to be an interment in the columbarium after the requiem, the Thurifer usually leads the procession into the courtyard and stands beside the officiant during the interment.

2. The Thurifer sometimes functions at House blessings, censuring individual rooms, but here special instructions will be given.

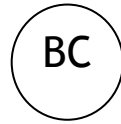
3. At Solemn Evensongs, incense is sometimes used, usually during the singing of the Magnificat. In this case the procedure is like that of the Gloria in the Mass with the Thurifer standing in front of the altar gates and swinging the censer from right to left.

Cleaning up

After the service, the Thurifer is responsible for cleaning out the thurible and returning everything used to its proper place in the sacristy. Cleaning a hot thurible can be a bit tricky, and it is very helpful to have the assistance of the Boat Carrier or someone else. First remove all white vestments so they do not get dirtied by the charcoal. With the thurible back on its stand in the hallway, remove the bowl with the remains of the hot charcoal in it. This can usually be done by tipping the lower part of the censer to one side, by inserting a spoon at the edge so that the lip of the bowl can be grasped by the tongs, and by carrying the hot bowl out to the street with the tongs. Hot coals must always be disposed of outside the church building—for two reasons (1) because

anything else is unsafe and against fire regulations and (2) because the incense has been blessed and (like holy water) must be disposed of on the ground. Never throw hot coals into trash containers. It is usually best to scrape out the hot coals at the curb. Be considerate. Don't leave a messy, unscraped thurible with hardened resin and charcoal remains for the next person who has to perform your task. Be sure the thurible and stand are put back in the locked closet of the sacristy and that the other materials (incense, boat, tongs, etc,) are returned to their shelf in the sacristy.

Thuribles need occasional cleaning. If too much resin gets on the rim of the lid and lower part, the lid will sometimes stick and be difficult to open and close correctly. About once a year, the bowl and lid of the thurible should be immersed in boiling water to dissolve hardened resins and prevent sticking. It is a good idea to check this several days in advance of use. If the lid keeps sticking, it is possible to swing the thurible with a little space between the lid and the bowl (obviously a very small space so that the hot coals can't come out), but this must be done very carefully to avoid damage.



Banner Carrier (optional position)

Before the Service

Follow all the instructions in the General Instruction section. Be sure you can lift the banner prior to the beginning of the service. If you cannot do so, inform one of the priests or the deacon.

Procession

The banner carrier follows two torches and precedes the choir (see full procession diagram).

Leave at least three pews between the torches and the banner as you are processing.

When you get to the front of the church, follow the crucifer and torches into the sacristy.

After placing the banner in its holder in the sacristy, walk out in front of the altar rail with the torches and crucifer.

Turn and face the cross, and then bow at the same time as the crucifer and torches.

Sit with the crucifer and torches in the back row of the choir stalls behind the pulpit.

The banner carrier does not participate in the Gospel Procession.

The banner carrier receives communion with the crucifer, torches, and book right after the choir.

Retiring Procession

Once the final hymn starts, file out with the torches and crucifer and collect your banner in the sacristy.

Stand at the edge of the altar rail next to the organist after the torches and crucifer make their way to the center of the church. Be careful not to bump the organist while waiting.

