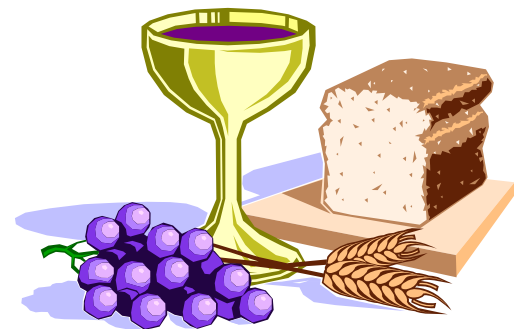


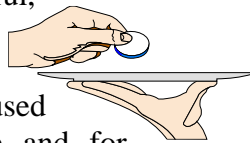
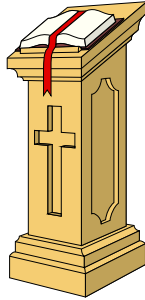
Server at the Lord's Table



Processional Cross Large cross carried by cross bearer at the beginning and end of Mass.



Hosts	Bread that is consecrated at Mass for communion. Large host is used for the Priest; smaller ones for the people.
Incense Boat	Covered metal container for the incense dust or grains; it also holds the metal spoon that is used to place the incense into the censer.
Lectern	Portable stand sometimes used by the Priest or other minister to read or speak to the congregation.
Lector	Lay person who reads the word of the Lord.
Lectionary	Large book which contains all of the bible readings used for the Liturgy of the Word.
Miter	Bishop's hat that is worn during some ceremonies. The server often takes the miter from the bishop and stores it during a ceremony.
Paschal Candle	Large, usually colorful, candle which symbolizes the <i>Risen Christ</i> . It is used during Easter time and for baptisms and funerals.
Paten	Plate used to hold the hosts for communion.
Presider's chair	The chair used by the Priest during liturgy of the word and during the concluding prayers of the Mass.
Presider	Priest or Bishop who is the main celebrant of the Mass.



ALTAR SERVERS

Ministry of Server

The server is a member of the assembly who helps the Priest during the Eucharist and other liturgical ceremonies so the liturgy can be performed with grace and reverence.

The Eucharist

The Eucharist (referred to as the **Mass**) has two main parts: **Liturgy of the Word** and **Liturgy of the Eucharist**. There is also an **Introductory Rite** before the Liturgy of the Word and a **Concluding Rite** after the Liturgy of the Eucharist.

The Mass Parts

Introductory Rite

- Entrance Procession** The ministers and servers process (walk slowly) from the vestibule up the center aisle into the sanctuary.
- Greeting** After the entrance song is finished the Priest says *In the name of the Father, and of the Son, and of the Holy Spirit.*
- Penitential Rite** Together we admit that we are imperfect and in need of God's help.
- Gloria** This hymn is usually sung on all Sundays except during Lent and Advent.
- Opening Prayer** The Priest prays in the name of the whole community. Everyone sits down after the opening prayer.

Liturgy of the Word

- First reading** Usually taken from the Old Testament; it is read by a Lector.
- Responsorial Psalm** This is a response to the first reading. God speaks in the first reading, we respond in song.
- Second reading** Taken from the New Testament; it is also read by a Lector. (On weekdays, there is generally no second reading.)
- Gospel Acclamation** Usually an *Alleluia* sung by the assembly.
- Gospel** Taken from one of the Gospels in the New Testament; it is read by the Priest.
- Homily** A reflection or talk inspired by the readings delivered by the Priest.

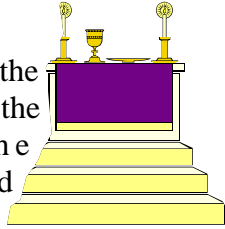
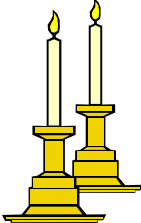


- Chalice** Container which holds the consecrated wine.
- Chasuble** Outer garment that priest wears during Mass.
- Ciborium** Container used to hold the hosts for communion. It usually has a lid.
- Cincture** A rope or cord worn around the waist over the alb.
- Corporal** A square white cloth which is spread upon the altar during Mass to hold the Chalice, bread, paten and Ciborium.
- Credence Table** The table in the sanctuary which holds items, like the chalice and cruets, used for Mass.
- Crosier** The pastoral staff often used by a bishop during certain ceremonies.
- Cruets** Small glass containers which contain water and wine to be used at Mass.
- Deacon** Ordained lay man who assists at Mass, reads the gospel and delivers homilies, among other liturgical duties.
- Finger Bowl** Glass bowl used to catch the water as it is poured over the Priest's hands.
- Finger Towel** White folded cloth used by the Priest to dry his hands after the server washes them.
- Flagon** Large glass pitcher that contains wine and is carried in the offertory procession.
- Holy Water Sprinkler** Item used by the Priest or deacon to sprinkle holy water on the people or objects (see **Aspergillum**).




