



Elite Altar Server

Self-study Module 4



Called to Serve
Version 1.0 June 1 2013

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

Dear Altar Server,

This self-study module is designed to complement the All Saints Catholic Church Altar Server Training Manual and is intended to be complete during June and July of each year. This is an “open book” self-study module assessment of your knowledge regarding the program and the specific role of the altar server. Altar servers are encouraged to refer to the aforementioned training manual, the references included in that manual, their parents, clergy, or other altar servers. Altar Servers should bring the completed self-study module with them on the Altar Server assessment day which will be scheduled for August or September of this year.

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.

The purpose for this self-study module 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



Learning Objectives

After completing this self-study module, the rising or existing Elite Altar Server will be able to...

1. recognize the requirements to becoming an altar server,
2. recognize the roles and responsibilities of all council members,
3. teach other servers all the duties of the six Jobs performed by altar servers,
4. teach other servers the appropriate dress, appearance, gestures, and postures,
5. list sequentially structure of the Mass,
6. teach the role of the altar server during each part of the Mass,
7. to identify the unique role of the altar server during special Masses (in development),
8. recite all the prayers listed in appendix A of the training manual,
9. identify each segment of the Church year,
10. identify the liturgical colors, what each color symbolizes,
11. identify when each liturgical color is used during the Church year,
12. teach others the name and purpose for each liturgical object,
13. teach others the name of the vestments worn by the deacons and priest,
14. teach others what each vestment symbolizes,
15. verbalize the definition for all terms listed in the "Glossary of Terms",
16. demonstrate appropriate use of the boat and thurible,



1. All of the following are true statements, EXCEPT:

- an altar server performs all assigned duties with attention, dignity and reverence,
- the sanctuary is holy, and access to it is restricted to a very few people,
- entering the sanctuary is a privilege and therefore, all actions are to be reverent,
- parents are also expected to understand the contents of this manual,
- all of the above are true.

2. Prior to becoming an Altar Server, apprentices must know...

- all the prayers of the Holy Sacrifice of the Mass from memory (Appendix A),
- how to properly genuflect, and know how to make the sign of the Cross,
- the real presence of Jesus the Christ begins at the moment of the consecration,
- that Jesus Christ endures as long as the Eucharistic species subsists,
- all of the above are true.

3. Match the role with the responsibility

Chaplain	Altar Server	Vestry Coordinator	Communications Coordinator
Training Coordinator	Mass Coach Coordinator	Mass Coach	Schedule Coordinator

	Responsible for managing the schedule, and forming and maintaining server teams.
	Responsible for: conducting training sessions for servers, updating the training manual, competency assessment, recommending servers for promotion, participating in the parent information sessions, reviewing the mass coach assessment forms, and maintaining the training program.
	A deacon or priest who responsible for program oversight, and approving altar server promotions, and council member appointments. Scheduling and participating in the annual All Server Commissioning Mass. Leads the annual council meeting for the purpose of setting annual goals and objectives for each council member designed specifically to maintain and enhance the program. Ensures the program is carried out in accordance to the procedures outlined in this manual. Leads the parent information sessions.
	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 <u>minimum</u> of 9 active and trained mass coaches. Collating findings from mass coach assessment forms and relaying training needs to trainer.
	Responsible for maintaining supply of cassocks, surplices, sashes, and crosses.
	Responsible for assessing altar servers during Mass.
	Responsible for supporting deacons and priest during Mass.
	Responsible for communicating training, events, meetings, maintaining annual calendar of events, maintaining the Altar Server data base of contact information, processing server application forms, and photo board, identifying new altar server candidates. Responsible for maintaining a <u>minimum</u> of 54 active servers who are either at the Novice, Skilled, or Master level. Maintain a community e-mail distribution list.



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

- a. only attend Mass when they serve,
- b. cultivate a personal prayer life,
- c. altar servers may leave the sanctuary after the start of the Mass any time they wish,
- d. attend all Altar Server meetings as announced,
- e. serve at every Mass to which they are scheduled,
- f. 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, unless it is due to illness or family emergencies,
- g. arrive at the Mass to be served at least five (5) minutes before the starting time,
- h. maintain a prayerful posture at all times in the Sacristy,
- i. stay for at least ten minutes after the Mass to return everything to a neat and orderly,
- j. sign-in upon arrival to masses at which they serve,
- k. all of the above are true.

5. All of the following are goals of the Altar Server program EXCEPT:

- a. to provide support for the priest, and deacons during all masses,
- b. to provide appropriate training for the all servers,
- c. to develop future Catholic leaders among those who serve,
- d. all of the above are goals of the Altar Server program.

