

Altar Server Manual



St. John the Evangelist
Roman Catholic Church • Severna Park, MD

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Dear Altar Server,

I would like to take this opportunity to thank you for stepping up and offering your time and talent to serve our parish community as an Altar Server. The role of an Altar Server is very important in that, in a very real way, you act as “the hands of the Priest,” ensuring that we celebrate the sacred liturgy with dignity and reverence.

As an Altar Server you are called upon to advance your life as a disciple of Jesus Christ. This service is rooted in your baptism as a Christian. As such, it also demands that you strive to imitate the Lord in the way that you conduct yourself, both inside and outside the church building. The way in which you conduct yourself during the liturgy serves as an example to all who are worshipping at whatever Mass or other service at which you are assisting.

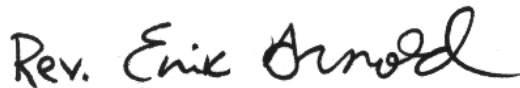
I encourage you to grow in holiness by doing the following on a regular basis:

- **Attending Mass on all Sundays and Holy Days of Obligation, regardless of whether you are assigned to serve or not.** (This is one of our principal duties as baptized Catholic Christians.)
- Continuing to develop your relationship with Jesus Christ through prayer. The Mass is the highest form of communal prayer in which we participate as Catholics, yet it must be supported by our personal commitment not just to knowing about God, but knowing God through personal prayer.
- Committing yourself to being a person for others through acts of service and charity. Whenever you are given an opportunity to make someone’s life a little easier through volunteering to serve, take advantage of it. As a Christian, that’s one of the principal ways that we live out our faith outside of formal worship.

As you grow older and begin considering what you might want to do with your life, I hope that you will give due consideration to serving the Lord in the Priesthood or religious life. God calls each of us to a vocation and it’s important that we keep our hearts and minds open as to how God might be calling us to live our lives: as a Priest or consecrated religious, as a married person (and probably as a parent as well), or as a consecrated single person for the Lord. The more we commit ourselves to developing our relationship with God, the more clearly we might come to discover the Lord’s will for our lives.

Again, thank you for using your time and talent to serve God and our parish as an Altar Server. Know how much we appreciate your willingness to be of service. If you ever have any questions, please don’t hesitate to ask the Priest who is celebrating the Mass. I look forward to serving with you!

Your brother in Christ,



Rev. Erik Arnold

Pastor

QUALITIES THAT AN ALTAR SERVER SHOULD POSSESS

A Candidate should fulfill the following requirements:

- Have a strong desire to serve at the Altar of Our Lord and Savior, Jesus Christ;
- Be an active member of St. John the Evangelist parish, have already made First Holy Communion, and regularly attend Mass on Sundays and Holy Days of Obligation;
- Have memorized all the prayers, gestures, and responses for Mass, so you also fully participate in the Mass.

Characteristics of an Altar Server: A Server should be

- **Reverent** while serving, so to be a prayerful example (and not a distraction) for the congregation.
- **Attentive** and a full participant in the Mass (not daydreaming, yawning, or falling asleep). Remember the Mass is the most beautiful prayer, and your actions will have the most meaning if they come from your personal prayer during Mass.
- **Graceful and smooth** while walking and bowing (don't fumble and stumble).
- **Upright** by maintaining good posture while walking, sitting, and kneeling.
- **Anticipatory** by anticipating what might happen next in the mass, or if something is needed (missing).
- **Collaborative** and able to work together in a team.
- **Prayerful** and be able to facilitate the public expression of shared prayer.

Expectations

Your Ministry is very special, and we hope that you will remain in it throughout high school. We need seasoned Servers to be models to our new Servers and continue to lift up our congregation in prayer by your prayerful example. Please let us know if you ever have any concerns or difficulties, as we want to support you if there is any way that we can.

See **Appendix A** for Altar Server Role Description.

You'll Be Doing More than You May Think:

"As you process into church you are leading everyone into the presence of God. When you **carry the cross** solemnly at the head of the **procession** you are saying to all the faithful, 'See, we all are called to **take up our cross and follow Christ**. This is our banner for battle. This is our rallying sign!'"

"Do you carry the candles? You are saying, 'We all bear **within our hearts the light of Christ** we received at Baptism. We are the **lights in the dark, the bright stars of the universe.**' The candles accompany the cross and the gospel because the **gospel and the cross bring light to the world.**"

"Do you hold or carry the book? You represent the evangelists and apostles who bore the word of God to the world. You also remind each one of us that we are **called to bear the good news of God's love to the whole world.**"

{During the Liturgy of the Eucharist} **"You are the Angels before the Throne** – At the Holy, Holy, Holy you should go to the step of the altar and kneel for the consecration prayer. At this point you represent the angels of God bowing before the throne of God in adoration. You represent the angels before the throne of God. Bow low at the consecration. Ring the bell with care and beauty. The way you worship at this point will raise the hearts and minds of all the people. If you are reverent and silent and sincere you will help everyone else to worship more deeply in the beauty of holiness."¹

¹ Longenecker, Dwight. "Ten Things to Tell Your Altar Servers - Fr. Dwight Longenecker." *Faith on the Couch*, Patheos, 9 Mar. 2015, www.patheos.com/blogs/standingonmyhead/ten-things-to-tell-your-altar-servers.

PATRON SAINT OF ALTAR SERVERS: ST. TARCISIUS

Tarcisius was a twelve-year-old acolyte during one of the fierce Roman persecutions of the third century, probably during that of Valerian. Each day, from a secret meeting place in the catacombs where Christians gathered for Mass, a Deacon would be sent to the prisons to carry the Eucharist to those Christians condemned to die. At one point, there was no Deacon to send and so St. Tarcisius, an acolyte, was sent carrying the "Holy Mysteries" to those in prison.

On the way, he was stopped by boys his own age who were not Christians but knew him as a playmate and lover of games. He was asked to join their games, but this time he refused, and the crowd of boys noticed that he was carrying something. Somehow, he was also recognized as a Christian, and the small gang of boys, anxious to view the Christian "Mysteries," became a mob and turned on Tarcisius with fury. He went down under the blows, and it is believed that a fellow Christian drove off the mob and rescued the young acolyte.

The mangled body of Tarcisius was carried back to the catacombs, but the boy died on the way from his injuries. He was buried in the cemetery of St. Callistus, and his relics are claimed by the church of San Silvestro in Capite.

In the fourth century, Pope St. Damasus wrote a poem about this "boy- martyr of the Eucharist" and says that, like another St. Stephen, he suffered a violent death at the hands of a mob rather than give up the Sacred Body to "raging dogs." His story became well known when Cardinal Wiseman made it a part of his novel *Fabiola*, in which the story of the young acolyte is dramatized, and a very moving account given of his martyrdom and death.

Tarcisius, one of the patron saints of Altar Servers, has always been an example of youthful courage and devotion, and his story was one that was told again and again to urge others to like heroism in suffering for their faith. In the Passion of Pope Stephen, written in the sixth century, Tarcisius is said to be an acolyte of the pope himself and, if so, this explains the great veneration in which he was held and the reason why he was chosen for so difficult a mission.

See **Appendix C** for St. Tarcisius' "Prayer of an Altar Server."

SCHEDULING

- Our scheduling program is Ministry Scheduler Pro (aka MinistryPro).
- You will receive an invitation to our online scheduler. Under the “Help” tab, review the video and guide.
- Using this online system, you’ll be able to specify exactly what times do and do not work well for you to serve. You’ll also be able to check your schedule from anywhere and easily find a substitute when you can’t make one of your scheduled dates.
- **Rosters are found under the roster tab**, and you can find the contacts of other Altar Servers if you need a sub. **Consider printing out a copy** of the Altar Server and Weekday Altar Server rosters so they are easily accessible when you need to call for a sub (24 hours before you’re scheduled, and no one has accepted your request). The Altar Server roster list will have the Mass preferences to narrow down your search.
- **Consider adding the Server's email** (but **parents must keep theirs listed** as well). They will receive emails through MinistryPro, which include the sub requests, pleas for help with funerals, and all other helpful information. This will help them remember their assignments and be more involved in their ministry. **We also rely on the parent in actively guiding them.**
- Our volunteer Altar Server Coordinator schedules all daily Masses (8:30 M-Sa) & Weekend Masses all year long, Special Holy Days of Obligation (possibly in evening, too), Funerals, First Friday Benedictions (usually every Friday during Advent/Lent), Sacraments, and more. So please understand that we need your assistance in serving our community, and we may need you to serve at a liturgy you may not be as familiar with or that may not be as convenient. We thank you for your commitment to serving God in this very special ministry.
- Mark all assignments in your calendar and set up additional reminders, if necessary.