Names and Places

Here are the names of a number of areas and items used during the liturgies. You should be familiar with them so that you will know where to look for and put items when you are asked. You should, of course, treat with respect and care all the areas of the church and the items used for worship.

- Alb** Long, white robe worn by the Priest, deacon, servers and other ministers. The alb symbolizes our baptism.
- Altar** Holy table from which the Priest presides over the Liturgy of the Eucharist. It is covered with an altar cloth. 
- Ambo** Large stand on the left side of the sanctuary used for the scripture readings and the homily. (Also know as the pulpit.)
- Aspergillum** Bucket and/or sprinkler used on some occasions to bless people or objects with holy water.
- Bells** Rung only on special occasions such as during the *Gloria* at Easter Vigil.
- Book of Gospels** Contains all of the Gospel readings. It is carried by the Deacon or lector and placed on the Altar. 
- Candles** Some candles, like those next to the altar, are fixed in place; others are carried in procession.
- Censer** Metal container on a chain in which incense is burned on a piece of charcoal. (See **Thurible**.)

-
-
- Profession of Faith** The Creed states our beliefs as Catholic Christians.
- Prayer of the Faithful** General Intercessions where the congregation prays for help, for world peace, for the sick and dead, and for your own intentions.

Liturgy of the Eucharist

- Preparation of Gifts** Donations are collected by the ushers from the assembly. The bread and wine, along with the donations, are brought up to the altar and received by the Priest with the help of the Altar Servers. 

- Eucharistic Prayer** The Priest gives thanks to God for giving Jesus, His son, to the world. The Priest asks God to send the Holy Spirit upon the bread and wine so they become the Body and Blood of Christ.
- Communion Rite** Begins with the *Our Father* and ends with the Prayer after Communion. During this time, Communion is given to the assembly while everyone remains standing.

Concluding Rite

- Blessing** The Priest blesses the people.
- Dismissal** The Priest sends the people out to love and serve the Lord.
- Recession** The Priest, ministers, and servers return down the center aisle to the rear of the church as the closing hymn is sung.

General Guidelines

Arrival Time

We ask servers to arrive at church **15 minutes before the beginning of Mass**. This gives the servers time to prepare for Mass. In the event that you do not show up, we have time to find a replacement.

Sign in

Print your full name next to your position for that Mass: Cross Bearer (**CB**), Acolytes (**A1** and **A2**), and Statue (**ST**). Indicate if you are substituting for someone else.

Vesting

Your alb should reach top of your shoes and it should be secured with a cincture hanging from your left side. Be sure to wear the correct color for the day. *Don't remove your cincture at the rear of church—wait until you return to the sacristy.*

Proceed to back of church

Go to the vestibule in procession along the outside of the church.

Positions

Review your responsibilities with each other. Share duties if there are not three servers. **A1** should light the processional candles before leaving the sacristy for the procession to the vestibule.

Posture

Be at ease on the altar but not sloppy. Actions and walking should be smooth and *slow*—do not run up the stairs. Servers should bow from the waist when passing in front of altar or tabernacle unless carrying an object (such as cross or candle). Hands should not be swinging at your side. Hold your hands in prayer in a way that is comfortable and natural.

Behavior

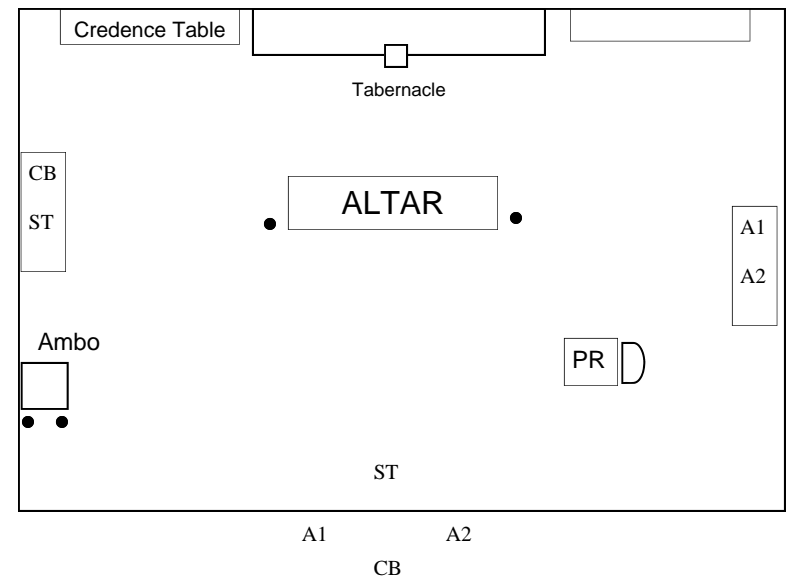
Keep still, no talking or laughing, do not leave the altar unless there is an emergency or if requested to do so.

