

Novice Altar Server Self-Study Module



Called to Serve
Version 2.0 May 2018

**All Saints Catholic Church
2443 Mt. Vernon Road
Dunwoody, Georgia 30338**

Dear Apprentice,

Welcome to the Altar Server Ministry here at All Saints!

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.

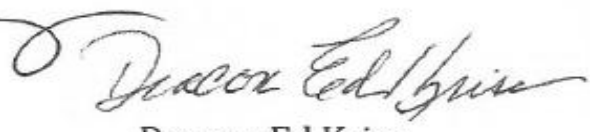
This self-study module is designed to complement the Altar Server Training Manual and is intended to be completed prior to your commissioning as a Novice Altar Server. This is an "open book" self-study assessment of your knowledge regarding the program and the specific roles of the altar server. You might find a few of the questions challenging to answer, but it should not be a stressful experience. We encourage you to refer often to the training manual for help as well as to your parents, clergy, or even other altar servers. You should bring the completed self-study module with you to the assessment training date which will be scheduled for you once you have completed the module and shadowing existing servers at a minimum of six (6) masses here at All Saints.

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



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Version 2.0 May 2018

Learning Objectives

After completing this self–study module, the rising or existing Novice Altar Server should be able to....

1. recognize the requirements for becoming an altar server,
2. learn all the duties of the Jobs C and D performed by altar servers,
3. learn the appropriate dress, appearance, gestures, and postures,
4. recite all the prayers listed in appendix A of the training manual,
5. learn the name and purpose for select liturgical objects,
6. verbalize the definition for select terms listed in the “Glossary of Terms”



1. Which of the following are true statements :

- 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,
- 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,
- all of the above

3. Match the roles below with the responsibility described (can be found on pages 4 & 5 of the Altar Server Training Manual):

| Chaplain | Altar Server | Vestry Coordinator | Communications Coordinator |
|----------------------|-------------------|--------------------|----------------------------|
| Training Coordinator | Mass Coach Coord. | Mass Coach | Schedule Coordinator |

| | |
|--|---|
| | Responsible for: managing the schedule, and forming and maintaining server teams. |
| | Responsible for: conducting training sessions for servers, reviewing the mass coach assessment forms, and maintaining training program |
| | A priest or deacon who is responsible for program oversight. |
| | Responsible for: identifying and training adults to serve as Mass Coaches for the purpose of assessing Altar Servers during Mass. |
| | Responsible for: maintaining a supply of cassocks, surplices, sashes, pins, and crosses. |
| | Responsible for: supporting deacons and priest during Mass |
| | Responsible for: assessing altar servers during Mass and giving feedback after Mass. |
| | Responsible for: communicating training events, meetings, maintaining annual calendar of events, and maintaining the Altar Server contact information. |



Called to Serve

Version 2.0 May 2018

- 4. Altar Servers must comply with all the following rules to serve at Mass EXCEPT:**
- arrive at the Mass at least five (5) minutes before the starting time
 - maintain a reverent and prayerful posture at all times in the Sacristy and on the Altar
 - stay for ten minutes after the Mass to return items to the Sacristy and tidy up
 - cassocks and surplices should be clean and hair should be neat in appearance
- 5. All of the following are goals of the Altar Server program EXCEPT:**
- to provide support for the priest, and deacons during all masses
 - to provide appropriate training for the altar servers
 - to give kids something to do during mass so they don't get bored
 - to develop future Catholic leaders among those who serve
- 6. The following are true for Apprentice Servers EXCEPT...**
- wear a cassock, but not a surplice
 - may only participate in the processional and recessional,
 - observe (shadow) at least 6 times prior to being promoted to Novice
 - have made their First Confession and received their First Holy Communion
- 7. The following are false for Novice Servers EXCEPT...**
- wear a cassock, a surplice, and a green sash,
 - demonstrates knowledge needed to perform the duties of Jobs C & D,
 - must be at least 17 years old
 - able to recite the prayers of the Mass in Latin from memory
- 8. All of the following are true about the scheduling process EXCEPT:**
- there will be 3 servers scheduled for the majority of weekend masses,
 - each team will be scheduled to serve approximately every 4 to 6 weeks,
 - all server teams will be scheduled for at least one holiday weekend
 - any server may sign up for one of 3 open slots at every mass
- 9. All of the following are goals of the scheduling process EXCEPT:**
- to ensure that all routine Masses have appropriate server coverage
 - to prevent servers having the opportunity to gain experience
 - to define the minimum number of servers needed to support our priests and deacons.
 - to minimize the burden of on family life
- 10. All of the following are true about the scheduling process EXCEPT:**
- servers are encouraged to sign up for as many or as few masses as their schedule permits
 - servers who are not able to attend a mass as scheduled are expected to find a substitute unless the absence is due to sudden illness or family emergency
 - servers are expected to serve a minimum of 25 times per calendar year
 - all servers are encouraged to serve weekday and holiday weekend masses