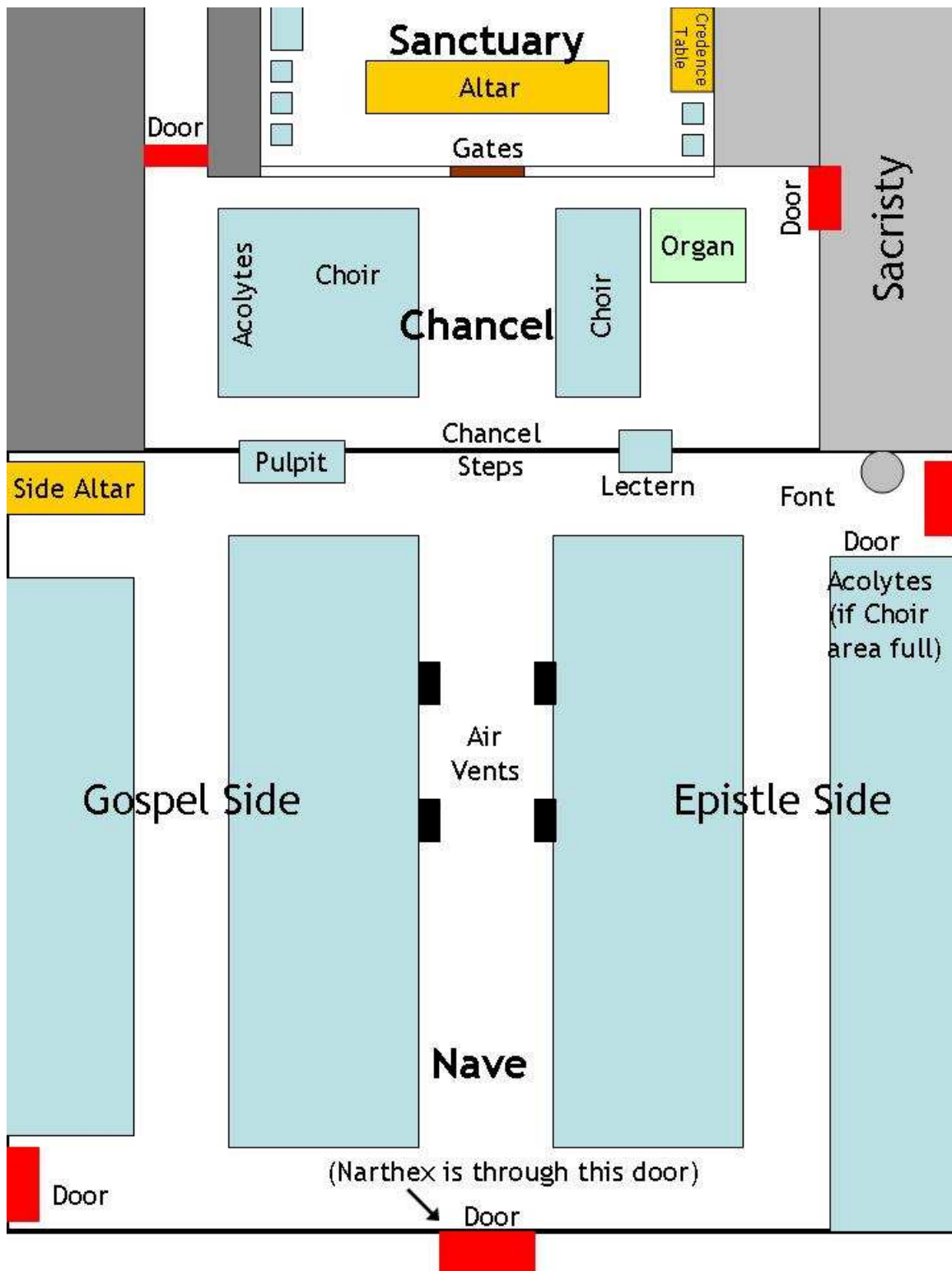
When the crucifer and torches make their turn and begin to process, reverently (slowly and carefully) walk to the center of the church and walk behind the torches. Try to maintain the same distance between you and the torches as you did during the procession.

Wait in the narthex (entry way between the two sets of doors) while the rest of the altar party processes.

Wait until after the congregation says, “Thanks be to God” before returning your banner to the sacristy.

Place the banner in the holder and hang up your alb in the closet.

Map of the Church



Full Procession Diagram

Be aware that not all jobs will be filled at every worship service.

