



Altar Server Training Manual



Called to Serve
Version 1.0 June 2013

**All Saints Catholic Church
2443 Mt. Vernon Road
Dunwoody, Georgia 30350**

Dear Altar Server,

Our parish is deeply grateful for your decision to be an altar server. Your service and dedication are important parts of our parish life. It is an extreme privilege to kneel so close to the altar as our loving Savior, Jesus Christ, becomes truly present, body, blood, soul and divinity, just as He was at the Last Supper and Calvary, and therefore servers are chosen from those who display a desire for a more intimate union with Our Lord and God, Jesus Christ.

Saint Thomas said, "The celebration of the Holy Mass is as valuable as the death of Jesus on the Cross." The primary duty of an Altar Server is to assist the priest, as a representative of the people of the parish, in a visible manner, as the mystery of Calvary unfolds on the Altar. What an honor to serve our Lord at this most praiseworthy gift of love.

The place of the altar server in liturgical celebrations remains one of prominence and distinction. All actions of the server are woven from signs and symbols whose meaning is rooted in the works of creation and in human culture, specified by events in the Old Testament and fully revealed in the person and work of Jesus Christ. Accordingly, servers have a solemn responsibility to do their assigned duties with dignity and reverence.

The purpose for this manual is to give you direction for our parish Masses and to be a guide to help you as you assist the priest at the Altar of God. Along the way, you will learn most matters concerning liturgical worship. We pray that you will strive to grasp their spiritual meaning.

We remain yours in Christ,


Reverend Monsignor Hugh M. Marren
Pastor


Deacon Ed Krise



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Introduction

Many parishes have Altar Servers start as young as seven years old and some of these continue serving well into their seventies. All people who have completed their First Holy Communion and are of good faith are welcome and encouraged to become an Altar Server. All that is required is a desire to serve at the Altar of Our Lord and Savior, Jesus Christ. Each candidate must complete an application and a period of training before serving. Applicants will receive appropriate training to get started. During the training Candidates will learn basic information about the Catholic Church, the Mass, and how to carry out specific tasks while observing others serving at the Altar.

An altar server performs all assigned duties with ***attention, dignity and reverence*** because they are serving in the presence of Our Lord. The Sanctuary is holy, and access to it is restricted to a very few people. Servers are reminded that entering the sanctuary is a privilege and therefore, all actions are to be reverent. Remember we are in God's house.

An altar server must be willing and interested to participate in this ministry on their own accord and not by parental or peer pressure. A reluctant or disinterested server is a distraction to the celebrant, other servers, and the entire community. Similarly, parents must undertake an active role in supporting their child in this ministry by ensuring that their altar server arrives to their assigned Mass on time. Parents are also expected to understand the contents of this manual and are strongly encouraged to serve a Mass Coach.

Apprentices are expected to know – before the end of their training - the entire Order of the Mass, all the responses (Amen, Thanks be to God, and also with your spirit, etc) and all the principal prayers of the Mass (Gloria, Nicene Creed, May the Lord accept..., Sanctus, Our Father, Lamb of God, Lord, I am not worthy...). Therefore, each apprentice must take the time to memorize these prayers if they do not already know them. At the completion of the training, each candidate must be able to identify, know the purpose of, and properly use select liturgical items (as defined by their server level) used at Mass.

In addition, prior to becoming an Altar Server, apprentices must...

- have a strong desire to serve at the Altar of Our Lord and Savior, Jesus Christ,
- be an active member of the parish community,
- believe in the teachings of The Holy Catholic Church,
- have already made their First Confession and their First Holy Communion,
- know all the prayers of the Holy Sacrifice of the Mass from memory (Appendix A),
- know how to properly genuflect,
- know how to make the sign of the Cross,
- know how to receive Holy Communion in the approved manner,
- know the Real Presence of Jesus the Christ begins at the moment of the consecration,
- know that Jesus Christ endures as long as the Eucharistic species subsists.

Requirements

Altar Servers must comply with all the following rules to serve at Mass.

- Attend Holy Mass on every Sunday and Holy Day of Obligation when physically possible.
- Cultivate a personal prayer life within the Church. The acts of faith, hope, and charity enjoined by the first commandment are accomplished in prayer. Lifting up the mind toward God is an expression of our adoration of God: prayer of praise and thanksgiving, intercession and petition. Prayer is an indispensable condition of being able to obey God's commandments.



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- Altar Servers are not to leave the sanctuary after the start of the Mass for any reason except bathroom emergencies, illness, or when directed to do so by the deacon or priest. There are no other exceptions. If you think that there is another good reason, ask the priest or deacon before leaving the sanctuary.
- Attend all Altar Server meetings as announced.
- Serve at every Mass to which they are scheduled.
- Make your own arrangements for another Altar Server to take your place when you will miss a Mass for which you are scheduled to attend. This requirement is not in effect in the case of sudden illness or family emergencies but is to be adhered to for sporting events, family scheduled events, and school events. Call the Coordinator whenever you cannot make a scheduled mass or server meeting due to sudden illnesses or family emergencies.
- Arrive at the Mass to be served at least twenty (20) minutes before the starting time to prepare for the Celebration of the Most Holy Eucharist.
- Perform the duties assigned during the Mass in the prescribed orderly manner.
- Maintain a prayerful posture at all times in the Sacristy.
- Stay for at least ten minutes after the Mass to return the Sanctuary, Sacristy, and preparation areas to a neat and orderly appearance.
- Sign-in upon arrival to masses at which you serve.

Council Members

The Altar Server program at All Saints Catholic Church is a parochial program and seeks servers who have a strong desire to serve the parish and grow closer to Christ. The program requires a commitment on the part of the server as well as support and participation from parents, and parishioners. The goals of the program are three fold: (1) provide support for the priest, and deacons during all masses, (2) to provide appropriate training for the all servers, and (3) to nourish the development of future catholic leaders among those who serve. To this end, an Altar Server Council has been established and is composed of the following members. Council members are charged with administering the program in accordance to the procedures outlined in this manual. Council members are encouraged to serve for a minimum of 2 years.

- **Chaplain**
 - A deacon or priest who responsible for program overseeing the program, approving altar server promotions, and appointing council members. Organizes and participates in the annual altar server Commissioning Mass. Leads council meetings ensures the program is carried out in accordance to the procedures outlined in this manual.
- **Schedule Coordinator**
 - Responsible for managing the schedule, communicating scheduling needs, identifying servers for special masses (e.g. all sacramental Masses), and forming and maintaining server teams.
- **Vestry Coordinator**
 - Responsible for maintaining supply of cassocks, surplices, sashes, crosses, and recognition pins; organizes the annual reception following the Commissioning Mass; organizes photo day and maintain photo board; places photo board in vestibule quarterly; organizes annual reception following Commissioning Mass; maintains vestry closet.



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- **Communication Coordinator**

- Responsible for communicating events, meetings, maintaining the Altar Server data base of contact information, processing server application forms, and identifying new altar server candidates; organizes information sessions for new and existing servers (and parents); maintains a minimum of 54 active servers; maintain a community e-mail distribution list.

- **Training Coordinator**

- Responsible for: maintaining annual calendar of events, prepares council meeting agenda and leads the meeting in the absence of the chaplain, participates in new server (and parent) information sessions (as needed), conducting training sessions for servers, updating the training manual, competency assessment, recommending servers for promotion, reviewing the mass coach assessment forms, and maintaining the training program. Participating in the annual Commissioning Mass.

- **Mass Coach Coordinator**

- Responsible for identifying and training individuals to serve as Mass Coaches for the purpose of assessing the performance of Altar Servers during mass. Responsible for maintaining a minimum of 9 active and trained mass coaches. Collating findings from mass coach assessment forms and relaying training needs to trainer.

Altar Server Levels

Altar Servers are assigned a level based on age, grade, competency, and the frequency and duration of serving. Servers must first complete the training, observe other servers as an apprentice, and pass a competency assessment prior to being promoted into one of the 4 server categories listed below. Servers can then be promoted after meeting the requirements of the subsequent level. It is assumed that Altar Servers will volunteer through high-school. Servers are encouraged during college on their school campus or local parish. All new and existing servers will complete a self-study module during June and July, and attending an assessment session in August or September. All eligible servers will be considered for promotions in October. Promotions will be announced during the Commissioning Mass in November and be published in the December Bulletin. Adults (> 19 years old) are also eligible to be an Elite server for the primary purpose of serving weekday masses. Servers who have not served before but begin server beyond the age and grade requirements of a Novice Server will serve at the Novice level of one year prior to being placed into the level most appropriate age and grade level. A Server who has served before joining the All Saints program will be assessed by the trainer and a customized training program will be created by on past experience and competency and placed into the level most consistent with their age and grade when deemed appropriate by the Chaplain.

- **Apprentice Servers** are just starting out. Apprentice servers wear a cassock (and may participate in the processional and recessional) until they are promoted to Novice Server. Candidates must meet the following requirements to be eligible to be an Apprentice Server.
 - Have a strong desire to serve the Altar of our Lord and Savior, Jesus Christ,
 - Be an active member of the parish,
 - Know how to properly genuflect,
 - Know how to make the sign of the cross,
 - Know that the Real Presence of Jesus Christ begins at the moment of the consecration and endures as long as the Eucharist species subsists,
 - Attended the parents/candidate information night,
 - Completed Altar Server application form,



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- Completed the self-study training module 1,
 - Attended the August training session,
 - At least a rising 3rd grader and 7 years old by November 30 of the commissioning year,
 - Made their First Confession and completed First Holy Communion.
- **Novice Servers** have completed the requirement of the Apprentice Server training, have met the requirements of the Novice Server level, and are at least a rising 3rd grader and 7 years old. Novice Servers wear a cassock, a surplice, and a black sash. Candidates must meet the following requirements to be eligible for promotion to Novice Server.
 - Active in the Altar Service program for at least 4 months.
 - Observed altar servers at least 6 times prior to November.
 - Demonstrates proficiency in Altar Server Job B and E.
 - Demonstrates knowledge needed to perform the duties of Jobs C & D.
 - Completed the self-study training module 1.
 - Able to recite the prayers of the Mass together with 2 to 3 people.
 - At least a rising 3rd grader and 7 years old by November 30 of the commissioning year.
- **Skilled Servers** have completed the Novice Server requirements, have met the requirements of the Skilled Server, and are at least a rising 4th grader and 9 years old by November 30 of the commissioning year. Skilled servers wear a cassock, a surplice, and a red sash. Candidates must meet the following requirements to be eligible for promotion to Skilled Server.
 - Active in the Altar Service program for at least 8 months.
 - Served at least 15 times over past 12 months.
 - Demonstrates proficiency in Altar Server Jobs B, C, D and E.
 - Demonstrates knowledge needed to perform the duties of Job A.
 - Completed the self-study training module 2.
 - Able to recite the prayers of the Mass together with 1 other person.
 - At least a rising 4th grader 9 years old by November 30 of the commissioning year.
- **Master Servers** have completed the Skilled Server requirements; have met the requirements of the Master Server, and at least a rising 6th grader and 11 years old by November 30 of the commissioning year. Master servers wear a cassock, a surplice, and a red colored sash with gold trim. Candidates must meet the following requirements to be eligible for promotion to Master Server.
 - Active in the Altar Service program for at least 12 months.
 - Served at least 15 times over past 12 months.
 - Demonstrates proficiency in Altar Server Jobs A, B, C, D, E, F.
 - Demonstrates knowledge needed for use of the thurible.
 - Completed the self-study training module 3.
 - Able to recite the prayers of the Mass alone.
 - At least a rising 6th grader and 11 years old by November 30 of the commission year.



- **Elite Servers** are handpicked leaders among leaders. Elite Servers have met the requirements of the Elite Server, at least a rising 9th grader and 14 years old. Elite Servers wear a cassock, a surplice, a gold colored sash with gold trim, and a cross necklace. Candidates must meet the following requirements to be eligible for promotion to Master Server.
 - Active in the Altar Service program for at least 12 months,
 - Served at least 15 times over past 12 months.
 - Demonstrates proficiency in Altar Server Jobs A, B, C, D, E, and F,
 - Demonstrates proficiency for use of the thurible,
 - Completed the self-study training module 4,
 - Able to recite the prayers of the Mass alone, and demonstrates leadership skills.
 - At least a rising 9th grader and 14 years old by November 30 of commissioning year,
 - Willingness to serve through high-school, participate in special masses and training others.

