

**St. Vincent Ferrer Catholic Church**  
**Eucharistic Exposition and Adoration**  
**Opening/Closing Captain Responsibilities**

**Thank you for helping or discerning helping our Church worship the Lord in the sacrament of Eucharistic Adoration. Your time and talent are a gift to us!**

**We will provide detailed training before or after Adoration. The attached is to give you a sense of what we are looking for!**

**OPENING CAPTAIN RESPONSIBILITIES**

**Set-up before mass:**

Hang adoration welcome sign on podium and place worship aid on the table near the podium.

Set 2 small tables on the left side of the altar. On the table place the six candles and holders, lighter and the Monstrance. Have the monstrance facing sideways, not facing the congregation. The candles and Monstrance are located in the small sacristy closet behind the tabernacle. Set the gold plate in front of the altar. Place two kneeler pads on the 2<sup>nd</sup> step in front of the altar.

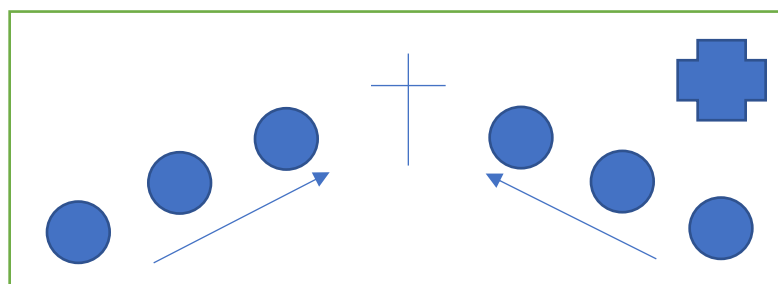
Set up the incense stand to the right of the altar. Place the incense container on the stand.

**During Mass:**

After the first reading, light the incense charcoal in the sacristy.

During the distribution of communion, carry the lighted charcoal incense holder to the sanctuary and hang on the stand.

Light the candles on the table and place the six candles on a diagonal format with three on each side of the altar as shown below: Remove the cross and place on the table.



Front of Altar

Organ

Lift and set the Monstrance on the corner of the altar **not** facing the congregation. Father will place the Monstrance for viewing. Remain at the altar and Father will give you Holy Communion.

Seat yourself on a server's chair. When Father is ready to place incense on the hot coals, hold the lighted container and after Father adds the incense, hand him the container.

If the Director of Sacred Music is not present, start the CD player – Power (20 appears on screen) – Right Arrow to 2 – hit Play when the presider is ready to begin incensing the altar. Kneel facing altar. After the song is complete, turn off the CD player.

When the silent individual adoration begins, the opening captain may quietly extinguish the four candles by the altar and ambo and remove the vessel tray from the table and return the tray to the sacristy to clean and put away. Be sure the tabernacle key remains in the tabernacle for the closing captain.

### **CLOSING CAPTAIN RESPONSIBILITIES**

At the conclusion of Adoration, the Closing Captain, or Priest or Deacon if present, approaches the Altar, genuflects, reverently removes the Sacred Host from the Monstrance, then moves to the Tabernacle, genuflecting, repositions the Host before closing and locking the Tabernacle. The Captain prays silently or aloud prayers in the worship aid or similar prayers.

Extinguish all candles. Return the Monstrance, adoration candles, and CD player to the closet in the small Sacristy behind the tabernacle. Return the two incense containers to the small Sacristy countertop. Return the incense stand to the small sacristy. Replace the cross on the altar.

Return the tabernacle key to the main sacristy countertop.

The Parish staff will lock the Church door after your leave.

If you have any questions or would like to further clarify the Captain responsibilities, please contact Peggy Whalen (513-767-4366 or [pwhalen513@gmail.com](mailto:pwhalen513@gmail.com)).