SHADOWING

- **Once you receive an invitation**, you'll be able to schedule the **3 weekday Mass shadows (under Full Schedule tab)** that will need to be completed before you can shadow 3 weekend Masses. After you shadow all 3 weekday Masses, you can accept sub requests for daily Mass, and begin shadowing 3 weekend Masses.
- Once you complete your weekend Mass shadows, you can accept all sub requests and you'll be able to be added to our schedule. The quicker you shadow after training, the more you'll remember, and you can build your confidence.
Don't feel pressured, but this time investment will really pay off in the end. Look at your calendars sign up as soon as possible. If you need assistance, let the Ministry Head Coordinator know!
- Once you are logged in, you can click on the “Help” tab at the top of the screen to see a short video and printable guide that will explain step by step how to update your information, too.

FULL SERVER

- **All** Servers are expected to serve the liturgies for which they are scheduled (via Ministry Scheduler Pro).
- Quarterly Schedules will be sent via email when they are available, and you will receive reminders 2 days in advance of your assignment.
- **Other sign-ups:** There will be various events during the year, such as an Altar Server Retreat or the Holy Thursday Procession. You will be asked to sign up or email the Ministry Head Coordinator. Under the “Full Schedule” tab, you should be able to scroll down to the date of the event and sign up.

Note: Consider tracking your volunteer hours as you may need them (i.e. National Honor Society), and the information is not tracked in our system. Approximately, every daily Mass is 1 hour, and every weekend Mass is 2 hours. Remember all the special Feast days, Holy Hours, etc. Upon request, we will be happy to provide a letter from the Pastor confirming your service and commitment.

SUB REQUESTS

In the event that you are unable to serve a particular liturgy it is **your** responsibility to find a replacement:

- **Send out a sub request** and ensure it has been accepted (via email confirmation).
- **Email or call other Servers** to find a substitute, if a *sub request is not accepted with 24 hours* of your assignment. Rosters are under the roster tab.
- **Confirm that the Mass is covered.**

Help fellow Servers by accepting sub requests:

- Accept sub requests by clicking on the “Volunteer Now” button. Either accept “Extra” assignment or Propose a “trade.”

Note: Trades are not functioning on the Mobile App and you have more capabilities with a web browser. While on your mobile device you have a choice between the desktop version or mobile version. Both process trades, but the desktop is faster.

- Switch to desktop version under settings
 - ALWAYS use the desktop version for Profile updates.
- Switch to mobile version on “Home tab” bottom right corner.

Note: Servers will receive a strike by missing a scheduled Mass/liturgy and not finding a substitute.

After 3 strikes, Servers will be removed from the roster.

However, if you assist your fellow Servers by accepting 3 sub requests, a strike will be removed.

St. Peter denied Jesus 3 times. Yet after the resurrection, Jesus gave Peter 3 chances to affirm his love.



Raphael, Christ's Charge to Peter, 1515²

² [https://commons.wikimedia.org/wiki/File:V%26A - Raphael, Christ%27s Charge to Peter \(1515\).jpg](https://commons.wikimedia.org/wiki/File:V%26A_-_Raphael,_Christ%27s_Charge_to_Peter_(1515).jpg)

EMERGENCY, SICK, OR LATE

- At times there may be an emergency, you're sick, or you completely forgot to serve. Before Mass, please email the Altar Server Coordinator, or call 410-647-4884. If it's after Mass, please email the Coordinator.
- If you arrive late and a Server hasn't taken your place, please alert the Sacristan. If Mass has already begun and a Server hasn't taken your place, please quickly change into vestments and discreetly take your place at the Altar. If you don't serve, please approach the Sacristan after Mass (may avoid a strike).

QUARTERLY SCHEDULE (Sept-Nov; Dec-Feb; Mar-May; June-Aug)

- **Update Your Profile:** You will be asked to update your profile, mass preferences, and dates you can't serve (**usually by the 15th of Feb, May, Aug, Nov**). Please complete your update by the due date, otherwise you will be responsible in finding substitutes for all conflicts. If you properly select your mass preferences and input the dates you are unavailable (including special masses), the scheduling will be easier (for all of us). **Please update your status whenever there is a change.**

1. Select your **top 3 weekend** preferences first.
2. Select your **daily Mass preferences**. You will be required to serve at a daily Mass (Mon.-Sat. 8:30am) (approx. 2-3x Quarter). *This includes during the summer.*
 - If you attend St. John's or Homeschool:
 - Select **3 daily Masses** as one of your preferences.
 - Review your calendar for field trips and special events, and add these dates under the "I am not available" option and enter the dates.
 - If you can never serve on a particular day (i.e. Mondays), select "for a repeating pattern" for the day(s) you are unavailable.
 - If you attend another school and can't serve at a Monday-Friday daily Mass:
 - Select **Saturday 8:30am** as one of your preferences, and/or indicate in your comments.
 - Under "I am unavailable," select "for a specific service" and select each M-F 8:30am Mass. If you select "for repeating pattern" and "week (M-F)," you may be scheduled for a Benediction or special Mass unless you talk with me.

Note: For special masses, holidays (inc. summer vacation), and holy days of obligation, you may still be scheduled even if on unavailable repeating patterns. Add those dates if you'll be out of town.

3. If you can't serve on a particular day/mass, please select "I am not available... on the following date...or for a specific service."
4. Add any comments that will assist in scheduling. i.e., you work evenings (so you won't be scheduled for special Masses), or you are asthmatic (so you won't be scheduled for incense).

See **Appendix B** for Altar Server Contract

THE ORDER OF MASS

You may or may not know that there are many different parts to the Mass. As Altar Servers, there are different responsibilities during each part of the Mass. Please familiarize yourself with the parts of the Mass. The ones bolded are the parts that are important to recognize by what part it follows and what happens during it, so you'll know what you need to do next. In parenthesis are the words or items that may help you identify/remember.

Introductory Rites

Procession and Processional Hymn
Greeting/Penitential Act/Gloria
Collect (Opening Prayer) (Book or Binder)

Liturgy of the Word

First Reading (usually Old Testament)
Responsorial Psalm
Second Reading (usually New Testament/Epistle)
Gospel Acclamation (usually the Alleluia)
Gospel Reading
Homily
Creed / Profession of Faith (binder)
Universal Prayer / Prayer of the Faithful
(aka Intercessions or Petitions) (binder)
Announcements (binder)

Liturgy of the Eucharist

Preparation of the Altar (Chalice/Tray/Book & Stand)
Offertory & Preparation of the Gifts (Ciborium, water/wine cruet;
then lavabo & finger towel)
Eucharistic Prayer (“The Lord be with you”) (bells)
Communion Rite
Lord’s Prayer (Our Father)
Sign of Peace
Communion (after receiving, clear the Altar & retrieve water
cruet; Priest will purify Chalice;)
Prayer after Communion (“Let us pray”) (book/binder)

Concluding Rite

Greeting (“Let us pray”) (book/binder)
Final Blessing (sign of cross)
Dismissal
Procession (and Recessional Hymn)

BEFORE MASS BEGINS

Punctuality and Proper Attire:

- Altar Servers should arrive in the sacristy **15** minutes before the liturgy for which they are assigned. Parents/Guardians, please try your hardest and make this happen. If your child attends St. Johns and is scheduled, please make sure you arrive no later than 8:05-8:10am. This will give him/her enough time to drop off their bag/jacket before going over to the church.
- Upon entering the sacristy, **sign-in on the bulletin board** in the sacristy and proceed to the Altar Server room to **get vested**.
 - When serving at the Altar, it is never appropriate to wear shorts or sneakers/tennis shoes.
 - **For boys**, collared shirt and slacks (no jeans) with dark shoes (no sneakers/tennis shoes/sandals) is appropriate.
 - **For girls**, the following would be appropriate: blouse and skirt (knee-length), dress (knee-length) or slacks and sensible shoes (no sneakers/tennis shoes or high heels). No sandals or open-toed shoes, please.
 - Select a clean cassock from the Server's closet.
 - The cassock should come down to the top of your shoes:
 - Make sure it is not too long or too short.
 - Remember that your shoes are the one item of clothing that will always be visible. For that reason, please do not wear tennis shoes/sneakers or other types of casual footwear. Whatever you wear, be sure that it is neat and clean.
 - Shorts and T- shirts are not appropriate attire when serving.
 - Select a clean, unwrinkled white surplice from the Server's closet:
 - The surplice should extend between the hips and the knees (approx. mid-thigh).

Prepare for Mass:

- When you are vested, return to the sacristy.
- Upon entering the sacristy, the following should be completed in the order listed:
 - **Light the candles**
 - Exercise caution when dealing with the open flame, keeping it away from your clothes as well as from other people.
 - Light the candles that are on/around the Altar and by the tabernacle.
 - During the Advent season, you may be called upon to light the Advent Wreath candles. Ask the Sacristan or Priest before mass as to which candles you should light.
 - During the Easter season, you may also be called upon to light the *Paschal Candle*, which is the large candle blessed at Easter and it is also used at baptisms and funerals. If you have trouble lighting the candle (as it can be very tall), please ask the Sacristan for assistance.
 - **Ask the Sacristan** or Priest if everything is setup for mass and can start being taken out.