Council Meetings

The Altar Server Council members will meet in January of each year to set annual goals. Specific goals will be developed for each position of the council. The purpose for goal setting is twofold: (1) to ensure that the basic actions needed to sustain the program are clearly defined and achieved, and (2) to ensure that an appropriate amount of time and resources are dedicated to advancing the program. An updated training manual, an annual calendar of events, and specific goals and objectives will be developed (and communicated as necessary) by January 31 of each year.

Altar Server Meetings

There will be no regularly scheduled Altar Server meetings. Servers and Mass Coaches will attend specific training sessions which will be scheduled as necessary.

Orientation, Training, and Assessment

Apprentices and New Servers

The following sequence of events illustrates the process for becoming an Altar Server at All Saints.

- Parent Information Meeting
 - Held in March of each year.
- Complete and return New Server Application form.
 - Due by May 15th of each year.
- Complete Self Study modules in June and July of each year.
 - Candidates to complete modules by August 1 of the current year.
- Training and Assessment
 - Candidates must attend a training session held in August or September each year.
 - Candidates will be fitted for a cassock and surplice and obtain a colored sash corresponding to their level.
- Altar Server Commissioning Mass
 - Held in November (on Feast of Christ the King); all Servers are expected to attend.

Note: the program is designed to accept applications for new servers by May 15th of each year. Applications received past May 15th will be considered based on Church needs.



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Existing Servers

All servers are expected to complete a self-study module each year and will be contacted by the training coordinator to schedule a time for competency assessment. Training assessments will take place in the Fall of each year so that all servers can attend the Commissioning Mass and be recognized and promoted.

Server Recognition

Servers will be recognized by...

- their name being announced at the beginning of mass,
- the color of sash worn, and their photo maintained in the vestibule,
- enjoying a summer recreational event hosted by the Knights of Columbus,
- receiving a religious medal each year during the Commissioning Mass and reception.
- their name listed in the Bulletin in December.

Scheduling

The goals associated with scheduling are four fold. First, scheduling servers by teams on a rational basis ensures that all routine Masses have appropriate coverage and skill. Second, scheduling for the majority of weekends (except holiday weekends) minimizes the burden on family life as it relates to travel and commitments on special occasions while providing an opportunity for server to volunteer to serve to our community if they are in town. Third, scheduling ensures equal opportunity for all servers to gain the necessary experience to develop in this ministry. Fourth, scheduling defines the minimum number of servers needed to support our priests and deacons.

There will be 3 servers scheduled for the majority of weekend masses. To this end, Novice, Skilled, Master, and Elite Servers will be randomly assigned to a team of 3 servers. Each team will be scheduled to serve each of the weekend Masses approximately every 4 to 6 weeks on a rotating schedule. A sample schedule template is available in the appendix and illustrates how teams rotate over the course of a year. To minimize the burden on families, teams will not be scheduled on holiday weekends. Instead, all servers will have an opportunity to volunteer to serve on holiday weekends with a goal of having at least 2 servers present per holiday weekend mass. While the preferred number of servers per mass is three, job responsibilities are flexible to allow up to 6 servers per mass. Should a 7th (or more) server show-up, they (as well as Apprentices) will be asked to serve as observers; that is, they may participate in the opening processional, closing recessional, and kneeling at the foot of the Altar during the consecration of the Eucharist, but they will not participate in any activities on the altar. Thus, server #7 and beyond are asked to sit in the first row of pews to the left of the altar and observe (along with apprentices) those on the Altar. Apprentice Servers will not be scheduled, but are asked to observe at least 6 times between August and October, and welcomed to observe more frequently.

Scheduling Process

The council member responsible for scheduling will pre-populate the Sign-up Genius Altar Server Schedule page with the names of the 3 servers (from each team) who are assigned to a specific mass. Three additional sign-up slots will be available to allow all servers to volunteer to serve more frequently. The Signup Genius Altar Server web-link will be distributed electronically at least 2 weeks prior to the beginning of each period of the church year (see table below). Refer to Appendix B for a description of each period of the church year.



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Schedule #	Period of Liturgical Year	Approximate Period on Calendar Year
1	Feast of CTK and Advent	December
2	Christmas	December 25 + 3 weeks
3	Ordinary Time	Mid January to Late February
4	Lent	Late February through early April
5	Easter Triduum	Early April
6	Easter	Mid April to early June
7	Ordinary Time (Part A)	mid June to late August
8	Ordinary time (Part B)	Early June to mid November

Scheduling expectations

- Apprentice Servers do not sign-up for observing sessions; they just show up and observe.
- Elite Servers will work directly with the Schedule Coordinator to be scheduled for masses based on their availability, and church needs.
- All servers are expected to serve a minimum of 15 times per calendar year.
- All servers may sign-up for as many or as few masses as their schedule permits.
- All servers are encouraged to volunteer to serve weekday and holiday weekend masses.
- Although servers will have access to the sign-up web-link up to and including the day of Mass, we kindly ask that once you make a commitment, you keep it.
- Special masses will NOT be scheduled using the rotating team concept. Instead, those interested in serving will be asked to volunteer for select positions and Masses. Others may just show up and participate in accordance with the standard procedures.
- Special Masses include: Christmas Eve, Christmas Day, Holy Thursday, Good Friday, East Vigil, Weddings, Confirmation, Vacation Bible School, Thanksgiving Day, First Communion, and the Parish Mission. The Knights of Columbus Acolyte will server for all funerals.
- Servers who are not able to attend – as scheduled - are expected to find a substitute, unless the absence is due to sudden illness or family emergency in which case the server will update the sign-up genius schedule to reflect their absence prior to the mass they are scheduled, and contact the Schedule Coordinator.



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Assignment of Mass Duties

Upon arriving to mass, the SCHEDULED server with the highest level (at 20 minutes prior to the start of Mass) assigns all other servers to available jobs and communicates to the Lector the names of all the servers. If there is more than one SCHEDULED server present with the highest level, then the oldest server is responsible for assigning jobs. If anyone comes late and jobs have already been designated, then all remaining servers serve as “observers” regardless of their rank. The chart below illustrates how jobs change based on the number of servers who are present. Note: if there are no servers scheduled for a specific mass, then the server with the highest level (at 20 minutes prior to the start of Mass) assigns all other servers to available jobs and communicates to the Lector the names of all the servers.

Server #	Job duties based on the number of servers present					
	1	2	3	4	5	6
1	A,C,D,E,F	A,C,F	A,F	A,F	A,F	A,F
2		D,E	C,E	C,E	C,E	C
3			D	B,D	D	D
4				B	B	E
5					B	B
6						B
Job	Duties before, during, and after Mass					
A	<u>Before Mass:</u> prepare chalice, paten. <u>During Mass:</u> serves as cross bearer and leads the procession in, and-the recessional out, of church. Leads the parish family in bringing gifts to altar. Assists with preparing the altar by placing the chalice, paten (with one large host) on the altar. Prepares gifts on credence table (remove tops from the cruets prior to consecration). <u>After Mass:</u> Chalice and ciboria.					
B	<u>Before Mass:</u> as directed by leader. <u>During Mass:</u> Carries candles in and out of church. Holds candles during reading of Gospel. Follows cross bearer in leading parish family to altar with gifts. Carries the incense thurible (instead of candles) when incense is used during mass). <u>After Mass:</u> as directed.					
C	<u>Before Mass:</u> prepares cruets. <u>During Mass:</u> Takes cruet with water to priest. Takes water to priest to use when washing hands. Takes the water to the priest to use in cleaning the chalice and ciboria. <u>After Mass:</u> removes cruets.					
D	<u>Before Mass:</u> bowl, towel, candles. <u>During Mass:</u> Takes cruet with wine to priest. Takes bowl and towel to priest to wash hands. Accepts the tray from the deacon after Eucharist's are distributed to Extraordinary Eucharistic ministers. <u>After Mass:</u> bowl, towel, candles.					
E	<u>Before Mass:</u> sacramentary. <u>During Mass:</u> Carries the sacramentary during the processional and recessional and - if requested by the priest - holds it during the opening and closing prayer, and places it on the altar prior to the consecration of the host and removes after the consecration of the host. Receives the gifts from the priest during the offertory and places them on the credence table. <u>After Mass:</u> sacramentary. When there is only one server, place the sacramentary on stand prior to Mass.					
F	<u>Before Mass:</u> obtain bells from under Altar and place on step. <u>During Mass:</u> Rings the bells. Clears the altar after the consecration of the host. <u>After Mass:</u> return bells to under altar. As directed by leader.					

Mass Coaches

Mass coaches will not be scheduled to attend Mass; instead they will be recruited to serve as a mass coach during the mass that they most often attend. Mass coaches are expected to complete the required orientation and training (training module 6). The goal is for a mass coach to assess the performance of each team at least once per month. Thus, the number of mass coaches needed equals the number of masses per week (i.e., 9). Upon arrival to Mass, the Mass coach will introduce themselves to the server; obtain the Mass Coach assessment book (located in the sacristy). During Mass, the Mass coach will complete a form for each person serving. After Mass, the mass coach will provide positive and constructive feedback to each server and return Mass Coach Assessment book to its proper location (in the sacristy).



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References

The following references are examples of books and other resources that are available for the training of Altar Servers. Servers are encouraged to consider purchasing these. Select references are available in the Church library.

1. "Called to Serve: A Guidebook for Altar Servers" was copyrighted in 1981 by Our Sunday Visitor, and we are aware of a current edition that was last revised in 1993. We have found this book for less than three dollars each, and while it looks a little dated, the photographs inside indicate racial or gender diversity amongst servers. The Altar Servers are all shown wearing cassocks.
2. "The Acolyte Today" was copyrighted in 1980 by Franklin X. McCormick, and we are aware of a current edition that was last revised in 1992. This small red book has more or less everything necessary, but the photographs inside are a dated, and indicate no racial or gender diversity amongst servers. We have found this book at about seven dollars. The Altar Servers are all shown wearing cassocks and surplices.
3. The Joy of Being an Altar Server. Fr. Joseph Champlin. Resurrection. Press, Catholic Book Publishing Company. ISBN: 1-878718-66-5. Library of Congress Catalog Card 2001-132738. Serve God with Gladness – A Manual for Servers. David Philippart. Liturgy Training Publications. Order by e-mail: orders@ltp.org. Order by phone: 1-800-933-7800. ISBN: 1-56854-151-1
4. Ceremonies of the Liturgical Year" by Monsignor (now Bishop) Peter J. Elliott is very useful for the more complicated ceremonies.
5. What you will see inside a Catholic Church by Reverend Michael Keane.
6. The Complete Training Course for Altar Guilds by B. Don Taylor.
7. Altar Guild Sacristy Handbook by A. Anita Stauffer.
8. A Biblical Walk through the Mass: Understanding what we say and do in the Liturgy by Edward, Sri. January 3, 2011.
9. Understanding the Mass: 100 Questions, 100 Answers by Mike Aquilina, May 13, 2011.
10. St. Joseph Annual Catholic Sunday Missal with Wallet Calendar by the Conference of Catholic Bishops. This book is published annually.



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The Formation of an Altar Server

We would probably dress and groom our best if we met the president, but God is much greater and more important than the president. Since we are in God's house, we ought to make every effort to dress and groom our very best without attracting attention to ourselves.

Dress and Appearance

Altar Servers are expected to dress in accordance to their rank. Cassocks should be clean and pressed. Servers are responsible for cleaning their own cassocks. The length of the cassock should be at the ankle and should not be shorter than four inches above the ankle. Likewise, cassocks should not drag on the floor.

What is worn underneath a cassock may show through. For this reason, the server should be sure to avoid bold stripes and designs of any kind which may distract those predisposed to distraction. It is recommended that servers wear solid colors, but white would be the most appropriate choice of shirts and blouses. Likewise pants, dresses and skirts should also be of some solid color. This means, black shoes with black soles, black socks, and black trousers, and a white shirt. Pant legs should not gather at the bottom of the feet and drag the ground. When a server outgrows his/her cassock and surplice, he/she should return it to the Cassock closet in the Minister's Room (next to the Ladies Restroom) and obtain a new cassock of proper length.

- Servers should not wear sneakers, sandals, boots, athletic socks, open heel or open toe shoes.
- Servers should not wear rings, earrings, or bracelets (including the rubber or string type).
- If worn, necklaces are to be covered by cassocks and cassocks, watches are fine.
- Hair should have a neat and clean look – out of the way of the eyes.
- Boys' hair should be no longer than to the bottom of the shirt collar.
- Hair color and makeup, if any must be minimal and present a natural appearance.
- Girls with long hair are encouraged to wear their hair pulled back in a bun or pony tail.
- Servers must wash hands and clean fingernails before mass.