Participate

Say the Mass prayers and sing along with the assembly.

Recessional

After the final blessing, **CB**, **A1** and **A2** go into the sacristy. When all servers are ready, **CB** takes the cross and leads the procession to the bottom step of the sanctuary in front of the altar. **A1** and **A2** get the candles and follow **CB**. After the other servers come out of the sacristy, **ST** follows **A1** and **A2** then stand as indicated below. After the Priest bows, all turn around and **walk slowly** to the rear of the church.



After Mass

All servers process to the sacristy along the outside of the church. As you pass the large crucifix on the side of the church, reverently pause and bow. Once you get to the sacristy, **A1** and **A2** blow out the candles. Cross and candles are put in place. All servers are responsible for hanging up cincture and hanging alb on proper hanger and snapping button. This completes your duties as a liturgical minister.

When **CB** goes to the offertory table, **A1** and **A2** (and **ST** if present) get ready to go with Priest to the front of the altar to receive the gifts. One server takes the basket of gifts, one takes the bread and the other takes the wine. The server with the gifts takes them to the Sacristy. The servers with bread and wine **walk side by side** to the left of the altar, then up the step and **place the gifts on the altar on the glass top** (see diagram on page 9). Return to the credence table: **A1** gets the finger bowl and water cruet; **A2** gets and **opens** the finger towel. Walk together up to the Priest with **A2** on the right. **A1** hands the water cruet (handle facing the Priest) to the Priest and he returns it. When the Priest is ready, **A1** pours the water over his hands. After the Priest dries his hands, **A2 picks up the cover that was on the wine flagon** (if it was left on the altar). Both servers return the items to the credence table. **When finished, stand in front of bench.**

Communion Rite

After the *Great Amen*, all Servers join the Priest in standing at the altar and follow his lead. At the sign of peace, offer a sign of peace to the Priest and other servers, then **go stand back to make room for the Eucharistic Ministers**. Receive communion after the Eucharistic Ministers, then stand reverently in front of your bench.

After Communion

While the announcements are being read, **A2** goes to the Priest to hold the *Book of Prayers* for the final prayer.

Duties of the Servers

Cross Bearer (CB)

- After singing begins, process *slowly* from rear of the church. After walking into sanctuary, return the cross to the sacristy.
- When the offertory song begins, place the Sacramentary on the Altar (on top of red cross on corporal) and the Chalice and Purificator on the Altar on the glass top.
- Next, get the cross and prepare to go down to the offertory table. When the ushers are nearing the end of the collection, go down to the offertory table to lead the procession of the gifts.
- At the end of Mass, carry the cross *slowly* for recessional.

Acolyte 1 (A1)

- Light the processional candles just before procession begins.
- Carry a candle during procession then place it in the sacristy.
- When the priest goes down to receive the gifts, go down with **A2** to receive the gifts.
- Hand water cruet to Priest to add water to wine. Then take **finger bowl** and **water cruet** to Priest to wash his hands.
- After communion, assist **A2** in removing everything from the altar (chalice, corporal, sacramentary, etc).
- Carry a candle from the sacristy for the recessional.

Acolyte 2 (A2)

- Carry a candle during procession then place it in the sacristy.
- Hold the book for the Introduction and for the opening prayer.
- When the priest goes down to receive the gifts, go down with **A1** to receive the gifts.
- Take opened **hand towel** to Priest (walk next to **A1**). **Pick up the cover of the wine flagon** (if laying on the altar).
- During announcements, hold book for the Final Prayer.
- Carry a candle from the sacristy for the recessional.