6. Apprentice Servers...

- a. wear a cassock, but not a surplice,
- b. may only participate in the processional and recessional,
- c. observe 6 times prior to being promoted to Novice,
- d. must be at least 7 years old and completed first communion, and module 1.
- e. all of the above are true.

7. Novice Servers...

- a. wear a cassock, a surplice, and a black sash,
- b. must have been active in the Altar Service program for at least 4 months,
- c. demonstrates knowledge needed to perform the duties of Jobs C & D,
- d. must be at least 7 years old and completed the self-study training module 1,
- e. able to recite the prayers of the Mass together with 2 to 3 people,
- f. all of the above are true.

8. Skilled Servers...

- a. have completed the Novice Server requirements,
- b. are at least 9 years old by November 30 of the commissioning year,
- c. wear a cassock, a surplice, and a red sash,
- d. active in the Altar Service program for at least 8 months,
- e. served at least 15 times over past 12 months,
- f. demonstrates proficiency in Altar Server Jobs B, C, D and E,
- g. demonstrates knowledge needed to perform the duties of Job A,
- h. completed the self-study training module 2,
- i. able to recite the prayers of the Mass together with 1 other person,
- j. all of the above are true.



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9. Master Servers...

- a. are at least 11 years old by November 30 of the commissioning year,
- b. wear a cassock, a surplice, and a red colored sash with gold trim,
- c. have been active in the Altar Service program for at least 12 months,
- d. have served at least 15 times over past 12 months,
- e. have demonstrates proficiency in Altar Server Jobs A, B, C, D, E, F,
- f. have demonstrates knowledge needed for use of the thurible,
- g. have completed the self-study training module 3,
- h. are able to recite the prayers of the Mass alone,
- i. all of the above are true.

10. Elite Servers...

- a. are handpicked leaders among leaders,
- b. are at least 14 years old (and are in high-school - grade 9-12) or beyond,
- c. wear a cassock, a surplice, a gold colored sash with gold trim, and a cross necklace,
- d. have been active in the Altar Service program for at least 12 months,
- e. have served at least 15 times over past 12 months,
- f. have demonstrates proficiency in Altar Server Jobs A, B, C, D, E, and F,
- g. have demonstrates proficiency for use of the thurible,
- h. have completed the self-study training module 4,
- i. are able to recite the prayers of the Mass alone,
- j. are at least 14 years old by November 30 of commissioning year and eligible for $\geq 9^{\text{th}}$ grade,
- k. are willing to serve through high-school, participate in special masses and training others,
- l. demonstrate effective leadership skills,
- m. all of the above are true.

11. All of the following are goals of the scheduling process; EXCEPT:

- a. to ensure that all routine Masses have appropriate coverage and skill,
- b. to provide an opportunity for servers to volunteer to serve as they desire,
- c. to prevent all servers from having the opportunity to gain experience,
- d. to define the minimum number of servers needed to support our priests and deacons,
- e. all of the above are true.

12. All of the following are true about the scheduling process; EXCEPT:

- a. there will be 3 servers scheduled for the majority of weekend masses,
- b. each team will be scheduled to serve each approximately every 4 to 6 weeks,
- c. teams will be scheduled on holiday weekends,
- d. the maximum number of servers permitted to serve (on the Altar) per Mass is 6,
- e. apprentices 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,
- f. all of the above are true.

13. All of the following are true about the scheduling process; EXCEPT:

- a. the scheduling coordinator will pre-populate the Sign-up Genius Altar Server Schedule page with the names of the 3 servers for each weekend mass – except holiday weekends. Three additional sign-up slots allow all servers to volunteer to serve more frequently.
- b. 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.
- c. both a and b are true.



14. The church year starts on...

- the second Sunday of Advent and ends at The Celebration of Christ the King,
- the first Sunday of Advent and ends at The Celebration of Easter,
- the first Sunday of January and ends on the last day of December,
- the first Sunday of Advent and ends at The Celebration of Christ the King,
- none of the above is true.

15. Match each period of the Church year with the appropriate definition.

Advent	1 st Ordinary Time	Lent	Christ the King
2 nd Ordinary Time	Easter Triduum	Christmas	Easter

	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.
	This is the final season and lasts for 1 week.
	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.
	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.
	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.
	This is the second part and it varies in length due to Easter being a movable feast.
	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.
	Holy Thursday, Good Friday, Holy Saturday
	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.

16. All of the following are true regarding Assignment of Mass Duties EXCEPT:

- 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,
- if there are no servers scheduled for a specific mass, then the server with the lowest 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,
- all of the above are true.



