

Serving for Holy Hour (only used when priest or deacon is present)

Set-Up:

Place incense stand on floor in front of the ambo, (check for incense) about a foot to the right of the corner in the step.

Kneeler for leader should be at the foot of altar steps. Server kneeler goes to the right of the leader's, spaced about 10" or so apart.

Remove the altar candles and ambo candles from their stands and put them in the holder on the refrigerator. Place the two candelabra on the two front candle stands.

Hang humeral veil over front of pew or on the server's kneeler, it is in a drawer in the priest sacristy.

Exposition cards and booklets on tables by doors. Cards on kneelers, booklets in front pews for leader and server. All Lights on. Speaker on. Father's microphone ready, with battery. Fr's water bottle on pew. Light incense at 3:15, no later than 3:20.

Server should get alb on. Light altar candles. Place the Corporal on altar. Place monstrance on altar cloth, just off the right hand edge of the corporal, sideways to the congregation (so that the monstrance is 'looking at' the sacristy. This shows that the Blessed Sacrament is not in it as yet.)

Put the key in tabernacle. Sit in right front pew.

Serving:

When priest comes from sacristy to foot of steps, meet him there with humeral veil. He will bow to the altar; server bows with him. Place humeral veil across his shoulders, then kneel until he has the Blessed Sacrament exposed in the monstrance and placed on the altar. When he comes back to the kneeler, stand, take the humeral veil from him, and return it to the front of the pew. Return to kneeler.

While Standing turn immediately to get the incense. Kneel beside priest while he incenses the Blessed Sacrament. He will hand it back to you; take the incense from him and carefully bring it around the front of your kneeler, hang it on the stand. Remain kneeling. After priest/deacon recites 'O Sacrament most holy, O Sacrament divine, all praise and all thanksgiving be every moment thine' three times he will rise. Rise with him, step to the left of your kneeler, genuflect as he does to the Blessed Sacrament, return to your pew.

Next we pray the Midafternoon Prayer from the booklet. After Midafternoon prayer, we pray the Rosary. The priest/deacon is the leader, you as the server are a part of the congregation for the responses.

Following the Rosary we usually have around 15-20 minutes of quiet reflection time.

At the bell-strike of 4:30, the priest rises to leave his pew; rise and join him at the kneelers again. Give him the incense again. After the incensing take the incense from him, pass it across in front of your kneeler again, and hang it up. He will stand for the sung Eucharistic prayer. Remain kneeling while he sings it. When he gets to the last line, and people are singing 'Amen', rise and put the humeral veil around his shoulders again. Kneel.

He will now go to the altar to bless us with the monstrance (benediction), server remains kneeling. It is appropriate to slowly make the sign of the cross as the benediction takes place. Father will return to the kneeler, take the humeral veil and hang it over the pew, return to the kneeler. We will recite the Divine Praises together. He will rise and return to the altar to remove the luna from the monstrance to put it back in the case. He will lead singing 'Holy God, we praise thy name'. When he places the luna in the tabernacle rise and stand until he finishes, return to the sacristy when he does.

Clean-up:

After all is finished it is the server's duty to extinguish the candles in the candelabra, put away the kneelers, candelabra, replace the altar candles, fold the corporal and return it to the credence table, return the censor stand, incense and charcoal to the server's sacristy. Hang the humeral veil over the funeral pall on the wall rod in the server's sacristy (to the right of the bulletin board.). Return cards and booklets to sacristy, replace tables. Fr's water bottle back to fridge. **If you are the last one leaving:** Turn off Speaker. Turn off lights. Lock the sacristy doors, and also the front door of the church.