Gestures and Posture

Folded Hands

There is a simple rule you will always follow during the Mass: When your hands aren't in use, they should be folded in prayer – except when you are seated. Folded hands should point straight-up with no gaps between fingers.

Holding Items

As a general rule, when holding items use your dominant hand (your right hand if you are right-handed, or left hand if left-handed).

Sign of the Cross

All things we do at church are in the Name of the Father, and the Son, and the Holy Spirit. We use the holy water upon entering the church to remind us of our baptismal promises, which was done in His Name. We begin and end the celebration of the mass in worship and praise of Him. And all blessings we receive, or pray for, are granted by Him. To make the sign of the cross (in the traditional way), place the tips of your right hand thumb, first, and second finger together and fold the other two into your palm. (This represents the Trinity—Father, Son, and Holy Spirit—and affirms the incarnation of Christ—true God and true man.)



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Servers are to reverently make the Sign of the Cross whenever the congregation makes the Sign of the Cross.

- At the beginning of the Mass (and at the End)
- After the *Confiteor*, when father says, "May almighty God have mercy on us..."
- During the Creed, with the words "and the life of the world to come"
- During the *Sanctus*, with the words "Benedictus qui venit..." (or "Blessed is He who comes")
- During the Eucharistic prayer, when father says, "Let us be filled with every grace and blessing"
- After receiving Communion

Small Sign of the Cross

The small Sign of the Cross is made at the announcement of the Gospel and following the action of the Priest or Deacon. It is made by closing your right hand into a loose fist, with your thumb on top – then using your thumb to trace the Sign of the Cross on your forehead, lips and over your heart. Remember you are to mark your forehead, lips, and heart with a small Sign of the Cross before the Gospel reading along with the congregation.

Genuflection

There are four rules you need to know about genuflections:

1. Everyone, servers included, should genuflect whenever crossing in front of the tabernacle (except when we're in procession, such as standing in line for Communion, or returning to our seats afterward), or entering a pew, when Jesus is really present Body, Blood, Soul and Divinity in the Eucharist, either on the altar or in the tabernacle. His presence in the tabernacle is usually signified by the lit sanctuary light. When it is not lit, the tabernacle is empty as on Good Friday and Holy Saturday.
2. If there is a Tabernacle with the Blessed Sacrament in the Sanctuary, a genuflection should be made before and after Mass.
3. Another exception to the first rule involves the Cross-bearer and Candle-bearers. They should not genuflect when carrying the processional Cross and candles.
4. On Good Friday, the exposed Crucifix should be given the same reverence shown the Blessed Sacrament.

To make a proper genuflection:

1. Begin in a standing position, facing the Tabernacle. Do not genuflect while moving.
2. With your body erect, your hands and your eyes looking at the Tabernacle—move your *right* leg back about a half-step, bending your *right* knee toward the floor until it is even with the heel of your left foot.
3. Pause briefly, then rise to your original standing position, with your feet together.

When you genuflect in your cassock, it is best to move the left foot forward and keep the right foot stationary as you kneel. Always genuflect on the right knee. Then when you rise, again keep the right foot stationary and draw back the left. In this way, you are very unlikely to trip up on your garment by getting it under the foot on which you put your weight when rising. If you do not have room to move your left foot forward, then of course you must move your right back, but then you must be careful in getting up to keep your garment out of the way of that right foot. This may require you to pull the garment forward with your hand as you kneel down and as you raise your knee.



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In kneeling, the only sensible way to keep the garment from tripping you when you rise is to grab hold of it and pull it forward away from you as you kneel down. You must aim at kneeling down with the entire bottom hem of the garment several inches in front of both feet. When you stand, pull the garment out again, if necessary, to prevent putting either foot on it. A little practice is all that is needed to learn all this and for it to become automatic.



Carrying the Cross

One of the taller Servers is usually (but not required) selected to be Cross-bearer because he/she will find it easier to keep the Cross balanced. His/her task is to carry the Cross pole at a right angle to the floor, without letting it sway in any direction. The Cross-bearer leads the procession, unless incense is used, setting the pace for the entire group. It is best to move at a pace that is neither too fast nor too slow. Practice will help you learn to move at the perfect speed.

When carrying the ordinary procession Cross, the bottom of the pole should be kept about knee high—with your right hand holding the pole at about throat level, and your left hand placed approximately one foot lower. The Corpus (figure of Christ) should always be facing outward. When carrying the Cross, the Cross-bearer does not genuflect. When the Cross is not in use, place it in the holder with the Corpus facing the congregation.

Carrying Candles

When the Cross is carried in procession, there are usually two or four Candle-bearers following behind the Cross. Candles should be held at a right angle to the floor. Be sure to keep them straight so that melted wax doesn't drip on the floor or carpeting. The candle bearers do not genuflect when carrying candles.

Silence

Except when making the proper responses, you will be silent at all times. You do not want to distract the Priest or congregation by whispering to the other Altar Servers. Silence is an essential part of the liturgy. At the Penitential Rite and after the invitation to pray at the prayers, you should join your



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thoughts to the Priest's, in silence. After receiving Communion, you should praise God in your heart and pray in silence.

Bowing

Bowing reflects less reverence than is signified by genuflecting. There are two kinds of bows:

1. Simple:

The simple bow is a slow nod of the head. It is made when the Father, Son, and Holy Spirit are named together, as well as at the name of Jesus, Mary, Pope, or the saint in whose honor the Mass is celebrated. Bows of the head are made whenever the Server approaches or leaves the Celebrant. For example, when he brings the wine and water, the Server approaches the minister, stops when he reaches him, bows his head, and then proceeds with the action. The Celebrant also uses a head bow as a cue for some action to begin.



2. Profound:

The profound bow is a bow of the body, made from the waist with your hands folded. Your shoulders and head should bend forward at about a 30° angle in a movement that is both slow and reverent. Body bows are used:

- Before the Altar if the Blessed Sacrament is not present.
- At the elevations of the consecration.
- In the Profession of Faith (Creed) at the words “by the power of the Holy Spirit.”



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Striking the Chest

This gesture is done as a symbol of recognition that we are sinners, and is done during the *Confiteor* (after the words “I have sinned through my own fault”) and the *Agnus Dei* (at the words “*peccata mundi*” or “sins of the world”, if said in English).

Walking

Walking should be graceful and smooth. When ministers are walking together, they should seem to move in unison. The pace should be deliberate, not rushed. Hands should be folded. Posture should be straight. A Cross-bearer, or whoever leads the procession, sets the pace for everyone else.

When walking in pairs, keep abreast, moving in unison and doing the same things at the same time. For example, after giving the minister the wine and water, Servers should turn toward each other—not away from one another.

Navigating stairs can be difficult for new Servers—especially if the serving robe is a bit too long. When moving up stairs, lift the advancing leg higher than usual, then set it down firmly on the step (not on the edge)—then do the same with your other foot.

Kneeling

When you kneel, your body should be upright and your hands should be in front of your chest, well above your waist. We kneel any time the Blessed Sacrament is exposed to show adoration and humility. We kneel many times during the Mass: after the Holy, Holy, Holy, before receiving the Eucharist, and while Eucharist is still being given to the congregation. We may also kneel at Confession. We kneel when the priest elevates the host. Once the priest has received the precious blood, stand for communion.

Standing

Always stand up straight with both feet firmly on the floor six to eight inches apart. This will give you balance and comfort at the same time. Do not lean against the furniture or against the walls.

Sitting

Sit down on your chair carefully and gracefully. Once you are seated, sit tall and do not slouch. Place both feet firmly on the floor. Place your hands on your lap or flat on your thighs in a relaxed manner.

Eyes

During Mass always look towards the place where the action is happening: the celebrant’s chair, the ambo or the altar. When a reader is reading the scriptures, you should be looking at the reader. Keep your attention on the presider in case he is in need of your assistance.

Bell Ringing

The bells should be rung;

- at the first three words of the *Sanctus* (Holy, Holy, Holy...)
- three times, at the elevation of the Consecrated Host.
- three times, at the elevation of the Consecrated Wine.
- three times, during benediction, as the priest shows the Eucharist in the monstrance.

When ringing the bells, keep in mind not to ring them too sharply or too loudly. The bells were used to announce important parts of the mass to the congregation prior to the days when microphones and parts of the mass were spoken so that the faithful could hear. Ring them reverently, and with volume.

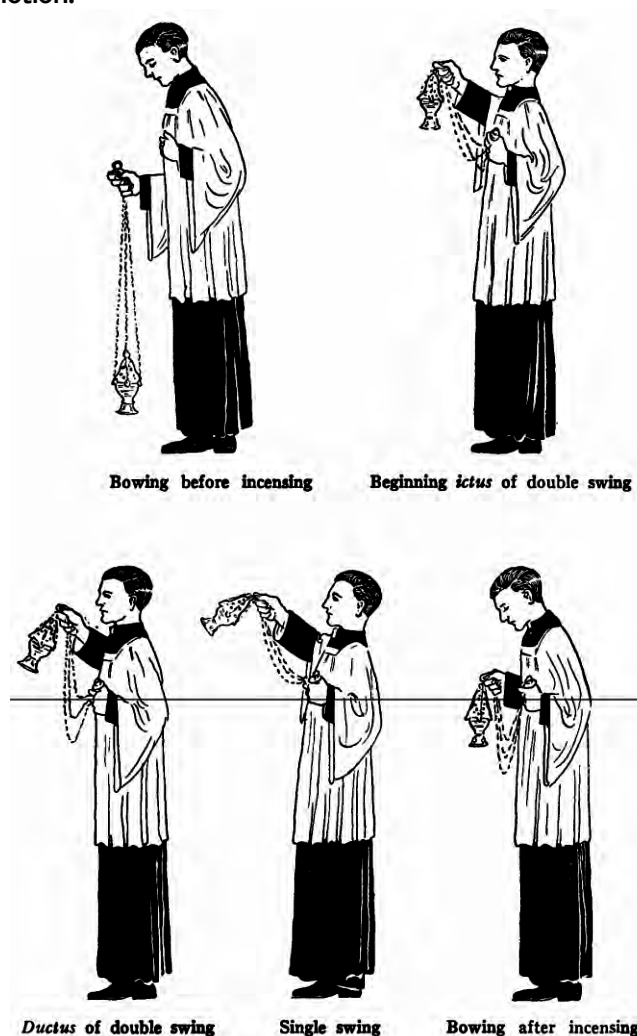


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Incensing

The thurifer typically bears the thurible and boat; the smoke of the incense represents the prayers of the faithful rising towards God. The thurible leads a procession (except during Eucharistic processions), since immediately behind the thurifer is the Crucifix. (During Eucharistic processions, the thurifer goes in front of the monstrance with the Eucharist, which is the True Presence of Christ.) Hold the thurible in your left hand when it isn't filled with incense, and your right hand after the priest puts in incense. (This is so that it will be easier to open the thurible when needed.) When walking, let the thurible swing freely, and place the unoccupied hand over your breast. Bow before and after you incense anyone. Then take the chains beneath the disk with your left hand, and hold your left hand against your breast. Grasp the chains near the cover between the index finger and middle finger of your right hand. Holding the thurible at the height of your chest, raise it in front of your face and swing it outward toward the person being incensed. The outward movement called the "throw", or *ictus*. For a "double swing", there are two "throws", or two outward motions. For a "single swing", there is one "throw", or one outward motion.



Incense is used during the procession, the Gospel, the preparation of the gifts, and the recessional. During solemn masses or feasts of the Eucharist, it may be used during the Eucharistic prayer. The thurifer should check to ensure that the charcoals are still lit during the responsorial, and if the incense



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will be needed for the elevations, during initial part of the homily. The table below illustrates the number of swings of the thurible based on what you are incensing.