Note: *The books cannot be taken out before the Priest reviews them.*

- Make sure that the **following items are set up:**
 - **Book Side** Credence Table: **Weekend:** 1 tray with 3 chalices/1 pall/3 purificators; one cruet with water, Roman Missal with stand, and Celebrant binder.
Weekday: Lg. Weekday Roman Missal and stand, Sm. Weekday Roman Missal, Celebrant binder, 1 water cruet.
 - **Chalice Side** Credence Table: Celebrant's Special chalice with purificator/pall/corporal, 1 tray with 3* chalices/1 pall/3* purificators, 2 water cruets, lavabo pitcher/bowl/finger towel.
(*4**Weekday** (Daily) asses)
 - **Tabernacle** – Check to ensure that the key is in the tabernacle. If not, remind the Sacristan.
 - **Gift Table** – Ensure that the ciboria (with the bread) and the wine cruet are there.
Note 1: There should be no lids on either of the cruets or the ciboria.
Note2: Some Masses don't have communion chalices, or the communion chalices are suspended. At that time, there is only 1 water cruet on the chalice side.
- After setting up, **ask the Sacristan or Priest if there is anything else you can assist with.**
 - Do whatever they ask you and then wait in the sacristy for further instructions.



Prayer:

- Take a moment to say a **Prayer Before Mass. (See Appendix C for St. Tarcisus Prayer).** Take a seat on the bench in the sacristy in front of the bulletin board and wait for the Celebrant.
- Please **maintain a spirit of quiet** in the sacristy as others are preparing for Mass as well.

If only 1 Altar Server:

- Remind Celebrant that the **Book Stand/Large Missal will be placed on the Altar.**
- Ask Celebrant if he wants to also use the small missal.
 - If Yes, Server covers both sides.
 - Go to BS for Opening Prayers and Liturgy of the Word.
 - Go to CS after Intercessions to prepare Altar
 - Go to BS (through Sacristy) after communion & collecting the chalice.
 - If No, Server serves from the Chalice side.
 - Place binder on CS credence table.
 - Celebrant will give Opening prayer from the Altar (remain standing at chair)
 - **Bring up Binder at the normal time.**
 - **Remember to prepare Altar immediately after Intercessions.**
 - Celebrant will give Closing prayer from the Altar (remain standing at chair).

GESTURES DURING MASS

All gestures should be done slowly and reverently. By maintaining a straight back and holding your head high, you will move more gracefully and attract less attention to yourself (and less likely to trip on cassock).

Prayer Hands: In the sanctuary, it's important to have unity in posture and prayer. Did you know that in a deacon's rubric, he is to have prayer hands? A priest has different gestures that we are not to imitate, so you will consistently maintain prayer hands at all times.

Palm against palm.

Right thumb over the left to form an "x" or cross.

Fingers pointing up at approx. 45-degree angle and held against the chest.

Elbows close to the body.

Genuflections: **Right** knee bent down to the ground, with a straight back and prayer hands. You genuflect in front of the Altar at the beginning and end of Mass. If you are holding the candle/Crucifix/Thurible you will give a head bow. Remember to genuflect even when the Celebrant bows. (historically, the left knee was used for earthly royalty, in case you ever meet royalty and are asked to genuflect--bend the left knee ☺).

Bow: A bow shows reverence and honor. 2 types happen during Mass. Unless you are holding candle/Crucifix/Thurible, you will give a full bow.

Full bow: Bow the shoulders and head from the waist (as if a stiff board), slowly and reverently.

Head bow: A slow nod. It is also done at times it would be unsafe to give a full bow (i.e. holding candles/Crucifix/Thurible). If you watch the priest/deacon/nuns/others in congregation, you'll see they also do it when the Father, Son, and Holy Spirit are mentioned together, at the mention of Jesus' name, and the name of the saint being honored by the Mass.

Sitting: *Upright* posture with both *feet together* on the floor and with *hands face down* on legs. Remember to *slowly sit* and not flop into the chair.

Standing: Upright posture with both feet together and *prayer hands*. Focus on remaining still, but do not lock your knees (it could increase your chances of fainting if you are hot).

Walking & climbing stairs: *Upright* posture with *head held high*. Move *gracefully and smoothly*. Your confidence will make your actions appear deliberate. Never rush/jump stairs. When you must move swiftly, always remember to be in unison with the other Altar Server. If necessary, take the time to be in unison, especially at the bottom step before ascending the steps. When the deacon or Celebrant is waiting, *take that second* to deliberately ascend together. Remember, *right foot first*.

Kneeling: Upright posture with prayer hands. When you first kneel, remember to pull the cassock to the just before the end of your shoes (don't keep rechecking or adjusting). During communion, say prayers for yourself, your family, and others. If you have more time, consider praying a decade of the rosary or some of your favorite prayers.

Attention/Eyes:

Liturgy of the Word: Focus attention toward the person speaking (readings, homily, intercessions, etc.).

Liturgy of the Eucharist: Focus attention toward the Celebrant/Altar. Do not glance around the Altar or at the congregation. If you have difficulty, pick one thing on the Altar to focus on and say a prayer.

Prayers & Singing: Recite/sing the prayers/songs in a normal voice so that you are leading the congregation by your example. If you don't know all the prayers by heart, challenge yourself to have them memorized in the next several weeks. If you need help with the Latin responses, please contact the Altar Server Coordinator, who has several resources, including audio files.

Introductory Rites: begins with Entrance Procession:

- **Weekend Mass:**
 - The **Crucifer** (cross-bearer) leads the procession. Walk slowly down the center aisle and without stopping in front of the Altar, continue walking to the book side and proceed to put the cross in its stand in front of the pillar.
 - **Book Side (BS) & Chalice Side (CS) Servers** follow behind the crucifer slowly down the main aisle. Do not follow too closely. Upon reaching the middle of the carpet on the sanctuary level, continue walking to your respective sides without stopping. Proceed immediately to place the processional candles in their stands, and stand at your seats. Make sure you walk on the inside of the pillar and not done on the lower level.
 - **If there is incense:** The **Thurifer** (Server with the Thurible) leads the procession with the cross and candles behind him/her.
 - **If there are only two Servers: BS & CS Servers** lead the procession. Upon reaching the middle of the carpet on the sanctuary level, continue walking to your respective sides without stopping. Proceed immediately to place the processional candles in their stands, and stand at your seats.
- **Daily Mass:**
 - **BS & CS Servers** lead the procession from the sacristy to the front of the Altar without going around the center transept pillars. Allow space for the Celebrant. Genuflect together with the Celebrant (even if the Celebrant bows, the Altar Servers should still genuflect in unison). Go to your seat and remain standing.

Seating Assignments:

- **Crucifer:** Book side.
- **Thurifer:** Chalice side.
- **Book:** Book side.
- **Chalice:** Chalice side.

Greeting/Blessing/Penitential/Gloria/Opening Prayer:

- **Weekend mass:** **BS** immediately retrieves binder and waits for the MC's directions as to when he/she should ascend the steps and stands in front of the Celebrant.
- **Daily Mass:** **BS** retrieves the small Missal and ascends the steps and stands in front of the Celebrant, unless the Celebrant requests you to ascend after he says, "Let us pray." (Remember: the book order for the daily Mass is **Book, Binder, Book**)

Liturgy of the Word: after Opening prayer & begins with the First Reading

- **Weekend mass:**
 - Be seated and listen attentively to the readings.
 - If there is a *Solemn Gospel Procession (with candles and/or incense)* **BS & CS** take their candles and stand in front of the Altar, facing the Altar. The Deacon or Celebrant will take the Gospel Book from the Altar. When he turns, the two Servers turn.
 - **BS** will walk to join **CS**. Together, the two Servers lead the procession to the ambo. (*If there is incense, then the Servers should follow the Thurifer to the ambo*).
 - After the gospel reading, **BS** and **CS** return the candles to their stands and be seated.
 - After the homily, the Priest may sit. **BS** should be ready with the binder (opened). When the Priest doesn't sit, or when the Priest stands, **BS** ascend the steps (from the MC's direction) and go directly in front of the Celebrant.
 - All stand during the reading of the gospel, Profession of Faith (Creed), and Universal Prayer (Intentions).
- **Daily Mass:**
 - Be seated and listen attentively to the readings.
 - Stand during the reading of the gospel, facing the ambo **with prayer hands**.
 - After the homily, the Priest may sit. **BS** should be ready with the binder (opened). When the Priest doesn't sit, or stands, **BS** ascend the steps and go directly in front of the Celebrant.

Liturgy of the Eucharist: after Intercessions & begins with Preparation of the Altar.