- 11. All of the following are true about the scheduling process EXCEPT:**
- 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.
 - the Sign Up Genius Altar Server web-link will be distributed electronically at least 2 weeks prior to the beginning of each period of the church year.
 - all servers are expected to serve on Christmas Day and Easter Sunday
 - the maximum number of servers allowed on the Altar per Mass is 6.
- 12. 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 arrives late and jobs have already been designated, then the late server(s) will not have a job and will be an "observer" regardless of their rank,
 - Only Guardian or Master level servers are allowed to assign jobs. If no Guardian or Master servers are present the adult Mass Coach will assign jobs.

13. Match each Job below with the correct Mass Duties - Memorize Jobs C & D

| 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 parishioners in bringing gifts to altar. Assists with preparing the altar by placing the chalice 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 or deacon. 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> light candles. <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> place sacramentary on priest's stand. <i>During Mass:</i> holds sacramentary during the opening and closing prayer (if requested by priest). 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> leave sacramentary on stand if there is another mass immediately after. Return it to sacristy after last mass of the day. |



Called to Serve

Version 2.0 May 2018

14. **All of the following are true regarding Mass Coaches EXCEPT:**
- are to regularly assess the performance of each server on their team
 - will introduce themselves to the servers prior to the beginning of Mass
 - will provide positive and constructive feedback to each server after Mass
 - may interrupt the Mass in order to correct a server
15. **All of the following are true regarding Dress EXCEPT:**
- servers should ensure their cassocks, surplices, and sashes are clean and neat
 - cassock should be at the ankle and should not be shorter than four inches above the ankle
 - cassocks should completely cover the servers' shoes and drag on the floor
 - servers should wear the colored sash in accordance with their rank
16. **All of the following are true regarding Dress EXCEPT:**
- servers may only wear black pants and a white shirt underneath their cassocks
 - servers should not wear sneakers, sandals, boots, white or colorful socks, open heel or open toe shoes
 - girls with longer hair are encouraged to have it pulled back in pony tails or a bun
 - servers must wash hands and clean fingernails before mass
17. **Which of the following are true regarding "folded hands":**
- when your hands are not in use they should be folded in prayer - except when you are seated
 - folded hands may point in any direction and gaps between the fingers are okay
 - both a and b are true
 - neither a nor b are true
18. **Servers are to reverently make the Sign of the Cross.....**
- at the beginning of the Mass (and at the End)
 - before the Gospel (forehead, lips, and heart with a small Sign of the Cross)
 - After receiving Communion
 - all of the above
19. **All of the following are true regarding Genuflection EXCEPT:**
- 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
 - if there is a Tabernacle with the Blessed Sacrament in the Sanctuary, a genuflection should be made before and after Mass
 - Servers should genuflect even when carrying the Cross or candles
 - Servers who are not holding items should genuflect along with the priest or deacon when the Blessed Sacrament is being returned to the Tabernacle after Communion