How many swings?	What are you incensing?
Three Double Swings	The Blessed Sacrament (at all times) The celebrant (when the Blessed Sacrament is not exposed) The cross The Book of Gospels
Two Double Swings	The celebrant (when the Blessed Sacrament is exposed) The deacon
One Double Swing	Individual people
Three Single Swings (center, right, left)	The Choir (when together) The torchbearers The lay congregation

STRUCTURE OF THE MASS

I. Introductory Rites

- a. Entrance Procession
- b. Greeting
- c. Penitential Rite
- d. Kyrie (Lord have mercy, Christ have mercy, Lord have mercy)
- e. Gloria (Feast Days, Solemnities, all Sundays except during Lent and Advent)
- f. Opening Prayer

II. Liturgy of the Word

- a. First Reading
- b. Responsorial Psalm
- c. Second Reading (except weekdays)
- d. Alleluia or Gospel Acclamation
- e. Gospel
- f. Homily
- g. Profession of Faith
- h. General Intercessions

III. Liturgy of the Eucharist

- a. Preparation of the Altar/Presentation of the Gifts
- b. Prayer over the Gifts
- c. Eucharistic Prayer
 - a. Preface Dialogue
 - b. Sanctus
 - c. Memorial Acclamation
 - d. Great Amen

IV. Communion Rite

- a. Our Father
- b. Sign of Peace
- c. Breaking of the Bread
- d. Communion
- e. Period of Silence
- f. Prayer after Communion

V. Concluding Rite

- a. Greeting
- b. Blessing
- c. Dismissal
- d. Recessional and Closing Song



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The Role of Altar Servers during Mass

Arrival for Mass

Every Altar Server should perform these tasks when scheduled to serve at Mass.

- Servers must arrive 20 minutes early for every Mass at which they are scheduled to serve.
- Quietly put on your cassock and surplice in the room adjacent to the women's restroom.

Preparation for Mass

Wine & water: (Job C)

- Fill the wine cruet (to the handle) with the wine bottle. Depending on parish needs of the mass more than one wine cruet may be required. The priest or deacon can inform you about any unusual needs.
- Fill the other cruet (to the handle) with cold fresh water from the sink in the sacristy.
- Place wine and water cruets on the offertory gift table in the designated spot near the front entrance of the church or where ever designated by the priest.

Paten: (Job A)

- The priest or deacon will tell you if further ciborium and hosts will be required for the Mass. If they are place them on the Credence Table in the Sanctuary.

Chalice: (Job A)

- Get a clean Purificator from the Purificator drawer of the Preparation Table in the sacristy.
- Open the first fold and drape it over the Chalice so the cross on the Purificator is in the center of the Chalice and aligned with the cross at the base of the Chalice.
- Remove the linen covered plastic Pall from the drawer and place it on the chalice over the Purificator.
- Check the small book on the preparation table for the proper vestment color or ask the priest or deacon.
- Get the proper color Chalice Veil and Burse from the drawer in the preparation table.
- Cover the Chalice with the Veil.
- Place the Burse, containing the Corporal, on the top of the Chalice.
- Place the prepared Chalice, paten (containing one large Host) on the Credence Table in the Sanctuary.
- Arrange the Chalice on the Credence Table so the Chalice Veil is neat and square with the table. The veil should hide the Chalice from the view of the people.

Bowl, plate and towel: (Job D)

- Remove the washing bowl from its storage spot and clean it if required.
- Get a clean, fresh towel from the towel drawer in the preparation table. Place the bowl, and towel on the Credence Table.

Candles: (Job D)

- After lighting the candles, extinguish the lighter. When using a taper candle lighter the taper is to be extinguished by pulling the taper into the lighter for a few seconds. After the taper is out, immediately push the taper back out of the lighter body to keep it from sticking inside the lighter.



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- Note: If the taper is stuck when you go to use the lighter, the taper can be freed by heating the lighter tip with matches until the wax holding the taper melts. Be careful when working with wax and flames. Matches should not be used to light the candles.

General Instructions

- Job E: Get the sacramentary for the opening prayer from the sacristy and place it on the stand (in the sanctuary) located by the priests chair. Obtain bells from under Altar and place on step.
- Job E: Check with the priest or deacon to make sure that the place marker is in the pages for the day's Mass.
- The highest level server (who was SCHEDULED to serve) is the group leader and should check to see that all the preparations have been properly carried out by the other servers. If there were no servers scheduled to serve mass, then the server with the highest level (at 20 minutes prior to mass time) is the group leader. If two servers have the same level, then the oldest server is the group leader.
- At 10 minutes prior to Mass time, the lead server should provide the Lector with the names of the servers present. The Lector will announce the names of the servers along with the priest and deacon who are celebrating the Mass.
- At five minutes to Mass time, the lead server will assign seating positions for each server, and lead the group in the *Before Mass* Altar Servers' Prayer.
- At three minutes to Mass time move to the front doors to wait for the ushers to prepare for the start of the procession.

The Entrance Procession

Wait for the priest at the entrance where the Entrance Procession is to begin. When the music begins to be sung, the cross-bearer (Job A) and the candle-bearers (Job B) will proceed into the aisle and wait for the priest. The cross-bearer (Job A) should stand at the third pew from the back with the two candle bearers (Job B) one pew behind him/her. The remaining servers who are present should line up behind the candle bearers (Job B). Servers should wait in these positions for the start of the entrance hymn. At the start of the lyrics of the entrance hymn (or when signaled), the servers will lead the entrance procession to the Altar.

After entering the Sanctuary, the cross-bearer (Job A) will face the altar, bow, place the processional cross in the stand, and move to the cross-bearers assigned seat and remain standing. Following the cross-bearer (Job A), the candle-bearers (Job B) and the remaining servers (Jobs C,D,E,F) will enter the Sanctuary and will also bow to the Altar and then proceed to place their candles in their Mass places and then go to their assign seating and remain standing. Apprentices will proceed to the first row of pews to the left of the altar and remain standing. All servers will then genuflect to the tabernacle (at their assigned positions) when the priest (and deacon) genuflect. The priest will begin Mass with a Greeting, the Penitential Rite, and the Gloria.

The Opening Prayer

During the Glory to God in the Highest (Lord have mercy, during lent), the priest will read the opening prayer from the sacramentary located on the stand. When the priest is finished, sit down (at the same time as the priest) in your chair and listen to the Liturgy of the Word (i.e. first readings, responsorial psalm, and second reading).



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The Alleluia

At the end of the second reading, during the Alleluia, two servers (Job B) should get up, genuflect to the tabernacle, and then walk to the procession candles on the Altar, and pick up their candles. They should stand facing the Altar with their candles and wait for the priest or deacon.

The Gospel

The two servers (Job B) should then bow to the Altar with the priest or deacon and then precede to the gospel stations at either side of the podium when the priest or deacon moves to the podium. The other servers should stand at their normal positions when the people and stand. The two servers (Job B) should stand at the gospel positions. The servers holding the candles should face the reader during the Gospel. All servers should pay very close attention to the words of Jesus in the gospel and face the reader to demonstrate to the people how they are paying attention. The arm that is holding the upper part of the candle should point toward the people. Maintain these positions during the gospel and then return the candles to their original location when the Gospel is over, genuflect to the tabernacle, and return to your seats. Sit down and listen to the homily and then stand for the Professional of Faith and the Prayers of the Faithful.

The Offertory

All servers sit during the collection. The Cross-bearer (job A), and the two Candle-bearers (Job B), during the last collection, when the ushers are about half of the way down the middle aisle, will stand up and proceed to the cross and candles and then genuflect to the tabernacle in unison. After genuflecting, they should pick up the cross and candles and proceed to the back of the church. When the ushers have the procession ready, turn toward the altar and lead the gift procession to the priest. Do not wait for the priest to tell you to move. Start as soon as you are ready. It is always better to be ready than caught off guard. The cross bearer (Job A) will lead followed by the candle-bearers (Job B). All three servers should walk together (starting on your left foot) toward the sanctuary. Never carry anything but the cross or your candle. When you reach the sanctuary, pass around the priest and deacon and proceed to the front of the altar. Set down the cross and candles and genuflect to the tabernacle and move to positions where you can help the priest and deacon accept the gifts. A server (Job E) should take the water and wine cruets from the priest and place them on the credence table. If there is no deacon, take the gold paten with the unconsecrated hosts first, then the cruets. The optional server(s) can take whatever the priest or deacon hands them. Servers should take the intention book and place it on the corner of the Altar. The usher will place the collection basket in front of the altar.

The Preparation of the Gifts

A server (Job A) should remove the tops from the wine and water cruets and give them to two servers: water (Job C) and wine (Job D). A server (Job A) should then stand ready to assist the younger servers if the need arises. With a server (Job C) having the open water cruet and a second server (Job D) having the wine cruet, they should stand facing the Altar and wait. The two servers (Job C and D) should hand the deacon or priest the water and wine as directed. They should stand together until the deacon or priest is finished. After the priest or deacon takes the water and wine, bow together to the priest/deacon when he is finished and return the cruets to them. Return to the credence table with the water cruet where a server (Job A) will hand the two servers the container of water (Job C) to wash the priest's hands, and the washing bowl and an unfolded finger towel (Job D). The finger towel will be placed over the forearm of the server (Job D) for easy access by the priest.

Two servers (Job C and D) should return to the altar and stand there. When the priest comes to you, a server (Job D) should hold out the bowl. The second server (Job C) should then pour the water over the priest's hands, collecting the water in the bowl until the priest signals the server to stop pouring. The priest will remove the hand the towel from the forearm of the server (Job D), dry his hands, and return



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the two to the servers forearm (Job D). When the server (Job D) has the towel back, both servers should bow to the priest and return to the credence table. A server (Job A) should then neatly arrange the cruets, towel, and bowl on the table.

No server is to sit down. All servers are to go to the side of the altar and remain standing. The servers seated on the altar and those in the front left row (including the apprentices) will join the servers at the side of the altar. All servers will stand there together and then kneel at the side of the altar at the appropriate time.

The Eucharistic Prayer

All servers kneel on the predella (step to sanctuary). The Altar Bells will be rung by a server (Job F) at three separate times during the Consecration:

- First: when the priest recites one of the following 4 Eucharistic prayers.
 1. Eucharistic Prayer 1: When the priest holds his hands over the gifts of wine and water and says: Eucharistic Prayer No 1: "Bless and approve . . . Let it become for us the Body and Blood of Jesus Christ, your only Son, our Lord."
 2. Eucharistic Prayer No 2: "Let your Spirit come upon these gifts to make them holy, so that they may become the Body and Blood of our Lord, Jesus Christ."
 3. Eucharistic Prayer No 3: "We ask you to make them holy by the Power of Your Spirit, that they may become the Body and Blood of your Son, our Lord Jesus Christ."
 4. Eucharistic Prayer No 4: "Father, may this Holy Spirit sanctify these offerings. Let them become the Body and Blood of Jesus Christ our Lord."
- Second, during the elevation of the Body of Jesus Christ our God. The server (Job F) should ring the bell again (three distinct rings; one for the Father, one for the Son, and one for the Holy Spirit).
- Third, during the elevation of the Blood of Jesus Christ. The server (Job F) should ring the bell for the last time (three distinct rings as before) during the elevation of the Blood of Jesus Christ.

Because these are solemn times, (the bread and wine we offered just before has now become the real BODY and BLOOD of Our God, Jesus Christ) ring the bells reverently. At the two elevations, the bells are to be shaken three distinct times (Job F) in honor for the Holy Trinity: Once for the Father, Once for the Son, and Once for the Holy Spirit. Note: on Palm Sunday, Holy Thursday, and Good Friday, the bells are replaced with wood to remind us of the Christ being nailed to the cross. This device is swung three times (Job F) at the same time that the bells are normally rung.

The Concluding Rites

A server (Job F) should assist the priest or deacon in removing all objects from the Altar after the purification of the chalice, paten, and ciborium(s). If any chalice, paten or ciborium which has held the Eucharistic Bread and/or Wine has not been purified by the priest or deacon for some reason it must be handled in a very reverent manner since the Real Body of Jesus Christ is still present in them. Even after these items have been purified, they must still be held in reverence because of the sacramental use of these items during the Consecration.

All servers are to sit until the priest says: "Let us pray" then the priest will read the closing prayer from the sacramentary located on the stand. Note: Sometimes the priest will say the final prayer from the Altar and the book will not be needed. All servers should then be standing in front of their chairs and follow along with the people.



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The Recessional:

When the priest and deacon are kissing the altar, two servers (Job B) should, genuflect to the tabernacle, pick up the candles, and return to their standard positions. The cross-bearer (Job A) should pick up the processional cross. When the priest and deacon have walked around to the center of the altar the servers should take up their final procession positions (i.e., from the altar toward the back of church, priest and deacon, apprentices, altar servers (Job C, D, E, F), candle bearers (Job B), cross bearer (Job A)). When the priest and deacon genuflect, all servers bow to altar and turn and proceed up the aisle. Return to the sacristy and turn off the candles. Lead server leads all servers in the After Mass altar server prayer.