- ***Weekend:***
 - **After all the announcements are finished**, the *Crucifer* takes the cross, steps down out of the sanctuary, and proceeds to the back of the church (through the side aisle) to prepare to lead the procession of the gifts while the collection is taking place. Two hands should be used when carrying the cross.
 - **After the BS returns with the binder**, **CS** and **BS** immediately get ready to prepare the Altar. **CS** brings up the Celebrant's chalice and **BS** brings up the book/stand (in unison). The book/stand are put to the left of the center of the Altar. The chalice is put on the right (leaving room for the tray to the right of it). This gives the Celebrant enough room at the center for the corporal. **Both** bow in unison and return to their respective credence tables.
 - **BS & CS** bring up the small chalices/trays (at the same time). **CS** puts it on the right of the chalice (on Altar nearest you). **BS** puts it on the left of the Altar (and books). **Both** bow in unison and return to their seats.
- ***Daily:***
 - **After the BS returns with the binder:** **CS** brings up the Celebrant's chalice and **BS** brings up the book and stand (at the same exact time). The book/stand are put to the left of the middle of the Altar. The chalice is put on the right (leaving room for the tray to the right of it). This gives the Celebrant enough room at the center for the corporal. **Both** bow in unison. **BS** returns to his/her seat. **CS** returns to his/her credence table.
 - **CS** bring up the small chalices/tray and puts on the right of the chalice (on Altar nearest you). **CS** bows and returns to his/her seat.

Preparation of the Gifts:

- ***Weekend:***
 - The Head Usher will give the *Crucifer* the signal to start the procession of the gifts. (Generally, when the Celebrant starts walking down AND people have gifts in hand & ushers have put second collection in baskets and are lined up. **Crucifer** leads the procession of the gifts in the same way as the entrance procession. After placing the cross back in its place, the **Crucifer** returns to his or her seat.
- ***Daily & Weekend:***
 - **BS & CS** accompany the Celebrant and/or Deacon to the center aisle to receive the gifts of bread and wine. **BS & CS** should be moving in unison.
 - Usually, one Server will be handed the ciborium and the other the wine cruet.
 - Bow to gift bearers, turn, and bow to the Altar. Both Servers walk to the Chalice side of the Altar.
 - Server with the wine cruet waits at the bottom of the stairs.
 - Server with the ciborium immediately ascends the stairs and places the ciborium on the corporal (or hand it/them to the Priest/Deacon). Bow.
 - Server who had ciborium should descend the stairs and return to the **CS** credence table (swiftly, BUT with reverence—no running or jumping stairs) and retrieve the water cruet.
 - Server with water cruet should join the Server with the wine cruet at the bottom of the stairs. The Priest states, "Blessed are you, Lord God of all creation....it will become for us the bread life." All respond, "Blessed be God forever." When the Priest turns, **BS & CS** (in unison) ascend the steps and approach the Priest. (Note: When the choir is singing, the Priest will still recite the prayer, but the congregation won't. Be sure to watch for when he says it and turns).
 - Server with wine cruet should hand the Priest/Deacon the wine with the handle facing the receiver. The Priest/Deacon will then hand the wine cruet back to the Server. Then the Server with the water cruet should hand the Priest/Deacon the water with the handle facing the receiver. The Priest/Deacon will then hand the water cruet back to the Server. **Both** bow in unison, turn to the inside, descend the stairs together, return to the **CS** credence table, and place cruets on the table.

- While returning to the **CS** credence table, the Priest will be giving blessing... “Blessed are you, Lord...”
- **BS** retrieves the lavabo pitcher and bowl, and **CS** picks up and opens the finger towel and holds it by the top corners. [*If there is incense (only at weekend masses), both Servers should wait off to the side until the Celebrant has completed incensing the Altar. Then they should then proceed for the washing of the hands.*]
- **BS** leads with the **CS** behind him/her. At the stairs, **BS** stands on the right, and the **CS** stands to the left. (Note - the lavabo Server should be on the right and the finger towel Server should be on the left). **Both wait until the Priest says a prayer (often silent or barely audible) and bows.**
- **After** he bows and turns, both Servers ascend the stairs (together and wait at the top). Usually, the Priest will approach you (if not, together go to him).
- **BS** (lavabo pitcher and bowl) pours the water over the Celebrant’s hands (not too much) and into the bowl underneath. **CS** (finger towel) offers the finger towel to the Priest. **CS** then forms prayer hands and receives the towel between the thumbs. After bowing in unison, both Servers should descend the stairs together and return to the **CS** credence table.
- With prayer hands, **BS** returns to the book side through the sacristy. With prayer hands, **CS** will slowly, reverently walk to the stairs in front of bells.
- **Never** walk between the Altar and tabernacle during Mass.

Eucharistic Prayer: Begins with “The Lord be with you.”

- **BS & CS** are standing on floor level opposite of each other with prayer hands. After you recite the “**Holy, Holy.... Hosanna in the highest,**” **both should kneel on the first carpeted step.** (Be sure to pull up your cassock before kneeling so that it doesn’t get torn or become uncomfortable).
- During the Eucharistic Prayers, the **CS** Server should ring the bell **once** as the Priest places his hands over the gifts (*also known as the Epiclesis*). Generally, you know it’s coming by the words. Sometimes a Deacon or seminarian will be in your way and you can’t see. By memorizing these beautiful prayers (and through years of practice), you’ll come to know when to ring the bell (also in case a Deacon blocks your view). Ring after the bolded phrases and while C says the **phrases in red.**
 - E Prayer 1: “**and counted among the flock of those you have chosen.**” Ring while C says, “**Be pleased, O God, we pray, to bless, acknowledge and approve this offering...**”
 - E Prayer 2: “**You are indeed Holy, O Lord, the fount of all holiness.**” Ring while C says, “**Make holy, therefore, these gifts we pray.**”
 - E Prayer 3: “**a pure sacrifice may be offered to your name.**” Ring while C says, “**Therefore, O Lord, we humbly implore**”
 - E Prayer 4 (this one is long): “**he may sanctify creation to the full.**” Ring while C says, “**Therefore, O Lord, we pray: may this same Holy Spirit graciously sanctify.**”
- At the words of Consecration (“Take this, all of you, and eat of it, For this is My Body, which will be given up for **you.**”), **CS** rings the bells 3 distinct times as the Celebrant raises the host or paten. **3 rings with 4 seconds in between each ring.** This will make it consistent for each Mass and help with the timing when incense is used.
- At the words of Consecration (“Take this, all of you, and drink from it, for this is my chalice of my Blood, the Blood of the new and eternal covenant, which will be poured out for you and for many for the forgiveness of sins. Do this in memory of **me**”), **CS** rings the bells 3 distinct times as the Celebrant raises the chalice. **3 rings with 4 seconds in between each ring.**

Communion Rite: After the Great Amen, Stand for the Our Father

- **CS & BS** - Stand after the Great Amen and for the praying of the Our Father (reciting with prayer hands--**never** open hands).
- **CS & BS** - When receiving Holy Communion, be sure to bow before receiving the Body and Blood of Christ. Also, be sure to say Amen.
- During the distribution of the Holy Communion:
 - **Weekend:**
 - **CS & BS** both ascend the steps, bow in unison & retrieve the chalice trays, descend the steps, and place them on each credence table. **CS** takes the water cruet and returns to kneel on the steps (prayer hands). **BS** ascends the steps a second time, bows & retrieves the Missal and stand and places them on the credence table and returns to kneel on the steps (prayer hands).
 - **Daily:**
 - **BS** ascends the steps, bows & retrieves the Missal and stand, descends the steps, and places them on the credence table and then returns to kneel on the steps (prayer hands). **CS** ascends the steps (in unison with **BS**, bows & retrieves the chalice tray, descends the steps, and places them on the credence table. **CS** takes the water cruet and returns to kneel on the first carpeted step (prayer hands).
- After Communion, the Celebrant or Deacon will return to the Altar to purify the Celebrant's chalice. **CS** stands at the bottom of steps with the water cruet and waits for the Celebrant or Deacon to wipe the paten and/or drink the Precious Blood. Now, **CS** should ascend the steps and pour the water until the Celebrant indicates it is enough (usually by raising the chalice). **CS** bow and descend the steps.
- **CS** places water cruet on credence table and returns to stairs (sanctuary level) with prayer hands.
- If there is an empty ciborium on the Altar (Celebrant may purify it): When the Celebrant places a ciborium on the right of the Altar, **CS** should ascend the steps, bow, and take the ciboria to the **CS** credence table.
- **CS** returns to the stairs (on sanctuary level) with prayer hands until the Celebrant finishes purifying the chalice. As the Priest folds the corporal, **CS** stands, walks to bottom step, and waits. When Priest places it on the right of the Altar, **CS** should ascend the steps, bow (to the chalice), and take the chalice to the **CS** credence table. (Note - Occasionally, the Priest may hold the chalice in his hands and physically hand it over to the Server. If so, bow to the Priest). In unison, **BS** returns to his/her credence table.
- **If the Tabernacle doors have been closed and the Priest sits, BS and CS sit.**
- **If the Tabernacle doors have not been closed, CS and BS stand facing the tabernacle with prayer hands until it is closed. If the Priest sits, CS and BS sit. If the Priest remains standing and/or stands, CS stands with prayer hands. BS stands and immediately follows the next steps.**

Prayer after Communion & Concluding Rites: after Chalice purification.