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17. Match each Job with the correct Mass Duties.

Job A	Job B	Job C	Job D	Job E	Job F
	<i>Before Mass:</i> prepares cruets. <i>During Mass:</i> 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. <i>After Mass:</i> removes cruets.				
	<i>Before Mass:</i> prepare chalice, paten. <i>During Mass:</i> 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). <i>After Mass:</i> Chalice and ciboria.				
	<i>Before Mass:</i> bowl, towel, candles. <i>During Mass:</i> 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. <i>After Mass:</i> bowl, towel, candles.				
	<i>Before Mass:</i> as directed by leader. <i>During Mass:</i> 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). <i>After Mass:</i> as directed.				
	<i>Before Mass:</i> as directed by leader. <i>During Mass:</i> Rings the bells. Clears the altar after the consecration of the host. <i>After Mass:</i> as directed by leader.				
	<i>Before Mass:</i> sacramentary. <i>During Mass:</i> 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. <i>After Mass:</i> sacramentary. When there is only one server, place the sacramentary on stand prior to Mass.				

18. Fill in the table to indicate how Mass Duties are to be assigned based on the number of servers present.

Server #	Job duties based on the number of servers present					
	1	2	3	4	5	6
1						
2						
3						
4						
5						
6						

19. Mass Coaches

- a. are to assess the performance of each Altar Server team at least once per month,
- b. will introduce themselves to the servers prior to the beginning of Mass,
- c. obtain the Mass Coach assessment book (located in the sacristy),
- d. will complete a form (during Mass) for each person serving,
- e. will provide positive and constructive feedback to each server after Mass,
- f. will return Mass Coach Assessment book to its proper location (in the sacristy).



20. All of the following are true regarding Dress; EXCEPT:

- a. altar servers are expected to dress in accordance to their rank,
- b. cassocks should be clean & pressed; servers are responsible for cleaning their own cassocks,
- c. cassock should be at the ankle and should not be shorter than four inches above the ankle,
- d. cassocks should drag on the floor,
- e. all of the above are true.

21. All of the following are true regarding Dress; EXCEPT:

- a. servers wear black shoes with black soles, black socks, and black trousers, and a white shirt,
- b. pant legs should not gather at the bottom of the feet and drag the ground,
- c. servers may wear sneakers, sandals, boots, athletic socks, open heel or open toe shoes,
- d. servers should not wear rings, earrings, or bracelets (including the rubber or string type),
- e. if worn, necklaces are to be covered by cassocks and cassocks, watches are fine,
- f. girls with long hair are encouraged to wear their hair pulled back in a bun or pony tail,
- g. servers must wash hands and clean fingernails before mass,
- h. all of the above are true.

22. Which of the following are true reading "Folded Hands":

- a. 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,
- b. folded hands should point in any direction with gaps between fingers,
- c. a and b are true,
- d. none of the above are true.

23. Servers are to reverently make the Sign of the Cross...

- a. at the beginning of the Mass (and at the End),
- b. after the *Confiteor*, when father says, "May almighty God have mercy on us...",
- c. during the Creed, with the words "and the life of the world to come",
- d. during the *Sanctus*, with the words "Blessed is He who comes".
- e. during the Eucharistic prayer, when father says, "Let us be filled with every grace...blessing",
- f. after receiving Communion,
- g. before the Gospel (forehead, lips, and heart with a Small sign of the Cross),
- h. all of the above are true.

24. All of the following are true regarding Genuflection EXCEPT...

- a. 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,
- b. everyone should genuflect when Jesus is really present Body, Blood, Soul and Divinity in the Eucharist, either on the altar or in the tabernacle,
- c. if there is a Tabernacle with the Blessed Sacrament in the Sanctuary, a genuflection should be made before and after Mass,
- d. the Cross-bearer and Candle-bearers should genuflect when carrying the processional Cross and candles,
- e. everyone should genuflect before the exposed crucifix on Good Friday,
- f. all of the above are true.



25. To make a proper genuflection:

- a. begin in a standing position, facing the Tabernacle - do not genuflect while moving,
- b. 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,
- c. pause briefly, then rise to your original standing position, with your feet together.
- d. only a and c are true,
- e. all of the above are true.

25. When carrying the Cross all of the following are true EXCEPT...

- a. carry the Cross pole at a right angle to the floor, without letting it sway in any direction,
- b. the Cross-bearer leads the procession, unless incense is used, setting the pace for all,
- c. 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,
- d. the Corpus (figure of Christ) should always be facing outward,
- e. when carrying the Cross, the Cross-bearer should genuflect,
- f. when the Cross is not in use, place it in the holder with the Corpus facing the congregation,
- g. only b, c, d are true.
- h. All of the above are true.