20. **All of the following are essential for proper genuflection EXCEPT:**
- begin in a standing position, facing the Tabernacle - do not genuflect while moving
 - keep your upper body straight with your eyes looking at the Tabernacle
 - move your left leg back about a half-step and bend your left knee toward the floor until it is even with the heel of your right foot
 - pause briefly, then rise to your original standing position
21. **When carrying the Cross all of the following are true EXCEPT:**
- the tallest server must carry the Cross
 - the Cross-bearer leads the procession (unless incense is used) setting the pace for all
 - the bottom of the Cross pole should be at knee level
 - the Corpus (figure of Christ) should always be facing outward
22. **When carrying candles all of the following are false EXCEPT:**
- candle-bearers always process in front of the Cross while in procession
 - candle-bearers do not genuflect
 - candles should be held at a right angle to the floor
 - all of the above are true
23. **Silence is an important part of the liturgy. All of the following are false EXCEPT:**
- servers may whisper to the others as long as they cover their mouths with folded hands
 - after receiving Communion, you should praise God in your heart and pray in silence
 - Priests and deacons do not mind distractions as long as you are discussing server duties
 - all of the above are actually true
24. **A Simple Bow...**
- is a slow nod of the head
 - is made when the Father, Son, and Holy Spirit are named together
 - is made whenever the Server approaches or leaves the Celebrant
 - only a and c are correct
25. **All of the following are true regarding Profound Bows EXCEPT:**
- is a bow of the body, made from the waist with your hands folded
 - are made by bending shoulders and head forward at about a 45° angle in a movement that is slow and reverent
 - are made at the elevations of the consecration
 - are made in the Profession of Faith (Creed) at the words "by the power of the Holy Spirit"
26. **Regarding Striking the Chest, all of the following are false EXCEPT:**
- is never done during Mass
 - is done during the Confiteor after the words "I have sinned through my own fault)
 - both of the above are false
 - both of the above are actually true



27. **All of the following are true regarding Walking EXCEPT:**
- should be graceful, smooth, and in unison
 - rushing is okay so that the Mass does not go on too long
 - posture should be straight
 - the Cross-bearer, or whoever leads the procession, sets the pace for everyone else
28. **We kneel at all of the following times EXCEPT:**
- any time the Blessed Sacrament is exposed (to show adoration and humility)
 - after the Holy, Holy, Holy
 - when the priest elevates the host
 - during the Gospel reading (except candle-bearers who must remain standing)
29. **Circle each of the following that are TRUE:**
- when kneeling your body should be upright with arms/hands resting at your sides
 - always stand with both feet firmly on the floor with hands folded in prayer
 - do not lean against the furniture or walls
 - when sitting crossing your legs, feet, or arms is acceptable as long as you are comfortable
30. **Circle each of the following that are TRUE:**
- during Mass always look towards the place where the action is happening
 - place your hands on your lap or flat on your thighs in a relaxed manner
 - when walking in pairs a younger server should follow behind the older server and not walk side-by-side
 - keep your attention on the priest/deacon in case he is in need of your assistance
 - bells should **not** be rung at the elevation of the Consecrated Host
 - fidgiting (tapping your foot or leg, biting your nails, stretching or shifting in your seat) during Mass is a distraction that should be avoided
31. **The following are true regarding the role of the Altar Server before Mass EXCEPT:**
- servers must arrive 10 minutes early for a Mass at which they are scheduled or volunteered to serve
 - servers arrive wearing their vestments or they may dress in the usher room
 - fill the wine cruet (to the handle) with a wine bottle from the mini-refrigerator
 - place water cruet and a single ciborium on the Offertory table at the back of the church. Wine cruet and any additional cruets get placed on Credence table
32. **The following are true regarding preparation of the Chalice before Mass EXCEPT:**
- the Purificator should be draped over the Chalice so the cross on the Purificator is in the center of the Chalice
 - the linen covered plastic Pall should be placed on the Chalice over the Purificator
 - the Chalice can be covered with whatever colored Veil the server thinks looks best
 - one corporal (two for the 10:30 mass) must be placed on the prepared Chalice as a last step before covering with a Veil