Key:

Th = Thurifer

Bo = Boat

C = Crucifer

T = Torch

BC = Banner Carrier

Ch = Chorister

B = Book

S1 = Server 1

S2 = Server 2

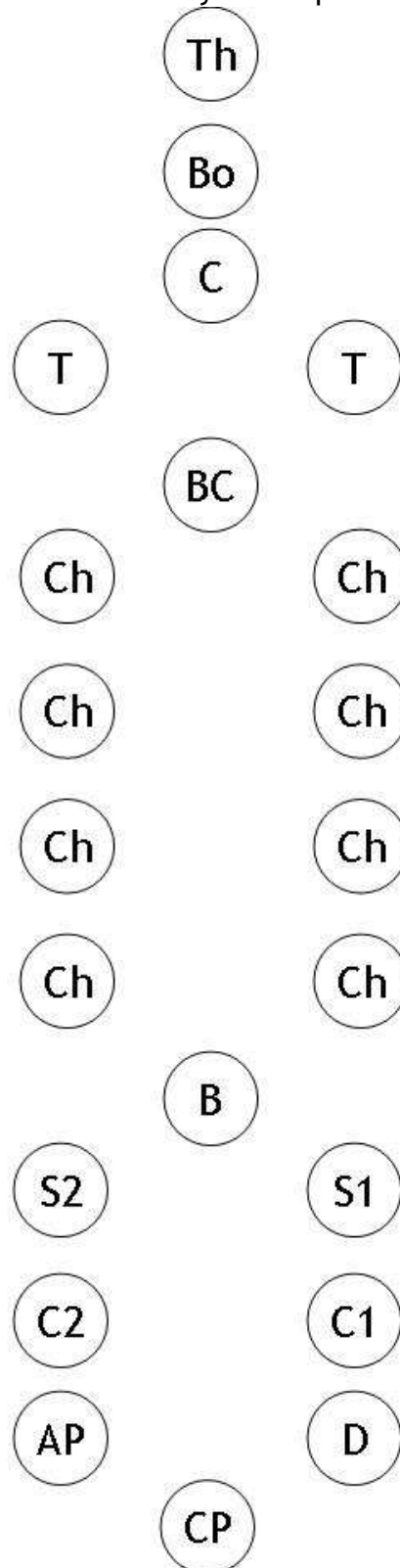
C1 = Chalice 1

C2 = Chalice 2