26. When carrying candles

- a. candle-bearers following behind the Cross,
- b. candles should be held at a right angle to the floor,
- c. candles should be kept straight so that melted wax doesn't drip on the floor or carpeting,
- d. the candle bearers do not genuflect when carrying candles,
- e. all of the above are true.

27. Silence

- a. except when making the proper responses, servers should be silent at all times,
- b. servers should not distract the Priest or congregation by whispering to the others,
- c. silence is an essential part of the liturgy,
- d. at the Penitential Rite and after the invitation to pray at the prayers, you should join your thoughts to the Priest's, in silence,
- e. after receiving Communion, you should praise God in your heart and pray in silence,
- f. all of the above are true.

28. Simple Bows

- a. is a slow nod of the head,
- b. 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,
- c. are made whenever the Server approaches or leaves the Celebrant,
- d. only b and c are correct,
- e. all of the above are correct.



29. All of the following are true regarding Profound Bow; EXCEPT...

- a. is a bow of the body, made from the waist with your hands folded,
- b. are made by bending shoulders and head forward at about a 30° angle in a movement that is both slow and reverent,
- c. 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,”
- d. are made by bending shoulders and head forward at a 90 degree angle,
- e. none of the above are true.

30. Striking the Chest

- a. is a 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),
- b. is never done during Mass,
- c. none of the above,
- d. all of the above.

31. All of the following are true regarding Walking EXCEPT...

- a. should be graceful and smooth, and in unison,
- b. should be deliberate, but not rushed,
- c. hands should never be folded,
- d. posture should be straight,
- e. a Cross-bearer, or whoever leads the procession, sets the pace for everyone else,
- f. all of the above are true.

32. We kneel at all of the following times; EXCEPT:

- a. any time the Blessed Sacrament is exposed to show adoration and humility,
- b. during the Aspérge (i.e. when the congregation is sprinkled with holy water),
- c. before the *Sanctus* (*Holy, Holy, Holy*),
- d. before the *Agnus Dei* (i.e. the 3rd Lamb of God),
- e. before receiving the Eucharist (optional),
- f. both c and d,
- g. all of the above are true.

33. Which are the following are TRUE.

- a. when you kneel, your body should be upright and your hands hanging down to your sides, below your waist.
- b. always stand up straight with both feet firmly on the floor six to eight inches apart and hand folded in prayer.
- c. it is okay to lean against the furniture or against the walls.
- d. flop down on your chair.
- e. once you are seated, it is okay to slouch with feet crossed, and your hands crossed or behind your head in a relaxed manner.
- f. close your eyes and rest with you are not doing anything.
- g. all of the above are true.



34. The bell; 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,
- only b and c are correct,
- all of the above are correct.

35. All of the following statements regarding Incensing are true EXCEPT:

- 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,
- b and d are both false,
- all of the above are true.

36. When incensing...

- hold the thurible in your left hand when it isn't filled with incense, and your right hand after the priest puts in incense,
- when walking, prevent the thurible from swinging, 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*.
- only a and c are true,
- all of the above are true.

37. Incense is used during all of the following times EXCEPT...

- procession,
- Gospel,
- preparation of the gifts,
- first reading,
- recessional,
- during solemn masses or feasts of the Eucharist,
- Eucharistic prayer (at select Masses),
- all of the above are true.

38. Fill in the space below to indicate the number of swings of the thurible should be made when incensing.

How many swings?	What are you incensing?
	The Blessed Sacrament (at all times), The celebrant (when the Blessed Sacrament is not exposed), The Cross, The Book of Gospels
	The celebrant (when the Blessed Sacrament is exposed), The deacon
	Individual people
	The Choir (when together), The torchbearers, The lay congregation



39. The 5 tables below represent the 5 major sequential segments of the Mass. For each table, list the terms in the order in which they take place during Mass.