33. **Regarding things to be done before Mass circle all of the following that are TRUE:**
- the sacramentary ("book") should be placed on stand in front of priest's chair (it may already be there from a previous Mass)
 - the highest rank SCHEDULED server is the group leader unless he/she is late
 - wine and water cruets should be filled to the handle
 - place prepared Chalice on the Altar
 - bells should be obtained from under the Altar and placed next to first step (may already be there from a previous Mass)
 - After completion of the Before Mass Altar Server's Prayer, Cross and candle-bearers should obtain their items and lead the group outside to the sidewalk to wait for the start of the procession
34. **The following after Mass duties are all false EXCEPT:**
- if the wine cruet is at least half full it can stay on the Credence table for the next Mass
 - empty ciboriums should be moved from the Credence table to the Offertory table
 - used Purificators should be placed back in the linen drawer for the next Mass
 - any cups used in the distribution of the Precious Blood should be placed on the special locked sink to be later purified by priest/deacon
35. **Circle each of the following that are after Mass duties:**
- the intentions book should be returned to the Offertory table
 - the prepared Chalice should be placed on the Credence table
 - extra chairs should be removed from the Altar and returned to the storage room
 - a water cruet should be filled to the handle and placed on the Offertory table
 - candles should be extinguished with the proper tool (not blown out)
36. **Circle the prayer(s) of the Mass that Novice servers are expected to recite (along with others, not memorized):**
- the Confiteor
 - the Gloria
 - the Profession of Faith
 - the Lord's Prayer
 - the Altar Server Prayer (in the Sacristy before/after Mass)
 - all of the above

NOTE: Question 37 will be answered during the hands on training session which will be held in August. Servers should prepare by reviewing the pictures shown on pages 28-31 of the Altar Server Training Manual with the terms below.

37. **Match each term from the table below with correct picture of liturgical object.**

| | | | |
|------------|--------------|-------------|----------|
| Ciborium | Lavabo Towel | Decanter | Custodia |
| Cruets | Chalice | Lavabo Bowl | Boat |
| Thurible | Lunette | Paten | Corporal |
| Monstrance | Purificator | | |



Called to Serve

Version 2.0 May 2018

38. Match the terms in the table below with the correct definition (terms can be found beginning on page 33 of the Altar Server Training Manual - Glossary of Terms - Appendix G)

| | | | | |
|-------------|----------------|-----------------|--------------|-------|
| Ashes | Baptismal Font | Ambry | Chalice Veil | Altar |
| Altar Cloth | Aisle | Book of Gospels | Cassock | Bells |
| Chapel | Chalice | Ambo | | |

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| | 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 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 cloth covering used to hide the chalice 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. |
| | The book which contains the Gospel readings |
| | The cloth covering the Altar. |
| | These are rung during the consecration of the Mass. |
| | The place from which the scriptures are read during the Mass. |
| | A stand with a basin or pool containing water in the area of church where Baptism takes place. |
| | These are blessed on the previous Sunday of the Passion and are placed on the foreheads of the faithful on Ash Wednesday to remind them that they are dust and unto dust will return and to do works of penance. |
| | The place where the ampullae containing the holy oils are stored. |

39. Match the terms in the table below with the correct definition (terms can be found beginning on page 33 of the Altar Server Training Manual - Glossary of Terms - Appendix G)

| | | | | |
|---------------|---------------------|----------------|----------------|----------------|
| Confessionals | Elevation | Congregation | Cry Rooms | Creed |
| Cruet | Consecration | Ciborium | Credence Table | Communion Cups |
| Deacon | Finger Bowl & Towel | Euch. Minister | Cup | |

