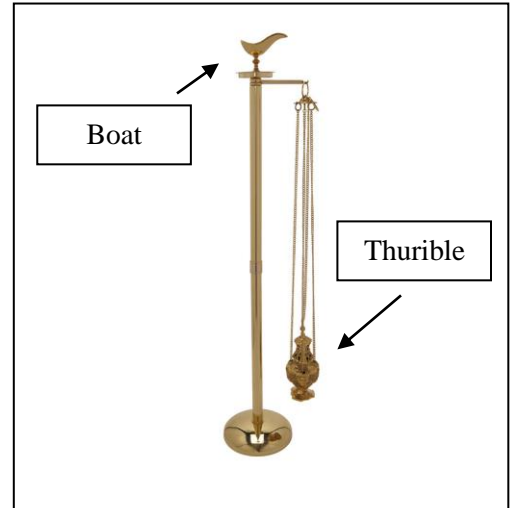


Attachment #12

INSTRUCTIONS ON HOW TO START THURIBLE (OR CENSER) CHARCOAL FOR INCENSATION

If incense is to be used in a scheduled liturgy (Mass, Eucharistic Adoration, a funeral (with or without the Order of the Mass), etc.), the charcoal needs to be lit at least 10-15 minutes before the start of the event; so it hot enough to burn any incense placed on it.

- Take the thurible off its stand and bring it into the Sacristan's sacristy.
 - If the thurible and charcoal in it are hot, dispose of the old charcoal outside the church but in a place that is safe to do so (i.e., so the disposed charcoal won't be the cause of starting a fire outside, etc.).
 - If the thurible and charcoal in it are cold (i.e., it's been left overnight to naturally burn out), then simply dump the old used charcoal in the sacristy's trash container.
 - **WHEN IN DOUBT: Dispose of the old charcoal outside** (as noted above)! Don't risk throwing still burning charcoal into a plastic trash container and potentially causing a fire within the church.



- Once the thurible is emptied of the old charcoal, you are ready to light and place new charcoal in it.
- Take the thurible top and chain and set it aside; next to the base (where the lit charcoal will go).
- A box of unused charcoal briquettes is in the Sacristy cabinet.
- Remove 2 or 3 briquettes and place them on the countertop surface to be lit individually.
- With the metal tongs, pick-up the cold briquette with one hand and with the other hand, using the flame of a portable lighter, light the edges of each of the briquettes. (Don't hold the lighter flame too close it won't generate enough heat to start the ignition process.)



(Current as of: 08/25/2021)

- NB: Each briquette contains a thin layer of lighter fluid around it to aid in the lighting or ignition process; when touched to an open flame.
- Slowly turn the briquette around, so that the lighter's flame ignites all or most of the briquette's outer edges on both sides. (If the lighting process is done correctly, you will slowly see the layer of lighter fluid ignite and move toward the center of the briquette.
- Blow lightly on the edge(s) of the briquette to stoke the ignition process.
- Once all of the edge(s) of the briquette start to turn orange in color, then it has been ignited correctly. (refer to the example picture below)
- After 3-5 minutes, visually check the briquette(s) to ensure that the ignition process has continued toward the center and away from the briquette's edges and it did not simply blow out.
- If it is not moving or has not moved toward the center—the ignition spots have extinguished and you will have to re-ignite the charcoal using the above stated steps again.



- Once the briquettes are sufficiently lit and are burning well enough, replace the thurible on its stand outside the Sacristan's sacristy and away from smoke detectors.
- Double check that there is a sufficient level of unused incense in the boat (the device on the top of the thurible stand containing the unused, powdered incense). If there isn't please notify the priest or deacon well before the liturgy/event start time.
- Once the scheduled liturgy has concluded, simply leave the thurible on its stand and let the charcoal briquettes naturally burn out and extinguish itself.
- **Lastly, please ensure that the church Worship Space center ceiling fans are turned-ON.** (This will help to suppress the incense smoke down and away from any ceiling mounted smoke detectors; thereby preventing a needless fire alarm activation; evacuation of the church; and the response of the local Fire Department.)

(Current as of: 08/25/2021)