After Mass:

The Wine & Water Cruets: (Job C)

- Water and wine cruets when the wine cruet did not contain the Blood of Jesus:
 - Remove cruets from credence table. Fill up the cruets and place them in the refrigerator located in the sacristy.
- Wine cruets when the wine cruet contains the Blood of Jesus:
 - Remove the cruets from credence table. Set the wine cruet on the special locked sink in the sacristy for the priest or deacon to purify. Do not rinse out the wine cruet if it contains the Precious Blood of Jesus.

The Chalice: (Job A)

- Remove the Chalice and Ciboria from the Credence Table. Also remove any other cups used in the distribution of the Precious Blood of Jesus during the Mass.
- Place all used Purificators in the special linen bag reserved for their keeping.
- Return Chalice Veil to drawer and place Corporal and Burse in the drawer.
- Place Chalice and gold Paten in the cabinet in the sacristy and place linen covered Pall in the drawer. Place Chalice and Ciboria in the cabinet in the sacristy.
- Place any cups used in the distribution of the Precious Blood on the sink specially reserved for the purification of Holy Objects. The priest or deacon will take care of these.

Note: When the priest or deacon is not available, you should be sure that nothing from these cups gets into a regular sink. Only the special sink (with locking cover) is specially set aside for this purpose.

The Candles: (Job D)

- Extinguish the candles by using the proper tool. Do not smash the wicks.

General Closing Duties: (Job E)

- Return the intention book to the sacristy. Clean up any mess you made.
- Pick up the lectionary (book of readings) from the Sanctuary and place it closed on the pulpit. Remove all notes and papers from the sanctuary and Pulpit and place them on the preparation table in the Sacristy. Quickly and quietly take off your surplice and cassock. Place it neatly on a hanger (in the Altar Server closet or take it home with you).

Procedures for Special Masses – in development

Special Masses are held throughout the Church year. These include Advent, Christmas Eve, Christmas Day, Ash Wednesday, Stations of the Cross, Holy Thursday, Good Friday, Easter Vigil, Easter Sunday, confirmation, Weddings, and Funerals. Unique procedures that will be communicated to Altar Servers either moment before, or during a meeting held just prior to a special Mass. [Additional details will be added to this manual during the summer 2013. Elite Level Servers are expected to know the unique roles of the altar server for each special Mass.](#)



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Prayers (Appendix A)

Over the years, you've become familiar with most of the prayers included in the Mass. Now, as an Altar Server, you will be saying those prayers each time you assist with the Mass. Although there is no need for you to speak loudly when saying the prayers, you should recite them clearly, in a conversational tone.

Some of the longer prayers that are said during the Mass are printed below. Please take the time to learn them so that you will be fully prepared to assist at the Mass.

The Greeting:

Priest: In the name of the Father, and of the Son, and of the Holy Spirit.

Servers: Amen.

The Penitential Rite

After the Priest introduces the rite, one of three forms may be used, with the last form having a number of variations. When form "A" is used, you will need to know the Confiteor (below). In all forms, you need to respond: "Lord, have mercy" and "Christ, have mercy" – whenever the Priest, Deacon, or Cantor sings or says these words.

The Confiteor (Priest, Servers, and people):

I confess to Almighty God,
and to you my brothers and sisters,
that I have greatly sinned,
in my thoughts and in my words
in what I have done and what I have failed to do
(*Servers strike breast with closed right hand*)
through my fault, through my fault,
through my most grievous fault;
therefore I ask blessed Mary, ever-Virgin,
all the angels and saints,
and you, my brothers and sisters,
to pray for me to the Lord our God.

The "Gloria" is sung or said on Sundays outside Advent and Lent and on Solemnities and Feasts. The Servers should sing or say the "Gloria" in a firm voice matching their cadence to that of the Cantor or Priest.

The Gloria

Glory to God in the highest,
and on earth peace to all people of good will.
we praise you,
we bless you,
we adore you,
we give thanks for your great glory,
Lord God, heavenly King,
O God, almighty Father.
Lord Jesus Christ, Only Begotten Son



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Lord God, Lamb of God, Son of the Father,
 you take away the sins of the world, have mercy on us;
 you take away the sins of the world, receive our prayer;
 you are seated at the right hand of the Father,
 have mercy on us
 For you alone are the Holy One,
 you alone are the Lord,
 you alone are the Most High,
 Jesus Christ, with the Holy Spirit,
 in the glory of God the Father.
 Amen.

On Sundays and Solemnities the Creed (Profession of Faith) is recited or sung.

The Profession of Faith

I believe in one God
 the Father almighty,
 maker of heaven and earth,
 of all things visible and invisible.
 I believe in one Lord Jesus Christ,
 the only begotten Son of God,
 born of the Father before all ages.
 God from God, Light from Light,
 true God from true God,
 begotten, not made, consubstantial with the Father;
 through Him all things were made.
 For us men and for our salvation
 He came down from heaven:
(all bow during the next two lines)
 by the Holy Spirit was incarnate of the Virgin Mary
 and became man.
 He was born of the Virgin Mary, and became man.
 For our sake he was crucified under Pontius Pilate;
 He suffered death and was buried,
 and rose again on the third day
 in accordance with the Scriptures.
 He ascended into heaven
 and is seated at the right hand of the Father.
 He will come again in glory to judge the living and the dead,
 and His kingdom will have no end.
 I believe in the Holy Spirit, the Lord, the giver of life,
 who proceeds from the Father and the Son,
 who with the Father and the Son He is adored and glorified,
 who has spoken through the prophets.
 I believe in one, holy, catholic and apostolic Church.
 I confess one Baptism for the forgiveness of sins,
 and I look forward to the resurrection of the dead
 and the life of the world to come. Amen.



Called to Serve

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The Presentation

Priest: Blessed are you Lord, God of all creation. Through your goodness we have this bread to offer, which earth has given and human hands have made. It will become for us the bread of life.

Server: Blessed be God forever.

Priest: Blessed are you Lord, God of all creation. Through your goodness we have this wine to offer, fruit of the vine and work of human hands. It will become our spiritual drink.

Server: Blessed be God forever.

The Prayer over Gifts

Priest: Pray, brethren, that our sacrifice may be acceptable to God, the almighty Father.

Server: May the Lord accept this sacrifice at your hands for the praise and glory of His Name, for our good, and the good of his holy church.

The Holy Holy Holy

Server: Holy, Holy, Holy Lord, God of power and might. Heaven and earth are full of your glory. Hosanna in the highest. Blessed is He who comes in the Name of the Lord. Hosanna in the highest.

The Memorial Acclamation

Server: Christ has died.

Christ is risen,

Christ will come again.

The Lord's Prayer

Our Father, Who art in heaven, hallowed be Thy Name; Thy kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil.

The Lamb of God

Lamb of God, you take away the sins of the world: have mercy on us.

Lamb of God, you take away the sins of the world: have mercy on us.

Lamb of God, you take away the sins of the world: grant us peace.

The Communion Prayer

Priest: This is the Lamb of God who takes away the sins of the world. Happy are those who are called to His Supper.

Server: Lord, I am not worthy that you should enter under my roof, but only say the word and my soul shall be healed.

The Altar Server Prayer

Before Mass: Oh Lord, My God, I humbly come to serve at your Altar by assisting your priest in offering the Holy Sacrifice of the Mass. Please give me the grace to perform my duties with reverence, attention, and devotion for you are worthy of all my love. I ask this through Jesus Christ our Lord. Amen.

After Mass: Lord Jesus, thank you for the opportunity to serve You during the Holy Mass. In your Sacred Presence, my heart is filled with joy and peace. May your Spirit always guide me so I may grow in your love by the grace of the Heavenly Father. Amen.



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The Church Year

(Appendix B)

The church year starts on the First Sunday of Advent and ends at The Celebration of Christ the King.

Advent

This season lasts 4 weeks. This season begins the Church year. It is a time for us to prepare for the coming of Jesus at Christmas. It is customary to light the candles of an Advent wreath, to mark these weeks of preparation.

Christmas

This season lasts 3 weeks. This season commemorates the coming of Jesus Christ into the world. It runs from the first Mass of Christmas until the Sunday after the Epiphany.

Ordinary Time

This is the first part and it varies in length due to Easter being a movable feast. The Ordinary weeks of the year begin with the Baptism of the Lord (the Sunday after the Epiphany) and take us through the life of Christ as recorded in one of the synoptic gospels: Matthew, Mark or Luke.

Lent

This season lasts 6 weeks. In this season the Church prepares for the great celebration of Easter. We who are baptized reflect on how well we are living our faith and we help those approaching baptism at Easter to prepare themselves. Lent lasts from Ash Wednesday until the Mass of the Last Supper. The last Sunday of Lent celebrates Passion (Palm) Sunday, which recalls Christ's triumphant entry into Jerusalem.

The Easter Triduum

These three days are the climax of our whole year. They last from the Mass of the Lord's Supper on Holy Thursday until Easter Sunday, while the Church celebrates the passion, death and resurrection of our Lord. Christ redeemed all of us by this paschal mystery.

- Thursday - At the Mass of the Lord's Supper, we recall his perfect love for his disciples and his command to celebrate the Eucharist as a memorial of his life, death and resurrection. This Mass is the institution of the Eucharist and the priesthood.
- Friday - On Good Friday, we celebrate the Lord's passion and death.
- Saturday - Apart from the Liturgy of the Hours, which is celebrated every day in the Church, on Holy Saturday there are no other liturgical celebrations within the Church, recalling the time spent by Jesus in the tomb. In the evening the community gathers to celebrate the Easter Vigil. The Easter Vigil is regarded as the mother of all vigils and recalls Christ's victory over sin and death and his resurrection from the dead. The lighting of the paschal candle proclaims Jesus as the light of the world.

Easter

This season lasts 9 weeks. This season lasts from Easter Sunday to Pentecost when we commemorate the descent of the Holy Spirit. The Church prays earnestly, throughout this season, for the outpouring of the Holy Spirit to renew the Church.

Ordinary Time

This is the second part and it varies in length due to Easter being a movable feast.

Christ the King

This is the final season and lasts for 1 week.



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Liturgical Colors

(Appendix C)

The color of vestments and Altar Cloths gives expression to the mysteries of our faith and is like a calendar for the church year.

White

Masses of Easter, Christmas season, Feasts and Memorials of Jesus, Mary, the Angels, Saints who were not martyrs, Weddings, and Funerals, symbolizes Purity, Holiness, Joy, Triumph, and the Resurrection.

Red

Used on Passion Sunday (Palm Sunday), Good Friday, Pentecost, feasts of the Apostles, Evangelists and Martyrs. Red symbolizes the Holy Spirit and the blood of martyrs.

Green

Used during Ordinary time, symbolizing Life, Growth and Hope.

Violet

Used during Lent and Advent, symbolizing Penance, Atonement and Expiation.

Gold

More festive than white, which may be used on more solemn days such as Easter and Christmas, and also symbolizes Joy, Triumph and the Resurrection.



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Liturgical Objects (Appendix D)

Sacred Vessels



CHALICE



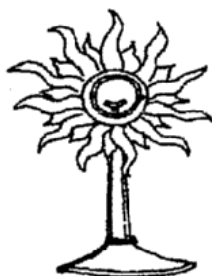
CIBORIUM



PATEN



CUSTODIA



MONSTRANCE



LUNETTE



DECANTER



CRUETS



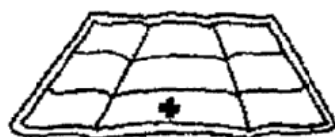
PURIFICATOR



LAVABO BOWL



LAVABO TOWEL



CORPORAL



THURIBLE



BOAT



Appendix E

Vestments of the Deacon



AMICE



ALB



CINCTURE



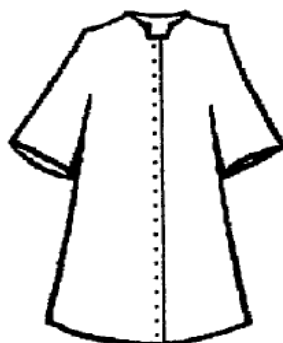
STOLE



DALMATIC



HUMERAL VEIL



CASSOCK



SURPLICE



Appendix F

Vestments of the Priest



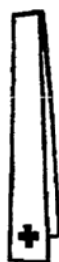
AMICE



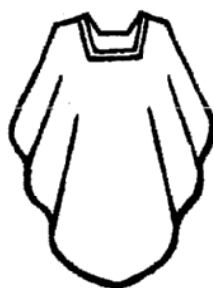
ALB



CINCTURE



STOLE



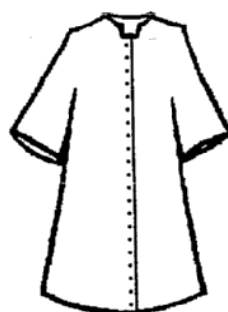
CHASUBLE



COPE



HUMERAL VEIL



CASSOCK



SURPLICE

20



VESTMENTS

(Appendix F continued)



AMICE

Symbol of the Helmet of Salvation

The amice is a rectangular piece of white linen with two strings at the upper corners which a priest uses underneath his alb to cover his neck so that the Roman collar is hidden. The amice recalls the humiliation which was put upon Christ during his Passion.