Celebrant returns to seat and either sits then stands or just stands. “Let us pray.”

- **Weekend:**
 - **BS** receives the binder from the MC and awaits his directions as to when he/she should bring the binder up to the Celebrant. When the Celebrant is finished, close the binder, descend the stairs, and stand at your seat.
- **Daily:**
 - **BS** brings the small Roman Missal to the Celebrant when he says, “Let us pray,” and the congregation stands.
 - When the Celebrant is finished, close the book, descend the stairs, and stand at your seat.

Procession and Recessional Hymn:

- **Weekend:**
 - When the singing begins during closing hymn, the **Crucifer** should get the processional cross and line up at the edge of the sanctuary step on the floor level (center aisle), facing the Altar, with **BS & CS**, with processional candles, on either side. *If there is incense, then the Thurifer should be the first one out and he/she should lead the procession.*
 - After the Celebrant comes down from his chair and genuflects in front of the Altar, all Servers should turn to the inside and process out: **Crucifer** should lead (*unless there's incense*), followed by **BS & CS** (allow some space). Upon reaching the Gathering Space, the three Servers should process exactly halfway into the Gathering Space, turn, and wait for the Celebrant and Deacon/s.
 - The Celebrant will say: *Let us praise the Lord*, and all will respond “*And give him thanks.*”
- **Daily:**
 - After the Priest's final blessing, **BS & CS** move to the front of the Altar in unison with the Celebrant. He will stop to kiss the Altar, but slowly move to the front carpeted steps (and stay in step with each other). Stop at the corners to allow room for all the clergy.
 - Once the clergy are in line, genuflect together (genuflect even if the Celebrant bows), and then lead the procession down the center aisle to the sacristy. Be attentive for a signal from the Priest if he wants you to go the back of the Church.

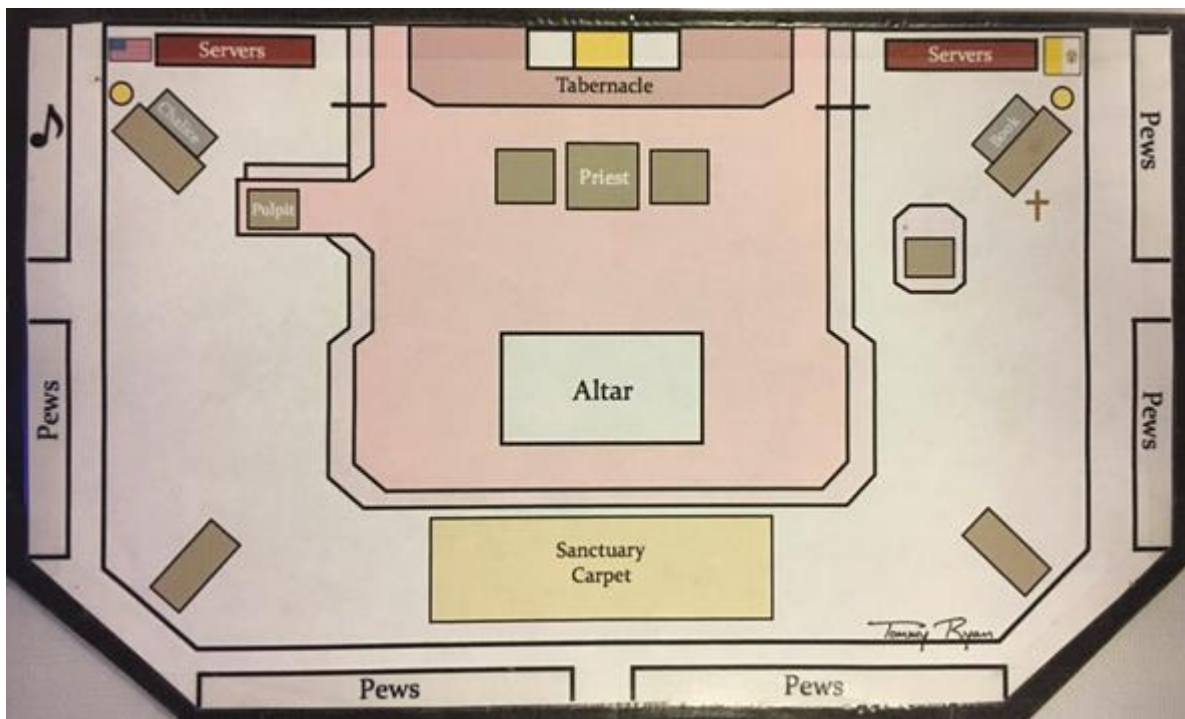
AFTER MASS

- All Servers return their cross/candles to their holders.
- One Server should extinguish the candles.
 - If the Paschal Candle is lit during the Easter season, only extinguish it if there is no Mass immediately following.
 - When extinguishing candles take care not to press the wick into the melted wax because that will make it difficult to light later on.
- Bring the chalice, communion chalices & trays, lavabo pitcher & bowl, finger towel, empty ciboria, Roman Missal & stand back to the sacristy so that the Sacristan may clean them and prepare for the next Mass.
- When carrying the sacred vessels, use extreme care so as not to drop and break/dent any of the items. **Remember** that some have not been purified and still have the Precious Body and/or Blood.
- When the above tasks have been completed, check in with the Sacristan to see if there is anything else that needs to get accomplished.
- If yes, then do whatever they tell you.
- If no, then go un-vest in the Altar Server room.
- Upon entering the Altar Server room,

HANG UP YOUR CASSOCK AND SURPLICE

On the hangers on which you found them and place them in the proper section to keep them in order for the next person.

Return to Sacristy to ask the Sacristan if there is anything else they need assistance with before you leave. Before leaving church, make sure you genuflect before the tabernacle and say a brief Prayer of Thanksgiving for the Mass in which you've just participated.



See **Appendix D** for **Summary of Responsibilities during Mass.**

WHAT TO EXPECT WHILE SHADOWING OR ASSISTING A SHADOW

A shadow may be assigned to either side, so please be ready, especially if one of the scheduled Servers doesn't show (i.e. emergency).

- Shadows arrive 20-25 minutes early so to review certain Mass parts and to be paired with Servers.
- Servers arrive no later than 15 minutes before Mass. Please be a good model for promptness.
- Shadows, you will be fully serving in the Mass, and the Server will be guiding/mentoring you.
- Servers, you will be guiding the 1st and 2nd shadow. However, if it is the Shadow's 3rd shadow (noted on the sign-up sheet), wait before guiding to see if he/she can do it solo.
- All remain as quiet as possible during the Mass and only whisper when absolutely necessary, and refrain from using outward hand signals, and only discreet signals when absolutely necessary. On the weekends, a Sacristan, acting as the MC, will also assist with directing the shadow.

Opening Procession:

- Shadows will lead the procession, followed by the Servers. Shadows will stand on the ends before genuflecting before the Altar.
- On the weekend, the Shadows should be carrying the cross or a candle. Depending upon how many Shadows at that Mass, there may be 2 Servers not carrying a candle or the cross. They will process directly behind the candles and before the Sacristan.

Opening Prayer/Collect:

- Server/MC will ensure the Shadow remembers which book/binder and the Shadow has the correct timing to approach the Celebrant.

Gospel Procession (Weekend Only):

- During Gospel Acclamation, Shadows grab acolyte candles and do Gospel Procession. MC & Servers make sure Shadows go at appropriate time. MC also ensures that shadow on book side returns through sacristy.

Binder After Homily:

- Server/MC will ensure the Shadow remembers to grab binder and the Shadow has the correct timing to approach the Celebrant.

Preparation of the Altar:

- Server will assist by prompting the Shadow as to when to bring up the Chalice(s) & Tray(s), and Book & Stand. If the Server sees that the Shadow is nervous, then escort the Shadow.

Receiving of the Gifts/Offertory:

- Servers and Shadows will go to receive the gifts. Shadows lead, and Servers remain on the ends.
- Servers will ensure Shadows maintain good timing and remember cues. Servers will remain at the CS Credence table unless you feel the Shadow needs to be escorted.

Liturgy of the Eucharist:

- Shadows will perform all duties, and the Servers will be standing/kneeling next to them and prompting, if necessary.

During Communion:

- Servers ensure the Shadows properly clear the Altar, the CS retrieves the water cruet, and all remain prayerful during communion.

After Communion:

- Servers ensure of proper timing of purifying/retrieving chalice and model leaving the stairs in unison. Plus, timing with Closing Rites.

Closing Procession:

- Shadows will lead the procession, followed by the Servers. Shadows should again be at the ends while genuflecting before the Altar. Servers must be mindful/observant if Celebrant wants to process to Sacristy instead of Gathering Space.
- On the weekend, if a Server is not carrying a candle or cross, they will be directly behind the candles and before the Sacristan.