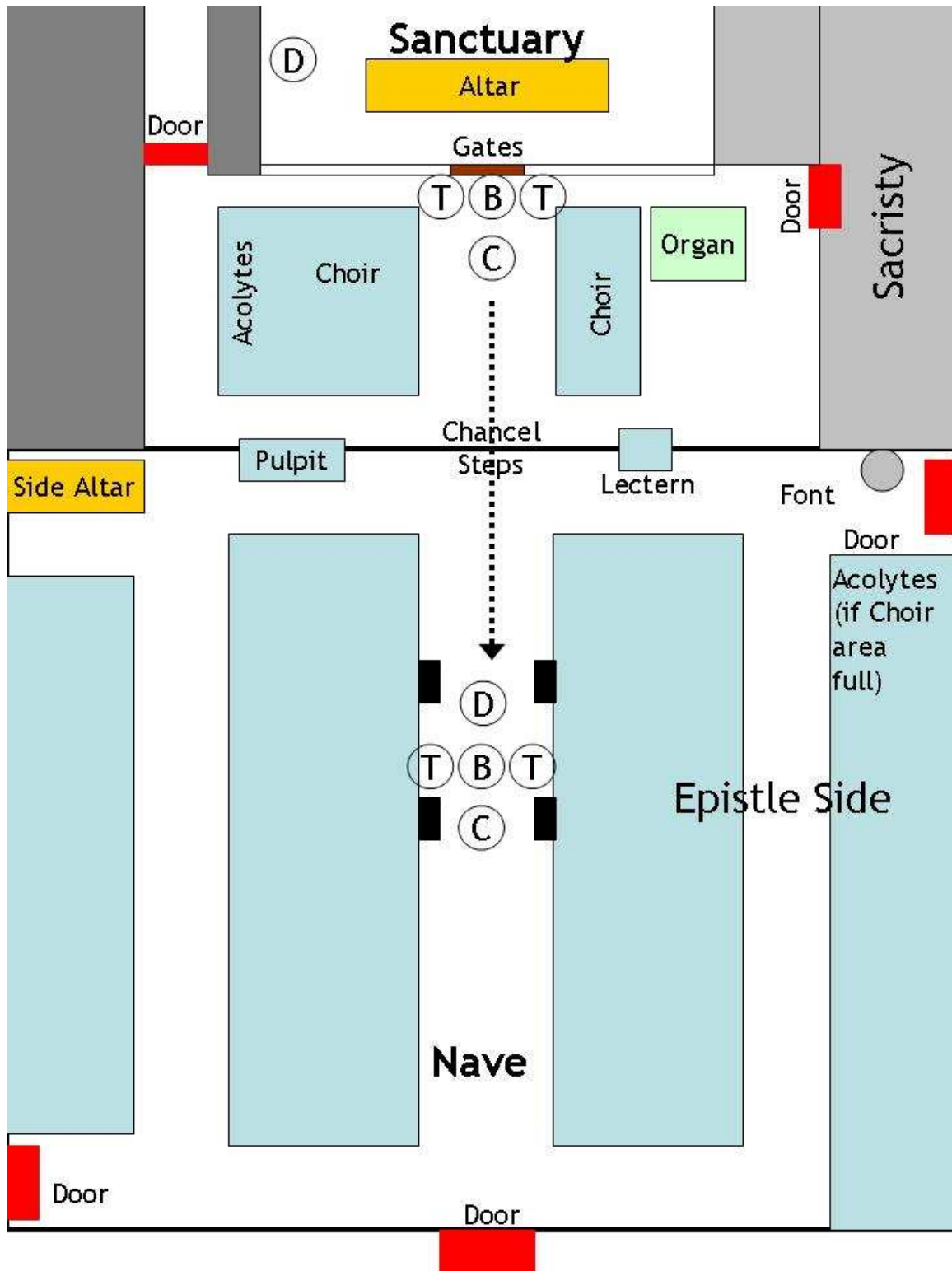
D = Deacon

AP = Assisting Priest

CP = Celebrating Priest

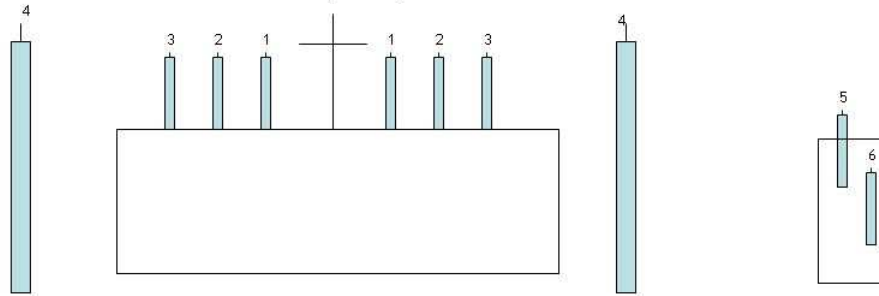


Gospel Procession Diagram



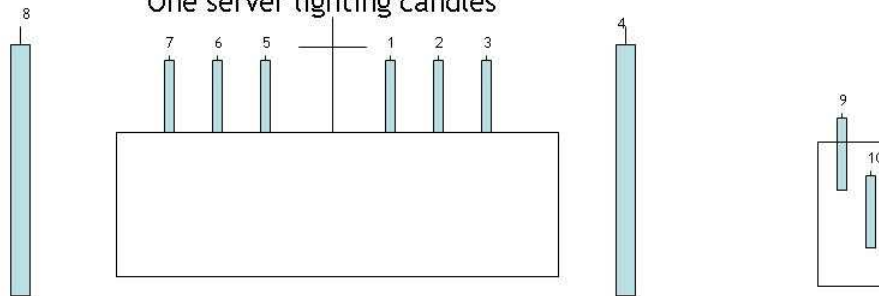
Appendix 1: Candle Lighting