Introductory Rites – incorrect order	Introductory Rites – correct order
Penitential Rite	
Entrance Procession	
Kyrie (Lord have mercy, Christ have mercy, ...)	
Opening Prayer	
Greeting	
Gloria	

Liturgy of the Word – incorrect order	Liturgy of the Word – correct order
Gospel	
Second Reading (except weekdays)	
Homily	
First Reading	
Profession of Faith	
Responsorial Psalm	
General Intercessions	
Alleluia or Gospel Acclamation	

Liturgy of the Eucharist – incorrect order	Liturgy of the Eucharist – correct order
Eucharistic Prayer	
Memorial Acclamation	
Preface Dialogue	
Great Amen	
Preparation of the Altar/Presentation of the Gifts	
Sanctus	
Prayer over the Gifts	

Communion Rite – incorrect order	Communion Rite – correct order
Sign of Peace	
Communion	
Prayer after Communion	
Period of Silence	
Our Father	
Breaking of the Bread	

Concluding Rite – incorrect order	Concluding Rite – correct order
Blessing	
Recessional and Closing Song	
Greeting	
Dismissal	



40. All of the following true regarding the role of the Altar Server before Mass EXCEPT...

- a. servers must arrive 10 minutes early for which they are scheduled or volunteered to serve,
- b. dress in the room adjacent to the women's rest room,
- c. fill the wine cruet (to the handle) with the wine bottle,
- d. fill the other cruet (to the top) with cold fresh water from the sink in the sacristy,
- e. place wine and water cruets on the offertory gift table near the front entrance of the church,
- f. place additional ciborium and hosts that are needed on the Credence Table in the Sanctuary,
- g. only a, d, are incorrect,
- h. only a, d, and e are incorrect.

41. The following regarding the preparation of the Chalice before Mass are true EXCEPT

- a. the second fold of the Purificator should be draped 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,
- b. the linen covered plastic Pall should be placed on the chalice over the Purificator,
- c. the Chalice should be covered with any colored Veil,
- d. the Burse containing the Corporal should be placed on the top of the Chalice,
- e. the prepared Chalice, paten (containing one large Host) should be placed on the Credence Table on the offertory table in the back of the church,
- f. the Chalice Veil should be neat and square with the table; the veil should hide the Chalice from the view of the people,
- g. a, b, and c are incorrect,
- h. a, c, and e are incorrect,
- i. all of the above are true.

42. The following regarding the lighting of candles are true EXCEPT...

- a. The candles should be lit with matches,
- b. When using a taper candle lighter the taper is to be extinguished by pulling the taper into the lighter for a few seconds,
- c. After the taper is out, immediately push the taper back out of the lighter body to keep it from sticking inside the lighter,
- d. Only a is incorrect,
- e. b, and c are incorrect,

43. Regarding when things should be done before Mass...

- a. the sacramentary should be placed on the stand (in the sanctuary) located by the priests chair,
- b. place a marker in the appropriate spot within the sacramentary for the day's Mass,
- c. 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,
- d. 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,
- e. at 10 minutes prior to Mass time, the lead server should provide the Lector with the names of the servers present,
- f. at five minutes to Mass time, the lead server will assign seating positions for each server,
- g. the lead the group in the *Before Mass* Altar Servers' Prayer,
- h. at three minutes to Mass time move to the front doors to wait for the start of the procession,
- i. c, e, f, and h are incorrect,
- j. all of the above are true.



44. All of the following are after Mass duties; are true EXCEPT...

- a. the cruets that contain the Blood of Jesus should be removed from credence table, filled up to the handle and placed in the refrigerator located in the sacristy,
- b. the cruets that do not contain the Blood of Jesus should be remove the credence table and placed on the special locked sink in the sacristy for the priest or deacon to purify,
- c. both a and b are incorrect,
- d. neither a nor b is incorrect.

45. All of the following are after Mass duties; EXCEPT

- a. the Chalice and Ciboria should be removed from the Credence Table,
- b. any cups used in the distribution of the Precious Blood of Jesus should be removed,
- c. all used Purificators should be placed in the special linen bag reserved for their keeping,
- d. the Chalice Veil, Corporal, and Burse should be returned to drawer,
- e. the Chalice, gold Paten, and Pall should be placed in the cabinet in the sacristy,
- f. any cups used in the distribution of the Precious Blood should be placed on the sink specially reserved for the purification of Holy Objects,
- g. all of the above are true.

46. All of the following are after Mass duties; EXCEPT...

- a. the candles should be extinguished by using the proper tool,
- b. the intention book should be returned to the sacristy,
- c. the lectionary should be removed from the Sanctuary and placed in the pulpit,
- d. all notes and papers should be removed from the sanctuary and Pulpit,
- e. surplice and cassock should be neatly placed on hanger and put in closet or taken home,
- f. a and b are incorrect,
- g. all of the above are true.

47. All Servers are expected to be able to say the following prayers; during Mass.

- a. the Confiteor,
- b. the Gloria,
- c. the Profession of Faith,
- d. the Lord's Prayer,
- e. the Altar Server Prayer (before/after Mass),
- f. all of the above.