ALB

Symbol of Purity

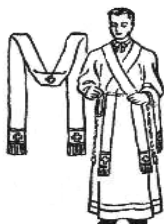
The alb is the long white, robe-like vestment worn by all clerics at liturgical celebrations. The alb (from Latin word *alba*, meaning "white") can be traced to the ancient Roman alb worn under a cloak or tunic; It symbolizes the innocence and purity that should adorn the soul of the priest who ascends the altar.



CINCTURE

Symbol of Chastity

The cincture ties the alb at the waist. It symbolizes the virtues of chastity and continence (the exercise of self-constraint against temptation).



STOLE

Symbol of the Priestly Office and Immortality

The stole, matching the liturgical color, is a long, scarf-like vestment worn over the alb and under the chasuble. The priest wears the stole around his neck so that it hangs equally down his chest in front. The deacon wears his stole over the left shoulder and tied at his right side.



Chasuble

Symbol of the Yoke of Christ

The chasuble, also matching the liturgical color, is the long, often ornate, sleeveless poncho-like garment worn by priests and bishops over the alb and stole during the sacrifice of the Mass. It symbolizes the virtue of charity, and the yoke of unselfish service for the Lord, which the priest assumes at ordination.



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Glossary of Terms (Appendix G)

ABLUTION CUP Covered dish of water on the side of the tabernacle or on the credence table, which is used by the Priest, Deacon or extraordinary ministers of the Eucharist to wash their fingers after distributing Communion.

AISLE The carpeted pathway between the pews, usually referring to the center aisle through which the entrance procession makes its way to the sanctuary.

ALTAR The table upon which the Sacrifice of the Mass is offered and celebrated.

ALTAR CLOTH The cloth covering an Altar.

AMBO The place from which the scriptures are read during the Mass.

AMBRY (also aumbry) The place where the ampullae containing the holy oils are stored.

AMPULLA The correct term for the bottles that contain the holy oils. See Chrism, Oils

ASHES Ashes of palm blessed on the previous Sunday of the Passion are placed on the foreheads of the faithful on Ash Wednesday to remind them to do works of penance, especially during the season of Lent, and that they are dust and unto dust will return. Ashes are a sacramental.

ASPERGILLUM A vessel or device used for sprinkling holy water. The ordinary type is a metallic rod with a bulbous tip that absorbs the water and discharges it at the motion of the user's hand. Often a branch of evergreen is used. Also known as the Holy Water Sprinkler.

ASPERSORY The bowl or pail used to carry holy water during sprinkling. Also known as the bucket.

BAPTISMAL FONT A stand with a basin or pool containing water in the area of church where Baptism takes place.

BELL Rung during the consecration of the Mass.

BISHOP A Bishop is higher than a priest, he's like their boss. He has the authority to ordain priests. This authority is given to him by the Pope.

BOOK OF GOSPEL The book which contains the Gospel readings.

BRAZIER A large open container that burns coals and incense. Usually only used once or twice a year at important Holy Days.

CANTOR Song leader, leader of the choir.

CARAFE A large glass pitcher, which holds the wine.

CARDINAL A Cardinal is a high church official ranking next in line to the Pope. He assists and advises the Pope, consecrates Bishops and elects the Pope.

CASSOCK A long, black, close fitting garment that reaches the heels.



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CATHEDRAL The principal church in a diocese.

CENSER A metal vessel with a perforated cover and suspended by chains, in which incense is burned. It is used at some Masses, Benediction of the Blessed Sacrament and other liturgical functions. Also called a Thurible.

CHALICE The vessel used at Mass to contain the wine, which becomes the Blood of Christ at the consecration.

CHALICE VEIL A cloth covering used to hide the chalice and paten up to the offertory and after Communion. It is selected by the liturgical color for the service.

CHAPEL A building or part of another building used for divine worship; a portion of a church set aside for the celebration of Mass or for some special devotion.

CHASUBLE The outer most garments worn by the Celebrant (main Priest) at Mass.

CHRISM A mixture of olive oil and balsam (or balm), that is consecrated by a bishop at the Chrism Mass on Holy Thursday for use in liturgical anointing: Baptism, Confirmation, Holy Orders, the blessing of an Altar.

CIBORIUM The metal vessel that holds the hosts.

CINCTURE The rope or cord belt that the Priest/Deacon use with the cassock.

CLERGY Men ordained to holy orders and commissioned for sacred ministries and assigned to pastoral and other duties for the service of the people and the Church.

COMMUNION CUPS Goblets used for distribution of Holy Communion.

CONFSSIONALS The two rooms on either side of the back of the nave where the Sacrament of Reconciliation is celebrated.

CONGREGATION The collective name for the people who form a parish.

CONSECRATION OF THE MASS The action by which the bread and wine become the Body and Blood of Christ during the Mass.

CONCELEBRANT Other Priests who celebrate the Mass alongside the main Priest (Celebrant).

COPE The long, cape like vestment worn by ministers during processions and other liturgical functions. It is closed with a metal clasp (morse) and has an additional piece of cloth in the back as a vestigial hood.

CORPORAL A square piece of linen upon which is placed the paten and chalice during the Mass.

CREDENCE TABLE The table to the left side of our sanctuary on which is placed the cups, chalice, ciboria, cruets, lavabo bowl and towel, and other objects used during the Mass.

CREED A profession of faith. Examples are the Apostles Creed and the Nicene Creed that's recited at Mass.

CROSIER The bishop's staff, symbolic of his pastoral office, responsibility and authority; used at liturgical functions.



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CRUET The small glass jugs that hold the water (and sometimes wine) used in the Mass.

CRY ROOMS The room on the side of the vestibule where babies and toddlers are taken when they are being noisy.

CUP All the other vessels that hold the wine/Precious Blood which are not the ornate chalice, usually gold colored.

DALMATIC The proper vestments for a Deacon although it is common for a Deacon to just wear an cassock and stole. It differs from a chasuble in that it has sleeves and the chasuble doesn't. It usually matches the Priest's chasuble.

DECANTER A large wine pitcher.

DEACON Someone who has been ordained into the **DIACONATE** – the minister of the Gospel and the Cup. They can preside at many of our sacraments. The name comes from the Greek work for service.

ELEVATION The raising of the host and chalice after consecration at Mass for adoration by the faithful.

EUCCHARISTIC MINISTER A person who is specially conferred by the Bishop to assist the priest in giving communion. They also can bring communion to people who are sick at home or in the hospital.

FAST Eating only a small amount of (or no) food. Offered as a personal sacrifice.

FINGER BOWL AND TOWEL Used for the rite before Eucharistic prayer.

FLAGON The container in which the offering of wine is brought to the Altar.

FONT The basin used for baptisms (contains holy water).

GENUFLECTION Bending of the knee, a natural sign of adoration or reverence, as when persons genuflect with the right knee in passing before the tabernacle to acknowledge the Eucharistic presence of Christ.

GIFTS The bread, wine, water, and the collection, which are gathered at the rear of the church and brought forward in the procession of the gifts.

GIFT TABLE The table in the back of the center aisle where the bread and wine are placed before Mass begins.

GOSPEL'S USED IN ORDINARY TIME Year A - The Gospel according to Matthew. Year B - The Gospel according to Mark. Year C - The Gospel according to Luke.

HIS The first three letters of Jesus' Name in Greek and often used to decorate the altar and other church facades

HOST, THE SACRED The bread under whose appearances Christ is and remains present in a unique manner after the consecration which takes place during Mass.

HUMERAL VEIL The rectangular cloth that the Priest/Deacon wears when he carries the Blessed Sacrament in procession (e.g. at the end of the Holy Thursday Mass) or when he raises the Monstrance during Benediction.



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INCENSE A granulated substance which, when burnt, emits an aromatic smoke. It symbolizes the zeal with which the faithful should be consumed, the good odor of Christian virtue, the ascent of prayer to God.

INCENSE BOAT An incense boat is a small vessel used to hold incense which is to be placed in the censer. While sometimes round, older ones were often in the shape of a boat.

LAVABO A term used for the Priest's washing of his hands after the offering of the gifts at Mass. The lavabo bowl catches the water and the lavabo towel is used by the Priest to dry his hands.

LECTIONARY The book(s) that contains the scriptural readings for the Mass.

LECTOR (READER) Usually used to denote the lay minister who proclaims the scripture readings at Mass.

LITURGY From the Greek meaning a public duty or work – the prayers, acts and ceremonies used in the public and official worship of the Church. Often used alone to denote the Holy Sacrifice of the Mass.

MASS The liturgical celebration of the sacrament of the Holy Eucharist. The term comes from the closing words of the Mass in Latin – *Ite, missa est*. Literally – go, dismissal is made. The words don't simply mean to leave but to leave with a mission. The Mass in English offers three alternative phrases with the third most clearly indicating this mission – “Go in peace to love and serve the Lord.”

(MC) MASTER OF CEREMONIES The person (usually a cleric) who helps direct the liturgies, especially ones where the Bishop presides. They are usually dressed in a cassock and surplice.

MITRE The liturgical headdress worn by bishops. Watch the Bishop during a Mass at which he presides and you'll see that he wears the Mitre when he gives the homily but that he always takes it off when he is saying the prayers of the Mass.

MONSTRANCE A tall vessel used to expose the Blessed Sacrament. The top is usually circular with simulated sun rays coming from the center where the lunette is inserted. It is used for exposition of the Blessed Sacrament and at Benediction.

NARTHEX An area in early churches reserved for catechumens and others who were not full members of the Church, sometimes containing the baptismal font. While there have been no churches built in many centuries with a true Narthex the term has become a popular term (especially in some non-Catholic, Christian denominations) for a vestibule.

NAVE The central part of the church occupied by the congregation during the liturgies.

NOVENA A public or private devotional practices over a period of nine consecutive days; or, by extension, over a period of nine weeks, in which one day a week is set aside for the devotions.

OILS, HOLY (also Chrism) The oils blessed by a bishop at the Chrism Mass on Holy Thursday or another suitable day, or by a Priest under certain conditions. (1) The oil of catechumens, used at baptism; also, poured with chrism into the baptismal water blessed in Easter Vigil ceremonies. (2) Oil of the sick used in anointing the sick. (3) Sacred Chrism, which is ordinarily consecrated by a bishop, for use at baptism, in confirmation, at the ordination of a Priest and bishop, in the dedication of churches and Altars. The bottles (ampullae) containing the oils are identified by letters reflecting the Latin names of the oils (OI -*oleum infirmorum*, OC - *oleum catechumenorum*, and SC *sanctum chrisma*).

PALL A square, stiffened piece of linen used as a cover for the chalice. (2) A large cloth, normally black, covering a casket at requiem Masses.



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PALMS Blessed palms are a sacramental. They are blessed and distributed on the Sunday of the Passion in commemoration of the triumphant entrance of Christ into Jerusalem. Ashes of the burnt palms are used on Ash Wednesday.

PASCHAL CANDLE A large candle, symbolic of the risen Christ, blessed and lighted on the Easter Vigil and placed at the Altar until Pentecost. It is ornamented with five large grains of incense, representing the wounds of Christ, inserted in the form of a cross; the Greek letters Alpha and Omega, symbolizing Christ the beginning and end of all things, at the top and bottom of the shaft of the cross; and the figures of the current year of salvation in the quadrants formed by the cross.

PASTOR From the Latin for shepherd, an ordained minister charged with responsibility for the doctrinal, sacramental and related service of people committed to his care; e.g., a bishop for the people in his diocese, a Priest for the people of his parish.

PATEN A small saucer shaped plate of precious metal that holds the large host.