FUNERAL MASS INSTRUCTIONS

Everything is the same as a weekday Mass (with 2 Altar Servers) **except** the following:

Mass starts in the **Gathering Space**, and you process to the front of the Altar.

If a Casket: The Large size Holy Water fount is on the table to the left of the casket. Hand that to the Celebrant and he will sprinkle the casket with holy water. You return the Holy Fount to the little table.

If an Urn: Small Holy Water fount on the table with the Urn.

Once you have processed in and there was the sprinkling of the holy water, you go to your regular stations and continue with your normal responsibilities of a typical weekday Mass.

Before the closing of Mass, Celebrant will use incense (a substance that gives off cloud of sweet smelling smoke when sprinkled onto burning charcoal.). The stand for the incense boat and charcoal will be placed in front of the BS Credence table before Mass.

You will bring up the Incense Boat (called because it is usually shaped like a boat, it contains the incense), which will be burned in the Thurible. The Sacristan will get the incense boat and charcoal ready for you.

PLEASE hold it 'taut' as it is hot. Go up to the Celebrant and he will take the incense boat from you and add it to the charcoal. When he gives you the incense boat and the Thurible (holds the charcoal), you immediately go back to your station, return the incense boat and Thurible to the stand.

For both a casket & urn: You go up to the Altar standing next to the Celebrant and hold the book for him. After Father finishes prayers and concludes Mass, you process out before the Celebrant (following the casket, if there is one) to the Gathering Space.

EXPOSITION OF THE BLESSED SACRAMENT

Exposition is normally done on First Fridays and sometimes all Fridays during Advent and Lent. It is directly after the 8:30am Mass, and it begins the full day of Adoration before Benediction, typically that evening (or it could last for several day, i.e. 40 hours).

- After removing the Chalice tray and Pall from Altar **during Communion**, CS will place the Tabor Stand and/or Monstrance in the center of the Altar and remove the small crucifix. If both the Tabor Stand and Monstrance are being used, place the Tabor Stand in the middle and the Monstrance to the side of the Tabor Stand.
- The Monstrance should be sideways with the glass center facing the BVM & Baptism sides, so the Celebrant can access and place the Luna with the Blessed Sacrament. Also, no one will think the Blessed Sacrament is already in the Monstrance. The Monstrance should not be placed on the Tabor stand. The Celebrant will place it there once the Blessed Sacrament is in it.
- After finishing up with the small Missal for the Closing Rite, the BS Server will retrieve the Thurible in the right hand and the boat in the left hand.
- After the Celebrant retrieves the Luna and moves towards the Altar, both BS and CS Servers walk towards the front of the Altar (bottom of step) just like the closing Mass procession.
- When the Celebrant turns to the BS Server, the BS Server hands him the boat, and chokes up the Thurible chain which enables the Celebrant to put incense into the Thurible.
- The BS Altar Server places the boat on the stair.
- The Sacristan/Cantor will lead all in chanting “*O Salutaris Hostia*” or “*O Sacrament Most Holy.*”
- Celebrant and Altar Servers kneel together. Celebrant incenses the Blessed Sacrament, and then hands the Thurible back to the BS Altar Server.
- A short period of silence may be observed following the chant.
- The Celebrant and Altar Servers stand. The Celebrant genuflects in unison with the CS Server while the BS Server bows head. BS Server, with smoking Thurible, leads procession to the sacristy, followed by CS Server, and finally the Celebrant.
- The Thurible should be hung outside. Please ask Celebrant, Deacon, Seminarian, or daily Sacristan for help, if necessary.

BENEDICTION

Note: 10 or 15 minutes BEFORE benediction, the Presider must transfer the Blessed Sacrament (and the Tabor Stand) from the oratory to the Main Altar in the Church.

- At 6:45pm, the MC and Presider process out the back sacristy to the sanctuary steps. Ring the bell.
- Thurifer is first, followed by the other Server, MC, and the Presider.
- Everyone lines up in front of the steps like you would for Mass. Wait for the Presider.
 - All genuflect together (except Thurifer).
 - All kneel together.
- The Presider immediately intones the Tantum Ergo.
- The Thurifer hands the boat to the Presider and opens the thurible.
- The Presider places incense into the thurible and blesses it.
- The Thurifer hands the thurible to the Presider.
 - The Presider incenses the Blessed Sacrament. 3 sets of 2!
 - While the Presider is incensing, the Servers on either side are holding the Presider's cope.
 - After the incense is done, the Presider bows slightly and then hands the thurible to the Thurifer.
 - The Thurifer then places the thurible on the stand (only if he is alone)

Kneeling, the Presider then sings, "You have given them Bread from Heaven," and the congregation responds.

Still kneeling, the Presider then chants, "Let us pray."

- He then stands and says the prayer... "Lord Jesus Christ, you have given us the Eucharist..."
 - At the conclusion of this prayer, the Presider kneels.

As the Presider kneels, the Server on the BVM side retrieves the Humeral Veil and places it on the Presider. The Server then stands to the left of the Presider. The Server should go back to his place and remain standing.

Once the Presider has the humeral veil on securely, he stands along with the Thurifer.

- The Presider then moves approaches the Blessed Sacrament.
- The Thurifer, with the thurible in hand, move into the center - where the Presider was.

- The Presider genuflects.
 - When he genuflects, the Thurifer and the Servers kneel in place.

The Presider then blesses the congregation in the usual manner.

- As the monstrance goes up, the Thurifer incenses 2 times.
- As the monstrance goes to the left, the Thurifer incenses 2 times.
- As the monstrance goes to the right, the Thurifer incenses 2 times.

The Presider then places the Monstrance back in the center of the Altar and genuflects.

- As he comes up from the genuflection, the Servers rise.
 - The Thurifer goes back to his place on the right.
 - The Server who placed the humeral veil on the Presider now receives the humeral veil from the Presider and places it back on the pew.
 - Make sure it doesn't drape on the floor.

The Presider then leads the Divine Praises.

After the Divine Praises are finished, the Presider goes up to the front of the Altar, genuflects and then picks up the monstrance

- As he turns to face the congregation, the song, "Holy God we praise thy name" should begin.
- The Thurifer, Server, and MC should turn and process out the main aisle towards the Oratory.
- Upon reaching the Oratory, the Presider should return the monstrance to the tabernacle.

STATIONS OF THE CROSS

- Arrive at least 30 minutes early, vest accordingly, and say “The Prayer of an Altar Server.” By arriving at least 30 minutes early, you are giving the Sacristan ample time to review Stations of the Cross procedures with you.
- **Note: If there is Exposition, the Presider will go directly to the Ambo; if there isn’t Exposition, the Presider will walk with the Servers.**
- A Sacristan will be the Crucifer (if there is one) and two Altar Servers will be the Candle Bearers. They will line up with the Presider (Deacon/Priest) in the Gathering Space for the Procession. When the music starts, the Crucifer and Candle Bearers will immediately lead the procession.
 - The Candle Bearers will stand in their usual position, lined up with the edge of the Altar with the Crucifer to the center edge BVM side of the oriental as the Presider genuflects at the base of the Altar.
- After the brief introductory prayer, a musical prelude will start. The Crucifer will lead the procession, followed by the Candle Bearers.
- This is the Servers cue to turn to their left and process to the first station, a bronze statue on the wall closest to the main Sacristy doors. Servers will process distanced shoulder to shoulder till the narrow aisle. When moving around the stations, process in a single file (distanced).
- Upon reaching the first station, the Servers stop, turn, and face each other (6 ft apart). The Servers rest their cross and candles on the ground (quietly!) upon reaching first station.
- The Crucifer will enter the center aisle of the BVM transept, positioned center of the station on the wall. The Presider will also be in the center aisle.
- When the music closing the first station begins, the Servers remain facing the first station. Servers pick up their cross and candles and process (in a to the second station when the singing starts. The second station is on the same wall as the first station.
- The Crucifer will move with the Candle Bearers simultaneously and position themselves facing the center of the station. This is repeated for each station.
- After finishing with second station, the Servers pick up their cross and candles, turn to the left, and walk to the third station will be on the opposite wall this time, so the Servers need to turn to the left (180 degrees from the second station) and rest their candles on the floor.
- Repeat for fourth station. Remember that now the BS acolyte is now leading the process (not the CS acolyte anymore as it was for the first two stations).
- When the music ending the fourth station begins, the Servers pick up their cross and candles, walk around the base of the Sanctuary, and enter the main aisle of the center transept. The fifth station will be on the right wall.

- Repeat procedures until end of the tenth station. Remember that the BS Acolyte will be leading until after the seventh station. Then after the seventh station, the CS Acolyte will be the one to lead the procession again. Also remember, the Servers should pick up the cross and candles when the singing starts, not when the music starts.
- When the music starts signaling the end of the tenth station, the Servers pick up their cross and candles and process to the the Baptismal Font/Ritchie Hwy. The eleventh station will be on the right wall.
- Repeat procedures until end of the fourteenth station.
- When the music starts signaling the end of the fourteenth station, the Servers pick up their cross and candles and process to the normal positions at the end of Mass.