48. All Servers are expected to be able to respond to the following during Mass.

- a. the presentation – blessed be God forever, and May the Lord accept the sacrifice...,
- b. the prayer over Gifts,
- c. Holy, Holy, Holy, Lord...,
- d. the memorial Acclamation,
- e. the Lamb of God,
- f. the Communion Prayer – Lord, I am not worthy that you should enter under my roof...



Called to Serve

Version 1.0 June 2013

49. Match the Liturgical Colors with the correct definition

White	Red	Green	Violet	Gold
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	Used during Ordinary time, symbolizing Life, Growth and Hope.
	Used during Lent and Advent, symbolizing Penance, Atonement and Expiation.
	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.
	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.
	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

NOTE: Questions 50 and 51 will be answered during the hands on training session which will be held in August or September of each year. Servers should prepare by reviewing the pictures shown on pages 28-31 of the Altar Server Training Manual.

50. Match the correct term from the table below with each liturgical object.

Ciborium	Lavabo Towel	Decanter	Custodia
Cruets	Chalice	Lavabo Bowl	Boat
Thurible	Lunette	Paten	Sacramentary
Monstrance	Purificator	Corporal	Book of Gospels
Incense			

51. Match the correct term from the table below under each liturgical vestment.

Cincture	Stole	Cassock	Surplice
Humeral Veil	Amice	Alb	Dalmatic

52. Match the correct term from the table below under each liturgical vestment.

Stole	Cincture	Chasubule	Amice	Alb
	Symbol of the Priestly Office and Immortality			
	Symbol of the Yoke of Christ			
	Symbol of the Helmet of Salvation			
	Symbol of Chastity			
	Symbol of Purity			



Called to Serve

Version 1.0 June 2013

53. Match the terms in the table below with the definition.

Ashes	Baptismal Fonts	Ampulla	Brazier	Altar
Altar Cloth	Aspergillum	Book of Gospels	Bishop	Bells
Chapel	Carafe	Cathedral	Cardinal	Cantor
Ambry	Aisle	Ambo	Ablution Cup	Cassock
Chasuble	Chalice	Censer	Chalice Veil	Aspersory

	Song leader, leader of the choir.
	The principal church in a diocese.
	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.
	A large glass pitcher, which holds the wine.
	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.
	The correct term for the bottles that contain the holy oils.
	The outer most garments worn by the Celebrant (main Priest) at Mass.
	The carpeted pathway between the pews, usually referring to the center aisle through which the entrance procession makes its way to the sanctuary.
	A long, black, close fitting garment that reaches the heels.
	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.
	(also ambry) The place where the ampullae containing the holy oils are stored.
	A large open container that burns coals and incense. Usually only used once or twice a year at important Holy Days.
	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.
	A cloth covering used to used to hide the chalice and paten up to the offertory and after Communion. It is selected by the liturgical color for the service.
	The table upon which the Sacrifice of the Mass is offered and celebrated.
	The vessel used at Mass to contain the wine, which becomes the Blood of Christ at the consecration.
	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.
	The book which contains the Gospel readings
	The cloth covering an Altar.
	Rung during the consecration of the Mass.
	is a high church official ranking next in line to the Pope. He assists and advises the Pope, consecrates Bishops and elects the Pope.
	The place from which the scriptures are read during the Mass.
	The bowl or pail used to carry holy water during sprinkling. Also known as the bucket.
	A stand with a basin or pool containing water in the area of church where Baptism takes place.
	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.



54. Match the terms in the table below with the definition.

Confessionals	Dalmatic	Congregation	Cry Rooms	Cincture
Cruet	Chrism	Decanter	Crosier	Fast
Deacon	Elevation	Ciborium	Creed	Cup
Clergy	Consecration of the Mass	Eucharistic Minister	Communion Cups	Finger Bowl and Towel
Concelebrant	Corporal	Cope	Credence Table	

	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.
	Used for the rite before Eucharistic prayer.
	Other Priests who celebrate the Mass alongside the main Priest (Celebrant).
	The action by which the bread and wine become the Body and Blood of Christ during the Mass.
	The bishop's staff, symbolic of his pastoral office, responsibility and authority; used at liturgical functions.
	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.
	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.
	A large wine pitcher.
	Goblets used for distribution of Holy Communion.
	The raising of the host and chalice after consecration at Mass for adoration by the faithful.
	A profession of faith. Examples are the Apostles Creed and the Nicene Creed that's recited at Mass.
	The small glass jugs that hold the water (and sometimes wine) used in the Mass.
	Eating only a small amount of (or no) food. Offered as a personal sacrifice.
	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.
	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.
	The collective name for the people who form a parish.
	All the other vessels that hold the wine/Precious Blood which are not the ornate chalice, usually gold colored.
	The room on the side of the vestibule where babies and toddlers are taken when they are being noisy.
	The rope or cord belt that the Priest/Deacon use with the cassock.
	A square piece of linen upon which is placed the paten and chalice during the Mass.
	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.
	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.
	The two rooms on either side of the back of the nave where the Sacrament of Reconciliation is celebrated.
	The metal vessel that holds the hosts.