PEPLUM A cloth covering used to hide the chalice and paten up to the offertory and after Communion. It is selected by the liturgical color for the service.

PEWS The bench-like seats in the main body of the Church.

POPE The Pope is the supreme authority of the Catholic Church. He is sometime called "Pontiff" and "Holy See", and will be the leader of the church until he dies.

PRIEST Specially ordained men who consecrate and offer the Body and Blood of Jesus at Mass. They forgive sins, perform baptisms, marriages, funerals, run the parish and lead the people closer to God. Their ordination to the priesthood can be traced to the Apostles who were the first priests after Jesus.

PRESIDER'S BOOK The green binder that contains the announcements and notes for the celebrating Priest.

PROCESSIONAL CROSS The crucifix atop a tall pole which is carried in front of processions to and from the sanctuary.

PURIFICATOR A small linen cloth used during Mass to wipe the Chalice.

PYX A small, round, metal container used to carry the Blessed Sacrament to the sick.

RELIQUERY / SEPULCRUM The cavity on the altar in which the relic(s) of the patron saints of that church or chapel are incased.

ROSARY A prayer centered on mysteries or events in the lives of Jesus and Mary. It includes meditation on the mysteries and the recitation of a number of decades of Hail Mary's, each beginning with the Lord's Prayer. Introductory prayers may include the Apostles' Creed, an initial Our Father, three Hail Mary's and a Glory be to the Father; each decade is customarily concluded with a Glory be to the Father.

SACRAMENTARY The original liturgical book that contained the Priest's parts of the Mass and other ceremonies and rites. It was later replaced with the Missal but was restored by the Second Vatican Council reforms.

SACRARIUM A sink with a drain going directly into the ground usually fitted with a silver cover and lock which is used in the cleansing of the sacred vessels and linens.



SACRISTAN The person whose ministry is the care of the sacristy, sanctuary, vestments, sacred vessels, etc.

SACRISTY A room where vestments, church furnishings and sacred vessels are kept and where the clergy vest for sacred functions. At Saint Brigid's we have three: 1) the Altar sacristy [right side of the sanctuary near the Altar] 2) the main sacristy [where the Servers vest] 3) the chapel sacristy (in the hall on the first floor outside the day chapel].

SANCTUARY The part of the church immediately surrounding the Altar.

SANCTUARY LAMP The lamp that is always lit when there are consecrated Hosts in the Tabernacle. Also called the Tabernacle Lamp.

STATIONS (WAY) OF THE CROSS A form of devotion commemorating the Passion and death of Christ, consisting of a series of meditations (stations): (1) his condemnation to death, (2) taking up of the cross, (3) the first fall on the way to Calvary, (4) meeting his Mother, (5) being assisted by Simon of Cyrene and (6) by the woman Veronica who wiped his face, (7) the second fall, (8) meeting the women of Jerusalem, (9) the third fall, (10) being stripped and (11) nailed to the cross, (12) his death, (13) the removal of his body from the cross and (14) his burial.

STOCK The metal containers used to hold the oil of the catechumen, the oil of chrism and the oil for anointing the sick.

STOLE The vestment that denotes the authority of those who have received Holy Orders. Bishops and Priests wear the stole around their necks with the two ends in front. Deacons wear the stole over the left shoulder, joined under the right arm.

STOUP A bowl at the entrance of the church used to contain holy water. More commonly called holy water fonts.

SURPLICE A loose, white linen vestment with wide sleeves. The Altar Servers at St. Brigid wear a surplice over a black cassock.

TABERNACLE The receptacle in which the Blessed Sacrament is reserved in churches, chapels, and oratories.

THABERSTAND The ornate stand used to support the Monstrance during exposition of the Blessed Sacrament.

THURIBLE See Censer

THURIFER The person at a liturgical function who carries the thurible or censer.

VESTMENTS The special garments worn in the various liturgies.

VESTIBULE The back of the Church where the main entrance doors to the Church are located.



Summary of When Things Get Done (Appendix H)

- 1. When should we arrive when serving?**
 - 20 minutes before our scheduled Mass Time
- 2. When should the Server (Job A) begin the Procession In?**
 - When the Congregation starts singing or the Celebrant gives you a signal
- 3. When do all the Servers sit the first time?**
 - When the priest sits for the first time - all sit at same time.
- 4. When do the Servers stand before the Gospel/Homily?**
 - When the Choir begins the Alleluia or the Celebrant stands (whichever happens first)
- 5. When do all Servers turn to face the Ambo?**
 - When the Deacon or Celebrant begins walking toward the Ambo.
- 6. When do the Servers sit for the Homily?**
 - When the Deacon/Celebrant finishes saying "The Gospel Of The Lord"
- 7. When do the servers all stand again?**
 - When the Celebrant stands and announces the Creed - "We Believe in One God"
- 8. When do the Altar Servers do their first Body Bow?**
 - When we say the words "By the Power of the Holy Spirit..."
- 9. When do the servers (Job A and B) start the Altar Preparation Trips?**
 - When the Prayer of the Faithful is completed - all other servers remain seated.
- 10. When do two servers (Job A) approach the altar the first time?**
 - When a server (Job A) takes the Celebrant's Chalice and the tray of Chalice to the Altar. If there are no chalices, then a server (Job A) takes the ciboria to the altar. When servers (Job E) places the sacramentary and stand on the altar.
- 11. When do two servers (Job C and D) approach the Altar the first time?**
 - When the two servers (Job C and D) have cruets containing water and wine.
- 12. When do three servers (Job A, B) leave to begin the Offertory movements?**
 - Right when server (Job E) returns from his trip to the Altar. (Others remain seated.)
- 13. When do the servers (Job A, B) start the offertory procession back down to the front?**
 - When everyone is ready or when the ushers give you the signal. Do not wait for the priest to tell you to move.
- 14. All Servers stand next when?**
 - The Celebrant starts the prayer "Pray Brethren..."
- 15. When do all Servers kneel for the first time?**
 - After the Holy, Holy, Holy (Sanctus) Song (all at the same time)
- 17. When does the server (Job F) ring the Predella Bells for the first time?**
 - When the Celebrant says the Eucharistic prayer.
- 18. When do all Servers do the next Head Bow?**
 - When the Celebrant genuflects after raising the Host
- 19. When does the server (Job F) ring the Predella Bells the 2nd time?**
 - When the Celebrant elevates the Host.
- 20. When do all Servers do the next Head Bow?**
 - When the Celebrant genuflects after raising the Host.
- 21. When does the server (Job F) ring the Predella Bells the 3rd time?**
 - When the Celebrant elevates the Chalice.



Called to Serve

Version 1.0 June 2013

22. When do all Servers do the next Head Bow?

- When the celebrant genuflects after raising the Chalice.

23. When do all servers stand next?

- After the Great Amen as the Celebrant introduces the Our Father

24. When does the server (Job A) deliver the Ciboria to the Altar?

- After the Sign of Peace

25. When do all Servers kneel again?

- Immediately after the third Lamb of God

26. When do the Servers stand again?

- After the Deacon receives the Chalice

27. When do the Servers then sit?

- As soon as the last Ex. Eucharistic Minister returns to their pew.

28. When do the Altar Servers stand next?

- When the priest returns to the altar after communion. .

29. When do the servers turn to face the Altar of the Tabernacle?

- When the Deacon or Celebrant begins walking to the tabernacle with the Blessed Sacrament

30. When do the Servers genuflect facing the Tabernacle and make the SOTC?

- When the Deacon/Celebrant puts the Blessed Sacrament inside the Tabernacle

31. When do the servers stand?

- When the Deacon/Celebrant finishes his genuflection and rises.

32. When do the Servers turn back to face the Altar Of Sacrifice and SIT?

- When the Deacon/Celebrant steps back to his chair.

33. When do the remaining servers stand?

- When the priest says "Let us pray."

When does the server (Job A) go get the Processional Cross?

- Right after the server deacon says "Let us go in peace to love and serve the Lord".

34. When does the server (Job A) lead the Recession?

- As the Deacon and Celebrant approach the Altar of Sacrifice

35. When do servers (Job B) move?

- After server (Job A) Passes,

36. When does servers (Job C, D, E, and F) move?

- In order, after server (Job A) passes

37. When does server (Job A) turn and lead the procession up the Aisle?

- Right after the Celebrant leads the final Body Bow.



All Saints Catholic Church Petition for Promotion to the Rank of Novice Server (Appendix I)

To the Petitioner: This petition is to be submitted after you have completed all of the requirements listed below for promotion to the level of Novice Server in the All Saints Catholic Church Altar Server program. To submit the petition, you and your parents should sign on the lines below and turn this form in to the program trainer. Upon receipt of this application, arrangements will be made with a Mass Coach for you to be observed serving Mass in your current position, followed by a review to ensure sufficient knowledge of the Novice Server responsibilities.

Requirement 1 – Be active in the Altar Server program for a period of at least four months.

Requirement 2 – Have observed as an Apprentice at Mass at least 6 times prior to commissioning.

Requirement 3 – Demonstrate proficiency in Altar Server jobs B and E.

Requirement 4 – Demonstrate Knowledge and skills needed to perform the duties of Altar Server Jobs C and D.

Requirement 5 – Have the ability to recite the prayers of the Mass together with 2 or 3 people.

Requirement 6 – Completed Training Module 2.

Requirement 7 – At least a rising 3rd grader and 7 years old by November 30 of commissioning year.

I, _____, hereby petition to be promoted to the level of Novice Server in the All Saints Catholic Church Altar Server program.

Server Signature: _____ **Date:** _____

I, _____, hereby acknowledge and approve my child's request for promotion to the level of Novice and will continue to do my part as assigned.

Parent Signature: _____ **Date:** _____

Mass Coach Approval – having observed and reviewed the above named server, I approve this request and recommend that he/she be advanced to the level of Novice Server.

Name: _____

Mass Coach Signature: _____ **Date:** _____

Trainer Signature: _____ **Date:** _____

Chaplain's Signature: _____ **Date:** _____



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All Saints Catholic Church Petition for Promotion to the Rank of Skilled Server (Appendix I)

To the Petitioner: This petition is to be submitted after you have completed all of the requirements listed below for promotion to the level of Skilled Server in the All Saints Catholic Church Altar Server program. To submit the petition, you and your parents should sign on the lines below and turn this form in to the program trainer. Upon receipt of this application, arrangements will be made with a Mass Coach for you to be observed serving Mass in your current position, followed by a review to ensure sufficient knowledge of the Skilled Server responsibilities.

Requirement 1 – Be active in the Altar Server program for a period of at least eight months.

Requirement 2 – Have served as Novice at Mass for a minimum 15 times in the past 12 months.

Requirement 3 – Demonstrate proficiency in Altar Server Jobs B, C, D, and E.

Requirement 4 – Demonstrate Knowledge of skills needed to perform the duties of Altar Server Job A.

Requirement 5 – Have the ability to recite the prayers of the Mass with one other person.

Requirement 6 – Completing Training Module 3. Served all masses as scheduled or found substitute.

Requirement 7 – At least a rising 4th grader and 9 years old by November 30 of commission year.

I, _____, hereby petition to be promoted to the level of Skilled Server in the All Saints Catholic Church Altar Server program.

Server Signature: _____ **Date:** _____

I, _____, hereby acknowledge and approve my child's request for promotion to the level of Skilled and will continue to uphold my part of the Service Promise.

Parent Signature: _____ **Date:** _____

Mass Coach Approval – having observed and reviewed the above named server, I approve this request and recommend that he/she be advanced to the level of Skilled Server.

Mass Coach Signature: _____ **Date:** _____

Trainer Signature: _____ **Date:** _____

Chaplain's Signature: _____ **Date:** _____



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All Saints Catholic Church Petition for Promotion to the Rank of Master Server (Appendix I)

To the Petitioner: This petition is to be submitted after you have completed all of the requirements listed below for promotion to the level of Master Server in the All Saints Catholic Church Altar Server program. To submit the petition, you and your parents should sign on the lines below and turn this form in to the program trainer. Upon receipt of this application, arrangements will be made with a Mass Coach for you to be observed serving Mass in your current position, followed by a review to ensure sufficient knowledge of the Master Server responsibilities.

Requirement 1 – Be active in the Altar Server program for a period of at least 12 months.

Requirement 2 – Have served at least 15 times over past 12 months.

Requirement 3 – Demonstrate proficiency in Altar Server Jobs A, B, C, D, E, F.