VESTMENTS

Vestments are forms of clothing worn by various people during the Mass.



Alb



Cincture

Priest



Chasuble



Stole



Amice

Altar Server

Cassock
The black buttoned garment worn over one's



Surplice
The white garment worn over the cassock. It is white and recalls the white garment worn at baptism. It's a reminder that one's ministry is rooted

GLOSSARY

Alb: A long linen tunic, worn since the four century. The name comes from the Latin word, 'albus', meaning white, worn by ordained ministers as well as Altar Servers.

Altar: The table on which the Eucharist is celebrated.

Ambo: Also called the Pulpit. This is where the readers (Lectors), Deacon, and Priest proclaim the word of God to the people.

Amice: An oblong, white cloth with two tapes which the Priest sometimes wears around his shoulders, underneath the alb.

Aspergillum: a brush or small perforated container with a handle. It is used for sprinkling holy water.

Boat: The container inside which the incense is kept.

Book of the Gospels: Contains all the Gospel readings for the Church's year. It is brought to the Ambo during the Gospel acclamation. It may be carried into church as part of the entrance procession on the Altar before the celebration begins.

Celebrant's Chair: The chair on which the presiding Priest sits.

Censer: The container inside which charcoal is burned, it is suspended from chains and is also swung during parts of the service. This contains the burning charcoal on to which grains of incense are placed. Incense has been used since early times to honor people and things. For this reason during our worship we incense the people and Priest, the Altar, the Book of Gospels, and the Blessed Sacrament.

Chalice: The cup that contains the precious Blood of Christ.

Chasuble: The word literally means 'little house'. Worn at Mass, it covers all the other vestments and its color changes according to the season of the Church's year. This was originally a coat; it now symbolizes the garment of Christ who is the true Celebrant of every Eucharist.



Ciborium: A container that holds the Body of Christ.

Cincture: A rope belt that is tied around the waist.

Confessional / Reconciliation Room: Here we meet with the Priest to confess our sins and, through the Sacrament of Reconciliation or Penance, receive God's forgiveness in the prayer of absolution.

Cope: A large, full-length cape, held by a clasp at the front, worn for Benediction of the Blessed Sacrament and on other solemn occasions.



Corporal: Its name comes from the Latin word 'corpus' meaning a 'body'. It is a square of white cloth, on which the chalice and paten are placed during the Mass, to catch particles of the Blessed Sacrament, should any fall from the vessels. The corporal is placed on the Altar either before Mass begins. In some churches it is placed on the Altar during the preparation of the gifts.

Credence table: The wooden side table or side shelf on which all the things that are necessary for the Mass are placed.

Crucifix: A cross on which is the figure of Jesus.

Cruet: Small vessel that contains water or wine for the Mass.

Dalmatic: A sleeved top garment worn by a Deacon.

Font: This is a pool or vessel of water in which people are baptized. It reminds us of our baptism, when we were washed clean of sin and became a member of God's family.

Host: The bread used in the Eucharist, normally round. After consecration, it becomes the Body of Christ, which is also called the Precious Body.

Humeral veil: A long rectangular garment, held by a clasp at the front, worn by a Priest or Deacon when carrying a Ciborium or Monstrance containing the Blessed Sacrament.

Incense: A substance that gives off clouds of sweet smelling smoke when sprinkled onto burning charcoal.

Incense Boat: So called because it is usually shaped like a boat, it contains the incense, which will be burned in the thurible.

Lavabo Bowl and Finger Towel: At the preparation of the gifts the Priest washes his hands to signify the cleansing of the sins of those gathered and to prepare himself for what he is about to do.

Lectern: The stand from which the cantor leads the congregation in song.

Lectionary: A book containing all the scripture readings for Mass. It is placed on the lectern before Mass begins.

Luna: A circular sacred vessel with glass sides that holds the Sacred Host in the Monstrance.



Missal: A book that the Priest uses at his chair and at the Altar.



Monstrance: a vessel in which the Precious Body is exposed for the adoration of the faithful.



Pall: a square of linen stiffened with cardboard covers the chalice(s). The smaller one covers the Celebrant's chalice and the larger covers the tray of chalices.

Paten: A plate from which Holy Communion is distributed.

Processional Candles: These two candles are carried behind the processional cross in the entrance procession. They are placed behind the Altar Servers' seating to be available for the solemn Gospel Procession.

Processional Cross: This is carried into church at the head of a procession, as a sign of our faith, and is the basic symbol of Christianity. It reminds us that Jesus died for us.



Purificator: A cloth that is used to wipe the chalice each time it is used.

Pyx: A small metal container, used to take Holy Communion to the sick and housebound.

Sacristy: The room where the ministers prepare themselves for the service.

Sacrarium: A drain that empties directly into soil and is used for disposing of water used to wash sacred items.

Sanctuary: Sacred part of the church where the Altar, ambo and Celebrant's chair are located.

Sanctuary Lamp: The lamp that is kept burning in the sanctuary to show that the Blessed Sacrament is present.

Stations of the Cross: These depict, in fourteen stages, the journey of Jesus to Calvary, his crucifixion on the cross and his laying in the tomb.

Stole: This important vestment, worn around the neck, shows that the Priest is celebrating one of the Sacraments. It also shows that the Priest has the duty to preach the Word of God. (It is also worn by the Deacon, diagonally over his left shoulder.)

Tabernacle: The contained where we keep the Blessed Sacrament. It is always appropriate to genuflect when passing in front of the tabernacle.

Tabor Stand (aka Thabor): a stand for the Monstrance. Tabor is traditionally regarded as the mountain where the Transfiguration took place.



Thurible: vessel that holds the burning incense.

Vimpe: Similar to the humeral veil, this is worn by Altar Servers in more solemn masses presided by the bishop. The Servers wear the vimpe when holding the bishop's miter (hat) or crozier (pastoral staff).

Votive candles: These are burned at shrines and in front of statues to represent the prayers and petitions of those who have prayed there.

Liturgical Colors:

Green (growth & hope) - used during "Ordinary Time." Ordinary does not mean ordinary in the sense of common or normal. Ordinary means counting, as in the 15th Sunday in Ordinary Time.

Red (blood of Christ and martyrs) - used on Passion (Palm) Sunday, Good Friday, Pentecost Sunday, Masses of the Holy Spirit, feasts of the apostles and evangelists, and feasts of martyrs.

Violet (penance) - Used during Advent (darker/blue violet) and Lent (lighter).

White (joy) - Used during the Christmas and Easter seasons; on feasts and memorials of the Lord Jesus; on feasts and memorials of the Blessed Virgin Mary, the angels, saints who are not martyrs, All Saints, John the Baptist, John the Apostle, Chair of Peter, and conversion of Paul; and during funeral Masses and weddings.

Rose (joy) - Worn on the 3rd Sunday of Advent (Gaudete Sunday) and the 4th Sunday of Lent (Laetare Sunday).

Appendix A

Name of ministry and role(s)	Altar Server
Role	The Server's role is to assist the ministers and to lift up our congregation in prayer by their reverent example as they serve at the Lord's Altar and during other liturgies.
Time commitment	2-3 Masses a month, plus occasional liturgies & rehearsals, additional training sessions, and voluntary retreats.
Term	Up through 12 th grade.
Activities and responsibilities	<ul style="list-style-type: none"> • Assists with the preparation of the sanctuary and sacred vessels before the liturgy and their proper care afterward. • Participates in the Processions and may use various items such as the cross, candles, incense, etc. • Carries and holds the missal/binder during the Introductory Rites, Liturgy of the Word, and Concluding Rite. • Assists with the Preparation of the Altar and Gifts, and various parts during the Liturgy of the Eucharist. • Participation in occasional funerals, Benedictions, and other liturgies. • Performs special tasks with reverence and participates fully as an exemplary member of the assembly. • Exhibits responsibility by serving when scheduled or finding a substitute and taking part in rehearsals.
Requirements plus skills, experience, and qualifications desired	<ul style="list-style-type: none"> • Must be a 5th thru 12th grader. • Is a baptized member of the Catholic Church and has already made First Holy Communion. • Is an active member of our parish, regularly attends Mass on Sundays and Holy Days of Obligations. • Has learned to participate fully in the Mass by memorizing all the prayers, gestures, and responses for Mass. • Strong desire to serve at the Altar of our Lord and Savior, Jesus Christ. • Internet access to the online scheduling program.
Personal traits desired	<ul style="list-style-type: none"> • Sufficient maturity to focus on the liturgy and exercise her/his ministry responsibilities with proper behavior, attention, and reverence. • Ability to follow directions and to be quiet/still during celebrations. • Maturity to commit to this act of service by serving when scheduled, finding substitutes, and assisting fellow Servers. • Understanding that Mass is the most beautiful prayer, and their role is to be present and a reverent example.
Orientation and training	<ul style="list-style-type: none"> • Attend in-house Altar Server training as provided by the clergy, Sacristan (s) and/or Altar Server coordinator. • Training Manual • Receive a copy of this ministry role description.