55. Match the terms in the table below with the definition.

Gift Table	Sequence Of Gospels	Narthex	Pall	Humeral Veil
Mitre	Master of Ceremonies	Palms	Mass	Oils, Holy
HIS	Novena	Host, The Sacred	Gifts	Liturgy
Lector	Monstrance	Incense	Nave	

	a sacramental that 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.
	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.
	The bread under whose appearances Christ is and remains present in a unique manner after the consecration which takes place during Mass.
	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.
	The oils (also known as chrism) blessed by a bishop at the Chrism Mass on Holy Thursday or another suitable day, or by a Priest under certain conditions, for use at baptisms, anointing of the sick, confirmation, ordination of a priest, and bishops, dedication of Churches and Altars.
	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.
	An area in early churches reserved for catechumens and others who were not full members of the Church, sometimes containing the baptismal font.
	The central part of the church occupied by the congregation during the liturgies.
	The first three letters of Jesus' Name in Greek and often used to decorate the altar and other church facades.
	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.
	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.
	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.
	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.
	The liturgical celebration of the sacrament of the Holy Eucharist.
	The table in the back of the center aisle where the bread and wine are placed before Mass begins.
	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.
	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.



56. Match the terms in the table below with the definition.

Flagon	Pyx	Surplice	Incense Boat
Sacramentary	Genuflection	Processional Cross	Rosary
Thaberstand	Tabernacle	Sacristy	Paschal Candle
Stole	Stock	Lavabo	Sanctuary Lamp

	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.
	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.
	The container in which the offering of wine is brought to the Altar.
	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.
	The vestment that denotes the authority of the = 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.
	A small, round, metal container used to carry the Blessed Sacrament to the sick.
	The metal containers used to hold the oil of the catechumen, the oil of chrism and the oil for anointing the sick.
	A loose, white linen vestment with wide sleeves. The Altar Servers at St. Brigid wear a surplice over a black cassock.
	The crucifix atop a tall pole which is carried in front of processions to and from the sanctuary.
	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.
	The lamp that is always lit when there are consecrated Hosts in the Tabernacle. Also called the Tabernacle Lamp.
	The ornate stand used to support the Monstrance during exposition of the Blessed Sacrament.
	The receptacle in which the Blessed Sacrament is reserved in churches, chapels, and oratories.
	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).
	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.
	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.



57. Match the terms in the table below with the definition.

Purificator	Vestments	Priest	Peplum	Presider's Book
Sacristan	Pews	Pope	Sacrarium	Vestibule
Reliquary / Sepulcrum	Sanctuary	Pastor	Stock	Thurible
The Stations of the Cross	Stoup	Thurifer	Paten	Font
The Gospels of Ordinary Time	Lectionary			

	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.
	A bowl at the entrance of the church used to contain holy water. More commonly called holy water fonts.
	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.
	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.
	A small linen cloth used during Mass to wipe the Chalice.
	The bench-like seats in the main body of the Church.
	The cavity on the altar in which the relic(s) of the patron saints of that church or chapel are incased.
	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.
	The green binder that contains the announcements and notes for the celebrating Priest.
	The part of the church immediately surrounding the Altar.
	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.
	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.
	The person whose ministry is the care of the sacristy, sanctuary, vestments, sacred vessels, etc.
	A small saucer shaped plate of precious metal that holds the large host.
	Year A - The Gospel according to Matthew. Year B - The Gospel according to Mark. Year C - The Gospel according to Luke.
	The book(s) that contains the scriptural readings for the Mass. Usually used to denote the lay minister who proclaims the scripture readings at Mass.
	The basin used for baptisms (contains holy water).
	The person at a liturgical function who carries the thurible or censer.
	The special garments worn in the various liturgies.
	The back of the Church where the main entrance doors to the Church are located.
	Metal vessels (also known as a Censer) with a perforated cover and is suspended by a chain, in which incense is burned. It is used at some Masses, Benedictions of the Blessed Sacrament and other liturgical functions.