Two servers lighting candles

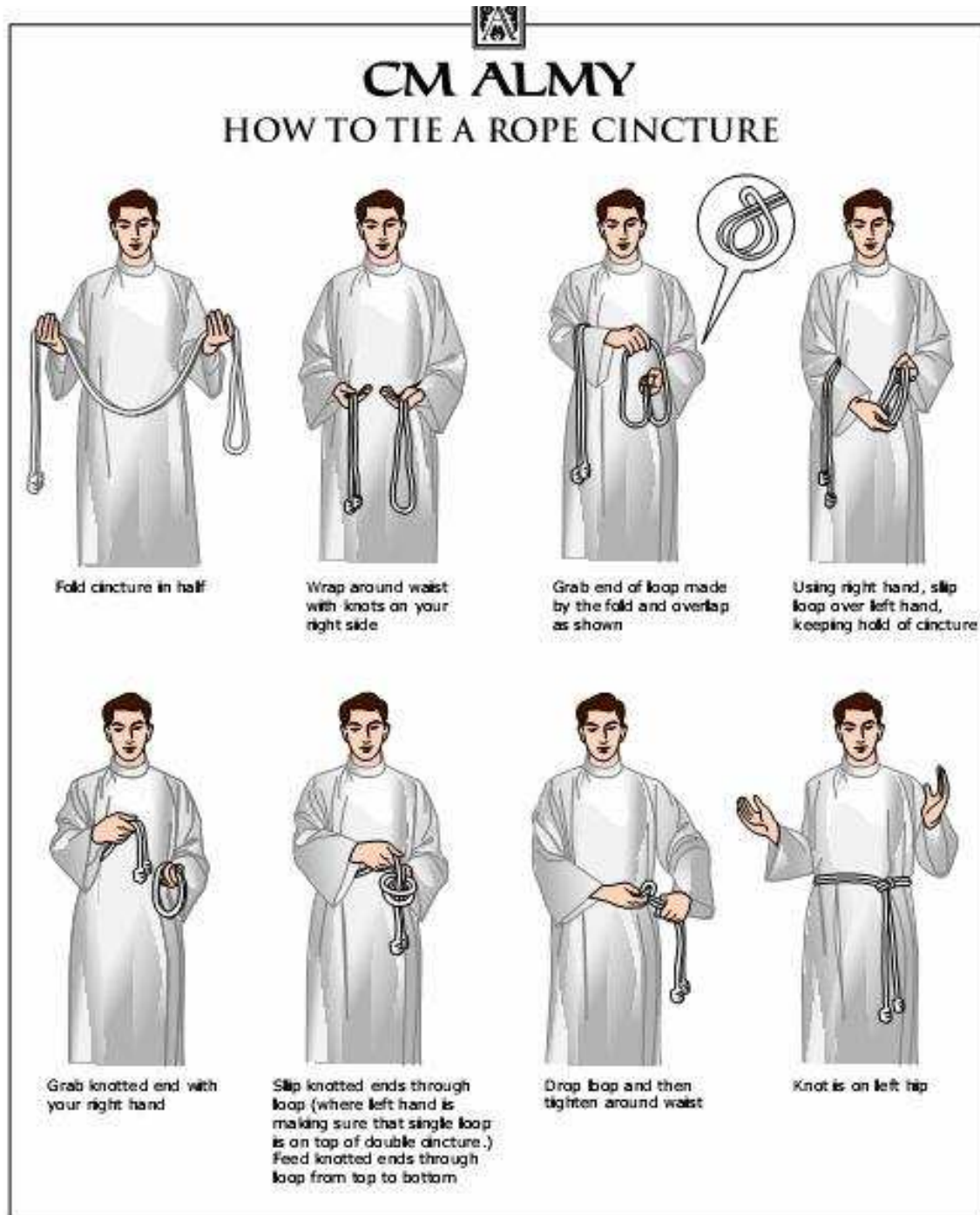


Numbers indicate order in which candles are to be lit.

One server lighting candles



Appendix 2: Cinctures



Appendix 3: Sanctus Bell

Text pending.....