Support, supervision, and evaluation	<ul style="list-style-type: none"> • Provided by the clergy, Sacristan (daily and/or weekend), and Altar Server coordinator.
Working conditions	<ul style="list-style-type: none"> • Standing, sitting, and kneeling in the sacristy and church. • Climbing stairs is required.
Benefits to role participants	<ul style="list-style-type: none"> • Satisfaction of service to God and parish. • Directly contribute to the liturgical experience at the parish. • Develop team-working skills and a greater knowledge of the liturgy.
Screening measures	<ol style="list-style-type: none"> 1. Completion of a volunteer application and information form. 2. Signed Altar Server Contract. 3. Training, orientation, and periodic retraining are required. 4. There will be supervision and periodic evaluations/suggestions.

Appendix B

ALTAR SERVER CONTRACT

I, _____, have read this booklet and understand the

Altar Server’s Name (Print Clearly)

responsibility that I am undertaking. If for any reason I cannot serve on a day that

I have been assigned, I understand that it is my responsibility to find a substitute. **I understand that I must receive a confirmation for a sub request, or telephone other Servers to find a substitute.**

I understand that if I miss **three** scheduled Masses and do not find substitutes, then I will be removed from the Altar Server roster. However, I also understand that the more I help my fellow Servers by substituting for them, a strike may be canceled out.

I understand that I am responsible for updating my scheduling preferences/can’t serve dates, every quarter within the time frame given. I understand the Altar Server Ministry Head will attempt to respect my preferences, however, I may need to serve at other times. I also understand that the fewer Mass preferences I have, the increased likelihood I may be scheduled for less convenient time for me.

I understand that I am required to serve some weekend Masses as well as some daily Masses (either weekday daily Mass or Saturday daily Mass).

I understand that the Altar Server closet is to be kept tidy and that I am responsible for hanging up my Cassock and Surplice on the appropriate hangers after each and every use (our Altar Server Vestment Volunteer thanks you!).

Altar Server’s Name (Print Clearly)

Altar Server’s Signature

Date (MM/DD/YYYY)

Parent/Guardian’s Name (Print Clearly)

Parent/Guardian’s Signature

Date (MM/DD/YYYY)

PRAYER OF AN ALTAR SERVER



*O God,
You have graciously called me to serve You at Your Altar.
Grant me the graces that I need
to serve You faithfully and wholeheartedly.
Grant, too, that while serving You, I may follow the example of St. Tarcisius,
who died protecting the Eucharist,
and walk the same path that led him to Heaven.*

St. Tarcisius, pray for me and for all Servers.

St. John the Evangelist parish appreciates your service of time and talent. You are a vital part of each liturgy at which you serve. Please keep these notes for future reference. Thank you for all that you do to help our parish community to pray well. If you ever have any concerns, please feel free to contact the Parish Office at 410-647-4884.

Appendix D

SUMMARY OF ALTAR SERVER RESPONSIBILITIES DURING MASS

Book Side (BS):

- Carries a candle, if used, in the procession.
- Holds the binder for the Celebrant for the Introductory Rites and the (small) Missal (weekdays) or binder (weekend) for the Collect.
- Carries a candle for solemn Gospel procession
 - Only when there isn't a Paschal Candle in the sanctuary
- During the Offertory, places the Roman Missal to the left of the center corporal, as well as tray with chalices on the left side of the Altar.
- Accompanies the Celebrant or Deacon to receive the gifts of bread and wine and places them on the Altar.
- If receiving the bread, place it on the central corporal (or hand it to the Priest/Deacon)
- If receiving the wine, remove the stopper (if there is one) and stand at the bottom step of the Altar.
- Holds the bowl and pitcher for the hand-washing.
- During Communion, removes tray and/or book/stand from the Altar.
- Holds the Missal or binder for the Prayer after Communion.
- Carries a candle, if used, in the recessional.

Chalice Side (CS):

- Carries a candle, if used, in the procession.
- Carries candle for solemn Gospel procession.
- During the Offertory, places the Celebrant's chalice on the Altar (right of center), and then the tray of chalices to the right of the Celebrant's chalice.
- If receiving the bread, places it on the central corporal; retrieves water from Credence table.
- Holds the finger towel for the hand-washing.
- During Communion, removes chalice tray & pall from the Altar.
- Pours the water cruet to into Celebrant's chalice and removes the chalice after it is purified.
- Carries a candle, if used, in the recessional.

Crucifer:

- Carries the cross and leads the procession.
- At the end of the announcements, carries the cross to the back of the church (down the main aisle) and leads the procession of the gifts of bread and wine.
- Carries the cross and leads the recessional at the end of Mass.

Thurifer (Sacristan): (For Masses with incense)

- Leads the procession and assists with incensing the Altar at the beginning.
- Prepares incense during second reading. Leads the gospel procession.
- Prepares incense during the collection. Retrieves incense for Altar at Offertory.
- Kneels before Altar at the "Holy, Holy, Holy."
- Incenses the Blessed Sacrament with "three sets of three" at each elevation of consecrated Bread and Wine respectively.
- Returns to the sacristy at the end of the Great Amen.
- Leads recessional at the end of Mass.

Altar Server Cue Sheet for Weekend Mass			Chalice Side Cues	Book Side Cues	Cross
Introductory Rites					
Procession and Processional Hymn					
Greeting/Penitential Act/Gloria					
Collect (Opening Prayer)				Immediately retrieve book & wait for Sacristan instructions.	
Liturgy of the Word					
First Reading (usually Old Testament)					
Responsorial Psalm					
Second Reading (usually New Testament/Epistle)					
Gospel Acclamation (usually the Alleluia)			Retrieve Candles as soon as music starts Singing begins: move to corners of steps Turn as Celebrant/Deacon turns	Retrieve Candles as soon as music starts Singing begins: move to corners of steps Turn as Celebrant/Deacon turns	
Gospel Reading					
Homily				Celebrant reaches chair & doesn't sit	
Creed / Profession of Faith					
Intercessions or Petitions					When intercessions are finished, take cross to the back of the church (off step & side aisle)
Liturgy of the Eucharist					
Preparation of the Altar (Chalice/Tray/Book & Stand)			Chalice.... Ciborium	Immediately after Announcements (C or D may stand) Book & Stand	
Offertory & Preparation of the Gifts (Ciborium, water/wine cruet)			Walk to sanctuary carpet after C or D bow @ Altar Ciborium directly up stairs (& bow after)	Walk to sanctuary carpet after C or D bow @ Altar Ciborium directly up stairs (& bow after)	Sit after put cross back
then lavabo & finger towel)			Water/Wine Cruet after C or D turns (unison) Lavabo & towel after C or D turns (unison)	Water/Wine Cruet after C or D turns (unison) Lavabo & towel after C or D turns (unison)	Move to steps with CS
Time for the bells!			Immediately go to stand at steps	Immediately go to stand at steps	Kneel after Hosanna
Eucharistic Prayer ("The Lord be with you") (bells)			Kneel after Hosanna	Kneel after Hosanna	Stand at Great Amen
Communion Rite			Epiclipsis: 1 ring; Consecration: 3 rings Stand at Great Amen	Stand at Great Amen	
Lord's Prayer (Our Father)					
Sign of Peace					
Lamb of God (Agnus Dei)				Kneel after signing/reciting	Kneel after signing/reciting
Communion (after receiving, clear the Altar & retrieve water cruet ; priest will purify Chalice.)			Priest leaves--clear Altar, grab cruet & kneel Stand w/ cruet when priest wipes paten Ascend when C turns	Priest leaves--clear Altar & kneel	Priest leaves--clear Altar & kneel
			Kneel till Chalice moved to side & Stand while C folds corporal.		
			Ascend when turns/places corporal on pail	Return to credence as CS descends	Return to credence as CS descends
Concluding Rite				Book	
Greeting ("Let us pray") (book)					
Final Blessing (sign of cross)					
Dismissal					
Procession (and Recessional Hymn)			Music begins: Get candle. Singing begins: move Line up near front pew	When singing begins, get candle and line up (front) Line up near front pew	When singing begins, get candle and line up (front) Line up near front pew
Note: Always remember prayer hands; bowing after take something to/from Altar; walking in unison, taking a rano second before ascending stairs to be in unison with other server.					
•E Prayer 1: "and counted among the flock of those you have chosen." Ring while C says, " Be pleased, O God, we pray, to bless, acknowledge and approve this offering... "					
•E Prayer 2: "You are indeed Holy, O Lord, the fount of all holiness." Ring while C says, " Make holy, therefore, these gifts we pray. "					
•E Prayer 3: "a pure sacrifice may be offered to your name." Ring while C says, " Therefore, O Lord, we humbly implore "					
•E Prayer 4 (this one is long): "he may sanctify creation to the full." Ring while C says, " Therefore, O Lord, we pray: may this same Holy Spirit graciously sanctify. "					