58. Fill in the blank for each of the following questions...

- a. When should we arrive when serving?**
- _____ minutes before our scheduled Mass Time
- b. When should the Server (Job A) begin the Procession In?**
- When the Congregation starts _____ or the Celebrant gives you a _____
- c. When do all the Servers sit the first time?**
- When the priest sits for the _____ time
- d. When do the Servers stand before the Gospel/Homily?**
- When the Choir begins the _____ or the Celebrant _____ (whichever happens first)
- e. When do all Servers turn to face the Ambo?**
- When the Deacon or Celebrant begins _____ toward the Ambo.
- f. When do the Servers sit for the Homily?**
- When the Deacon/Celebrant finishes saying "The _____ Of The _____"
- g. When do the servers all stand again?**
- When the Celebrant _____ and announces the _____ - "We _____ in _____ God"
- h. When do the Altar Servers do their first Body Bow?**
- When we say the words "By the _____ of the _____ Spirit..."
- i. When do the servers (Jobs A and B) start the Altar Preparation Trips?**
- When the Prayer of the _____ is completed. (all other servers remain seated).
- j. When do two servers (Job A and E) approach the altar the first time?**
- When a server (Job A) takes the Celebrant's _____ 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 _____ and _____ on the altar.
- k. When do two servers (Job C and D) approach the Altar the first time?**
- When the two servers (Job C and D) have _____ containing _____ and _____.
- l. When do three servers (Job A, B) leave to begin the Offertory movements?**
- Right when server (Job E) _____ from his trip to the Altar. (Others remain seated.)
- m. When do the servers (Job A, B) start the offertory procession back down to the front?**
- When everyone is _____ or when the ushers give you the signal. Do not wait for the priest to tell you to move.
- n. All Servers stand next when?**
- The Celebrant _____ the prayer "Pray _____..."
- o. When do all Servers kneel for the first time?**
- After the _____, _____, _____ (Sanctus) Song (all at the same time)
- p. When does the server (Job F) ring the Predella Bells for the first time?**
- When the Celebrant says the _____ prayer.
- q. When do all Servers do the next Head Bow?**
- When the Celebrant _____ after raising the _____.
- r. When does the server (Job F) ring the Predella Bells the 2nd time?**
- When the Celebrant elevates the _____.
- s. When do all Servers do the next Head Bow?**
- When the Celebrant genuflects _____ raising the Host.



Question 58: Continued...

- t. When does the server (Job F) ring the Predella Bell; the 3rd time?**
- When the Celebrant elevates the _____.
- u. When do all Servers do the next Head Bow?**
- When the celebrant genuflects _____ raising the Chalice.
- v. When do all servers stand next?**
- After the Great Amen as the Celebrant introduces the Our _____
- w. When does the server (Job A) deliver the Ciboria to the Altar?**
- After the _____ of _____
- x. When do all Servers kneel again?**
- Immediately after the _____ Lamb of God
- y. When do the Servers stand again?**
- After the Deacon _____ the Chalice
- z. When do the Servers then sit?**
- As soon as the _____ Ex. Eucharistic Minister returns to their pew.
- aa. When do the Altar Servers stand next?**
- When the priest _____ to the altar after communion. .
- bb. When do the servers turn to face the Altar of the Tabernacle?**
- When the Deacon or Celebrant begins walking to the _____ with the Blessed Sacrament
- cc. When do the Servers genuflect facing the Tabernacle and make the SOTC?**
- When the Deacon/Celebrant puts the Blessed Sacrament _____ the Tabernacle
- dd. When do the servers stand?**
- When the Deacon/Celebrant _____ his genuflection and rises.
- ee. When do the Servers turn back to face the Altar Of Sacrifice and SIT?**
- When the Deacon/Celebrant steps back to his _____.
- ff. When do the remaining servers stand?**
- When the priest says “_____ us _____.”
- gg. When does the server (Job A) go get the Processional Cross?**
- Right after the server deacon says “_____ us _____ in _____ to _____ and _____ the _____”.
- hh. When does the server (Job A) lead the Recession?**
- As the Deacon and Celebrant _____ the Altar of Sacrifice
- ii. When do servers (Job B) move?**
- _____ server (Job A) Passes,
- jj. When does servers (Job C, D, E, and F) move?**
- In order, _____ server (Job A) passes
- kk. When does server (Job A) turn and lead the procession up the Aisle?**
- Right _____ the Celebrant leads the final Body _____.

Congratulations!!!

Please bring this completed module with you to the hands on training session to be held in August of this year.



Called to Serve

Version 1.0 June 2013