Requirement 4 – Demonstrate Knowledge of skills needed to use of boat & thurible.

Requirement 5 – Have the ability to recite the prayers of the Mass alone.

Requirement 6 – Completed Training Module 3. Served all masses as scheduled or found substitute.

Requirement 7 – At least a rising 6th grader and 11 years old by November 30 of commissioning year.

I, _____, hereby petition to be promoted to the level of Master Server in the All Saints Catholic Church Altar Server program.

Server Signature: _____ **Date:** _____

I, _____, hereby acknowledge and approve my child's request for promotion to the level of Master and will continue to do my part as assigned.

Parent Signature: _____ **Date:** _____

Mass Coach Approval – having observed and reviewed the above named server, I approve this request and recommend that he/she be advanced to the level of Master Server.

Mass Coach Signature: _____ **Date:** _____

Trainer Signature: _____ **Date:** _____

Chaplain's Signature: _____ **Date:** _____



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All Saints Catholic Church Petition for Promotion to the Rank of Elite Server (Appendix I)

To the Petitioner: This petition is to be submitted after you have completed all of the requirements listed below for promotion to the rank of Elite Server in the All Saints Catholic Church Altar Server program. To submit the petition, you and your parents should sign on the lines below and turn this form in to the program trainer. Upon receipt of this application, arrangements will be made with a Mass Coach for you to be observed serving Mass in your current position, followed by a review to ensure sufficient knowledge of the Elite Server responsibilities.

Requirement 1 – Be active in the Altar Server program for at least 12 months.

Requirement 2 – Have served at least 15 times in the past 12 months.

Requirement 3 – Have been asked by the Chaplain to become an Elite Level Server.

Requirement 4 – Demonstrate Knowledge of skills of all Jobs (A, B, C, D, E, F) and use of boat & thurible.

Requirement 5 – Have the ability to recite the prayers of the Mass alone.

Requirement 6 – Completed Training Module 4. Served all masses as scheduled in past 6 months or found substitute.

Requirement 7 – At least a rising 9th grader and 14 years old by November 30 of commissioning year.

Requirement 8 – Willing to serve through high school, during special masses, and assist with training other servers.

I, _____, hereby petition to be promoted to the level of Elite Server in the All Saints Catholic Church Altar Server program.

Server Signature: _____ **Date:** _____

I, _____, hereby acknowledge and approve my child's request for promotion to the level of Elite and will continue to do my part as assigned.

Parent Signature: _____ **Date:** _____

Mass Coach Approval – having observed and reviewed the above named server, I approve this request and recommend that he/she be advanced to the level of Elite Server.

Mass Coach Signature: _____ **Date:** _____

Trainer Signature: _____ **Date:** _____

Chaplain's Signature: _____ **Date:** _____



All Saints Catholic Church Altar Server Application Form (Appendix J)

Altar Server Name:	
Parent / Guardian Name:	
Address:	
Telephone #:	
Email Address:	
Current School Grade Level?	
Birth Date:	
Age (must be at least 7 years of age)	
First Holy Communion?	Yes _____ or No _____

Many parishes have Altar Servers start as young as seven years old and some of these continue serving well into their seventies. All people who have completed their First Holy Communion and are of good faith are welcome and encouraged to become an Altar Server. All that is required is a desire to serve at the Altar of Our Lord and Savior, Jesus Christ. Each candidate must complete an application and a period of training before serving. Applicants will receive appropriate training to get started. During the training servers will learn basic information about the Catholic Church and the Mass. Servers will observe others and learn how to carry out specific tasks while serving at the Altar.

An altar server must be willing and interested to participate in this ministry on their own accord and not by parental or peer pressure. A reluctant or disinterested server is a distraction to the celebrant, other servers, and the entire community. Similarly, parents must undertake an active role in supporting their child in this ministry by ensuring that their altar server arrives to their assigned Mass on time. Parents are also encouraged to serve as Mass Coaches. In addition, Altar Servers must:

- have a strong desire to serve at the Altar of Our Lord and Savior, Jesus Christ,
- be an active member of the parish community,
- believe in the teachings of The Holy Catholic Church,
- have already made their First Confession and their First Holy Communion,
- know all the prayers of the Holy Sacrifice of the Mass from memory – See training manual,
- know how to properly genuflect,
- know how to make the sign of the Cross,
- know how to receive Holy Communion in the approved manner,
- know the Real Presence of Jesus the Christ begins at the moment of the consecration; know that Jesus Christ endures as long as the Eucharistic species subsists.
- at least a rising 3rd grader and 7 years old by November 30 of commissioning year.

I authorize my child to participate in the All Saints Catholic Church Altar Server program and I am willing to support my child in all aspects of this ministry.	Date
(Parent/Guardian signature)	



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Apprentice & New Server Information Sheet

(Appendix K)

On behalf of the All Saints Altar Server Council, thank you for attending the Apprentice & New Server Information meeting. We enjoyed the opportunity to share with you the beauty of serving the Lord and our parish community on the Altar. Over the next few weeks, you should know that we will be praying for you and your family as you discern your decision to join the Altar Server program. Listed below are the next steps you will need to take if you do decide to join.

Step 1: Complete the Altar Server Application Form and return before May 15.

- The apprentice training manual and self-study module and will be distributed once application is received.

Step 2: Complete the Self-Study (parent directed) module before August 1.

Step 3: Attend “hands on” Training and Assessment session

- Candidates must attend session held in August/September of each year.
- Candidates will learn about the Liturgical Objects used in Mass.
- Candidates will learn how the “who, what, when, where, how and whys”.
- Candidates will be fitted for cassocks, surplice, and sash.
- Photos will be taken.
- Observe at least 6 times between September and November.

Step 4: Attend the Altar Server Commissioning Mass

- Held in November on the Feast of Christ the King.
- All Servers are encouraged to attend.

After the above four steps have been completed and all Novice Server requirements have been met, the candidates will officially join the program and be promoted from Apprentice Server to Novice Server.

Please do not hesitate to contact us if you have any questions, comments, or concerns.

May God bless you and your family,

Deacon Ed Krise
Chaplain, Altar Server Council



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Schedule Template (Appendix L)

Weekend	Date	Sat 5pm	Sun 7:30 am	Sun, 8:45 am	Sun, 10:30 am	Sun, 12:15 pm	Sun, 6 pm
1	Jan 5/6	Team 1	Team 2	Team 3	Team 4	Team 5	Team 6
2	Jan 12/13	Team 7	Team 8	Team 9	Team 10	Team 11	Team 12
3	Jan 19/20	Team 13	Team 14	Team 15	Team 16	Team 17	Team 18
4	Jan 26/27	Team 2	Team 3	Team 4	Team 5	Team 6	Team 7
5	Feb 2/3	Team 8	Team 9	Team 10	Team 11	Team 12	Team 13
6	Feb 9/10	Team 14	Team 15	Team 16	Team 17	Team 18	Team 1
7	Feb 16/17	President's Weekend - Volunteer Schedule					
8	Feb 23/24	Team 3	Team 4	Team 5	Team 6	Team 7	Team 8
9	Mar 2/3	Team 9	Team 10	Team 11	Team 12	Team 13	Team 14
10	Mar 9/10	Team 15	Team 16	Team 17	Team 18	Team 1	Team 2
11	Mar 16/17	Team 4	Team 5	Team 6	Team 7	Team 8	Team 9
12	Mar 23/24	Team 10	Team 11	Team 12	Team 13	Team 14	Team 15
13	Mar 30/31	Easter Weekend - Volunteer Schedule - (Holy Thursday, Good Friday, Holy Saturday)					
14	Apr 6/7	Spring Break Weekend - Volunteer Schedule					
15	Apr 13/14	Team 16	Team 17	Team 18	Team 1	Team 2	Team 3
16	Apr 20/21	Team 5	Team 6	Team 7	Team 8	Team 9	Team 10
17	Apr 27/28	Team 11	Team 12	Team 13	Team 14	Team 15	Team 16
18	May 4/5	Team 17	Team 18	Team 1	Team 26	Team 3	Team 4
19	May 11/12	Team 6	Team 7	Team 8	Team 9	Team 10	Team 11
20	May 18/19	Team 12	Team 13	Team 14	Team 15	Team 16	Team 17
21	May 25/26	Memorial Day Weekend - Volunteer Schedule					
22	Jun 1/2	Team 18	Team 1	Team 2	Team 3	Team 4	Team 5
23	Jun 8/9	Team 7	Team 8	Team 9	Team 10	Team 11	Team 12
24	Jun 15/16	Team 13	Team 14	Team 15	Team 16	Team 17	Team 18
25	Jun 22/23	Team 1	Team 2	Team 3	Team 4	Team 5	Team 6
26	Jun 29/30	Team 8	Team 9	Team 10	Team 11	Team 12	Team 13
27	Jul 6/7	July 4th Weekend - Volunteer Schedule					
28	Jul 13/14	Team 14	Team 15	Team 16	Team 17	Team 18	Team 1
29	Jul 20/21	Team 2	Team 3	Team 4	Team 5	Team 6	Team 7
30	Jul 27/28	Team 9	Team 10	Team 11	Team 12	Team 13	Team 14
31	Aug 3/4	Team 15	Team 16	Team 17	Team 18	Team 1	Team 2
32	Aug 10/11	Team 3	Team 4	Team 5	Team 6	Team 7	Team 8
33	Aug 17/18	Team 10	Team 11	Team 12	Team 13	Team 14	Team 15
34	Aug 24/25	Team 16	Team 17	Team 18	Team 1	Team 2	Team 3
35	31-Aug	Memorial Day Weekend - Volunteer Schedule					
36	Sep 7/8	Team 4	Team 5	Team 6	Team 7	Team 8	Team 9
37	Sep 14/15	Team 11	Team 12	Team 13	Team 14	Team 15	Team 16
38	Sep 21/22	Team 17	Team 18	Team 1	Team 2	Team 3	Team 4
39	Sep 28/29	Team 5	Team 6	Team 7	Team 8	Team 9	Team 10



40	Oct 5/6	Team 11	Team 12	Team 13	Team 14	Team 15	Team 16
41	Oct 12/13	Columbus Day Weekend - Volunteer Schedule					
42	Oct 19/20	Team 12	Team 13	Team 14	Team 15	Team 16	Team 17
43	Oct 26/27	Team 18	Team 1	Team 2	Team 3	Team 4	Team 5
44	Nov 2/3	Team 6	Team 7	Team 8	Team 9	Team 10	Team 11
45	Nov 9/10	Team 13	Team 14	Team 15	Team 16	Team 17	Team 18
46	Nov 16/17	Team 1	Team 2	Team 3	Team 4	Team 5	Team 6
47	Nov 23/24	Team 7	Team 8	Team 9	Team 10	Team 11	Team 12
48	30-Nov	Thanksgiving Day Weekend - Volunteer Schedule					
49	Dec 7/8	Team 13	Team 14	Team 15	Team 16	Team 17	Team 18
50	Dec 14/15	Team 1	Team 2	Team 3	Team 4	Team 5	Team 6
51	Dec 21/22	Team 7	Team 8	Team 9	Team 10	Team 11	Team 12
52	Dec 28/29	Christmas Day Weekend - Volunteer Schedule					
53	Jan 4/5	New Year's Day Weekend - Volunteer Schedule					



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Mass Coach Assessment Form

(Appendix N)

The Mass Coach is expected to know all the details contained within the Altar Server Training manual and is expected to attend each weekend Mass associated with the Altar Server team to which they are assigned. Mass coaches should assess the areas listed below, and the observed proficiency so noted.

Area of Focus	Proficient (Y/N)	N/A	Area of Focus	Proficient (Y/N)	N/A
Arrived 20 min prior			Kneeling		
Hair			Standing		
Jewelry			Sitting		
Make-up			Eyes		
Cassock length & condition			Bell Ringing		
Surplice length & condition			Incensing		
Socks			Greeting Prayer		
Shoes			Penitential Rite		
Preparation of the Altar			Glory to God		
Folding Hands			Profession of Faith		
Handling Items			Presentation		
Sign of the Cross			Prayer over Gifts		
Genuflecting			Holy, Holy, Holy		
Carrying the Cross			Memorial Acclamation		
Carrying the Candles			Lord's Prayer		
Silence			Lamb of God		
Bowing			Communion Prayer		
Striking the Chest			Altar Server Prayer		
Walking			After Mass Duties		

Comments: _____

Name of Server: _____

Signature of Mass Coach: _____ **Date:** _____



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Notes



Notes

