

**INCENSE INSTRUCTIONS**  
**FOR**  
**ALTAR SERVERS**

1. You must arrive 15 minutes before Mass is scheduled to start. Light the charcoal before you dress.
2. Lighting charcoal: Using tongs, hold the charcoal with star side down and away from your body. Use wax wicks. Do NOT use matches. Light charcoal from underneath with the yellow tip of flame until the edges turn white. Place charcoal star side up into the thurible.
3. Place the gold incense stand in upper sacristy near the closet sliding doors.
4. For the procession, take the thurible and boat of incense to the Priest at the back of the Church. Father will put some incense on the hot charcoal.
5. The thurifer leads the procession up to the Altar. Go very slowly. The boat bearer goes after the acolytes. Stand at the side of the Altar by the bells.
6. After Father incenses the Altar and Crucifix, he will give the thurible to you. Place it in the sacristy on the gold stand and return to your seat beside the sacristy door.

**Use of Incense During Mass**

1. **For Gospel**

After Responsorial:

- Go to the sacristy, get the thurible and boat and stand inside the sacristy door until the second reading is finished.
- Go to Father's chair. Hand him the boat. Open the thurible for Father to place incense onto the hot charcoal.
- Then, lead Father to center of the Altar; stop while Father picks up the Book of Gospels. Then lead Father to the Ambo and stand on Father's right side, so you are facing toward the Altar.
- After Father incenses the Book of Gospels and finishes reading the Gospel, take the thurible and boat and place them on the gold stand in the sacristy.

- Light a new charcoal and place it in the thurible. Then immediately return to your seat.

## 2. **For Gifts**

When the cross bearer and acolytes go for the gifts, go to the sacristy and stand in doorway with the thurible and boat until Father has elevated the offerings of bread and wine. Go to Father, hand him the boat, and open the thurible for incense. After Father hands you the boat, stand back while he incenses the Gifts on the Altar, etc. After the Priest hands the thurible to you, take the thurible and boat and place them on the gold stand. Remain in the sacristy.

## 3. **Consecration**

- When Father says “The Lord is with you” place one scoop of incense on the hot charcoal. Stand in the doorway until the Holy Holy Holy / Hosanna is finished.
- Take the thurible, but not the boat, to the first step at the center aisle in front of the Altar and kneel on the first step.
- At the Consecration when the Priest raises the Body of Christ (the Host), incense three (3) sets of three (3) swings. Do the same when the Chalice with the Blood of Christ is raised.
- After the Great Amen is finished, take the thurible to the sacristy and place it onto the gold stand. Return immediately to your chair.

## 4. **Exit Procession**

After the final blessing, follow the acolyte to the center aisle. Do not carry the thurible and boat. Wait for the procession to begin and then follow the procession.

After Mass take the thurible to the lower sacristy door and carefully clean out the thurible into the ash container. Then pour water on the hot ashes in the ash container ... NOT on the thurible.

Return the gold incense stand to the lower sacristy and be sure everything is put away.