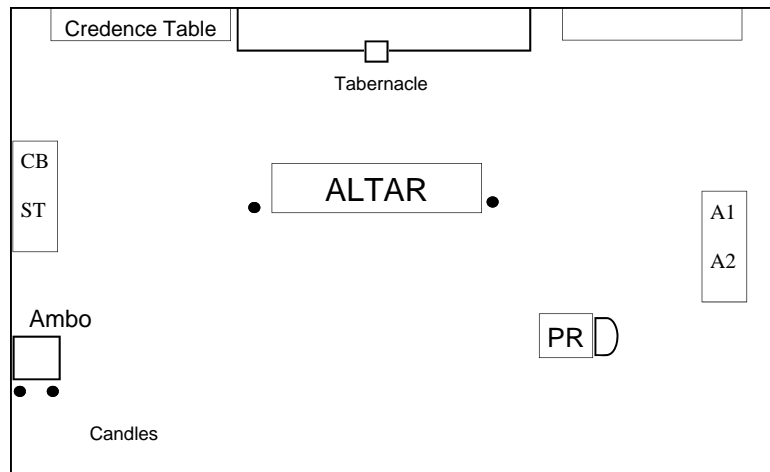
Statue (ST)

- Walk behind acolytes during procession. Stand next to **CB** at altar.
- Join **A1** & **A2** when they go to receive the gifts from the priest.
- At end of Mass, stand on bottom step, bow when the Priest bows then turn and walk in procession behind **A1** and **A2**.

Serving Mass

Description of the Sanctuary

The following drawing shows where all of the items in the Sanctuary are placed. It also shows where each server and the Priest will sit during the Mass.

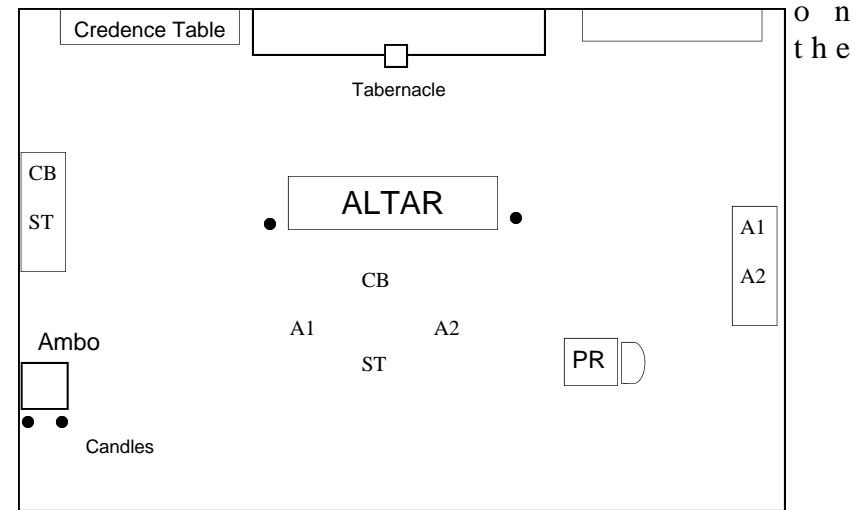


Preparation before Mass

The server signs in and then puts alb on. Be sure to check for correct color for cincture. When it is time, go into the sanctuary, bow in front of the altar; and then go to the rear of the church. **A1** lights the processional candles.

The Entrance Procession

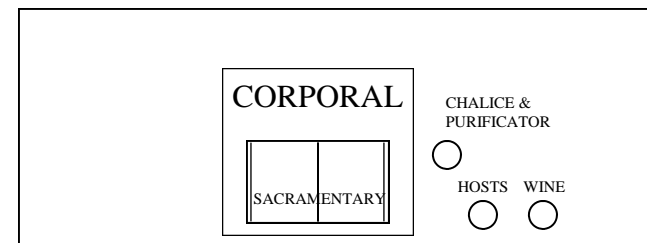
The cross bearer (**CB**) goes first with the two acolytes (**A1** and **A2**) behind the **CB**. The statue (**ST**) follows behind in line with **CB**. All walk *slowly* to the sanctuary, then pause for three seconds. **CB** goes to sacristy to return cross. **A1** and **A2** place candles on the stands in the sacristy. **CB** and **ST** stand on left side of sanctuary. **A1** and **A2** go through hallway behind altar and stand on right side next to the Priest. **A2** **immediately** goes to the Priest to hold the Mass Script with your right arm while standing



priest's right side.

Preparing the Altar

After the *Liturgy of the Word* when the ushers come forward to take up the collection and the offertory song begins, **CB** places the Sacramentary on the Corporal as shown and the Chalice and



Purificator on glass top to the right of the Corporal. The other items needed for Mass should be on the altar as indicated below:

Receiving the Gifts

CB goes to the sacristy to get the processional cross. Go straight down to the offertory table and stand facing the table (with back to altar) until all are ready for the procession of gifts. After placing the cross in the sacristy, return and stand at your bench.