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| | Used for the rite before Eucharistic prayer. |
| | The action by which the bread and wine become the Body and Blood of Christ during the Mass. |



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| | Someone who has been ordained into the DIACONATE |
| | Goblets used for distribution of Holy Communion. |
| | The raising of the host and chalice after consecration at Mass. |
| | 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 wine used in the Mass. |
| | 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. |
| | The collective name for the people who form a parish. |
| | All the other vessels that hold the wine/Precious Blood during Mass 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 table to the left side of our sanctuary on which is placed objects used during the Mass. |
| | 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. |

40. Match the terms in the table below with the correct definition (terms can be found beginning on page 33 of the Altar Server Training Manual - Glossary of Terms - Appendix G)

| | | | | |
|------------|------------|-------|------------------|-------|
| Gift Table | Monstrance | Palms | Host, The Sacred | Gifts |
| Nave | Mass | | | |

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| | a sacramental that are blessed and distributed on the Sunday of the Passion commemorating the triumphant entrance of Christ into Jerusalem. |
| | The bread under whose appearances Christ is and remains present in a unique manner after the consecration which takes place during Mass. |
| | The central part of the church occupied by the congregation during the liturgies. |
| | 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. |
| | 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 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. |



41. Match the terms in the table below with the correct definition (terms can be found beginning on page 33 of the Altar Server Training Manual - Glossary of Terms - Appendix G)

| | | | |
|--------------|--------------|--------------------|--------------|
| Lavabo | Pyx | Surplice | Incense Boat |
| Sacramentary | Genuflection | Processional Cross | Rosary |
| Tabernacle | Aspergillum | Paschal Candle | |

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| | Bending of the knee, a natural sign of adoration or reverence |
| | A term used for the Priest's washing of his hands after the offering of the gifts at Mass. |
| | The original liturgical book that contained the Priest's parts of the Mass and other ceremonies and rites. |
| | A small, round, metal container used to carry the Blessed Sacrament to the sick. |
| | A loose, white linen vestment with wide sleeves. |
| | 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. |
| | The receptacle in which the Blessed Sacrament is reserved in churches, chapels, and oratories. |
| | A vessel or device for sprinkling holy water. Clergy use this device to sprinkle holy water on the Congregation and typically have a server at their side who carry the "bucket" of holy water for them. |
| | A large candle, symbolic of the risen Christ, blessed and lighted on the Easter Vigil and placed at the Altar until Pentecost. |
| | A small vessel used to hold incense which is to be placed in the censer. |



Called to Serve

Version 2.0 May 2018

42. Match the terms in the table below with the correct definition (terms can be found beginning on page 33 of the Altar Server Training Manual - Glossary of Terms - Appendix G)

| | | | | |
|----------------|-----------|------------|-----------|-----------------|
| Sacristy | Vestments | Pope | Vestibule | Presider's Book |
| Sanctuary Lamp | Pews | Lectionary | Sacrarium | Thurifer |
| Lector | Sanctuary | Priest | | |

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| | The bench-like seats in the main body of the Church. |
| | The green binder that contains the announcements and notes for the celebrating Priest. |
| | The book(s) that contains the scriptural readings for the Mass. |
| | The special garments worn in the various liturgies. |
| | The supreme authority of the Catholic Church. |
| | The part of the church immediately surrounding the Altar. |
| | The person at a liturgical function who carries the thurible or censer. |
| | Is always lit when there are consecrated Hosts in the Tabernacle. |
| | Specially ordained men who consecrate and offer the Body and Blood of Jesus at Mass. |
| | The back of the Church where the main entrance doors to the Church are located. |
| | A sink with a drain going directly into the ground usually fitted with a silver cover and lock used in the cleansing of the sacred vessels. |
| | The lay minister who proclaims the scripture readings at Mass. |
| | A room where vestments, church furnishings, and sacred vessels are kept and where the clergy vest for sacred functions. |

Congratulations!!!

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



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