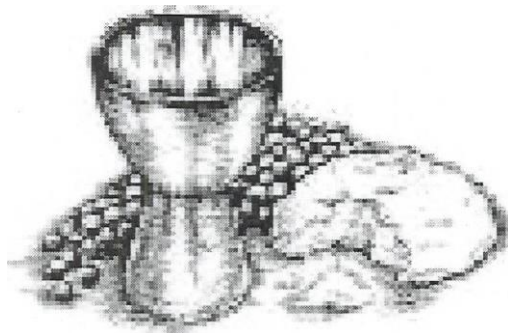


# Altar Server Manual

## For the Holy

## Sacrifice of the

## Mass



**Saint Martin's Catholic Community, Fort Belvoir, Virginia**

**Update as of 12 April 2013**

**Msgr. Philip W. Hill, CH (COL) US Army**

Introduction: The Ministry of Altar Server goes back to the earliest days of the Church when the Apostles had helpers assist with the first celebrations of Mass in people's homes and in public places. It is an important ministry that now normally involves the younger members of the congregation. Originally, servers were adult men and then ordained acolytes. In time, because of a shortage of adults and then a shortage of ordained acolytes, the ministry was extended to boys who could, one day, become priests and then to girls. Since the Altar Servers work closely with the Priest, the training and care required for serving at the Altar must be taken very seriously. This requires study, practice, and devotion. Over time, the Altar Servers become very familiar with the Mass and this fact helps them grow in holiness and appreciation for the great gift of the Eucharist. This booklet will help Altar Servers become proficient in their tasks. Proficiency makes the experience of serving more rewarding. May God bless you in a special way for responding to His call to service at the altar. Know that our parish greatly appreciates your commitment to this ministry. We are sure that it will deepen your relationship with Christ.

Three Important Notes:

I. The Altar Server is considered first in the Congregation. Even though Altar Servers are young, they are called to help the priest lead the congregation in worshipping God. This is why the Servers kneel in front of the altar during the Eucharistic Prayer. Here they are in front of the congregation and at the same time, closest to the altar upon which the Mass is being offered. It is also why they are the first to receive Holy Communion. Servers set the example in holiness and respect; and in a special way, witness to other young members of the congregation on proper attention at Mass. No fidgeting and gazing around looking distracted.

II. If you cannot attend and serve at your scheduled Mass, it is your responsibility to ask another server to substitute. If you cannot find a substitute, you are to contact the Altar Server Coordinator so she can let the priest know he will not have 3 Servers, or that he will not have any.

III. Servers should also be flexible. Although this booklet describes how serving is to be done, every priest chooses different options as allowed in the Roman Missal and in the GIRM, and may do things slightly differently. This is fine, and Servers should be prepared for these slight differences. However, normally this booklet is to be followed. It will help to establish a consistent pattern of serving here at Fort Belvoir so every server will know what to do and how to do it regardless of the priest who celebrates the Mass, or the location.

## **2. The Altar Servers' Vocabulary- -Important Words to Know:**

Sacristy: Room in which many of the items for the celebration of Mass are stored and prepared.

Robing Room: Room in which the vestments are hung and where the Priests and altar servers vest for Mass.

Sacristan: A special person who is responsible for helping to set up for Mass and works out of the

Sacristy.

Sanctuary: The Holy Place in the center of the Church where the Altar and Pulpit (Ambo) are located; where the Priest, Altar Servers, and Ministers are located during Mass and where the most important part of the Mass is celebrated.

Vestibule: The area just inside the entrance doors to the Church that leads to the inside of the Church. The Ushers for Mass are here as the people enter the Church, and it is sometimes a gathering space.

Ushers: Ministers who help seat the Congregation and take up the collection. They also help everyone get ready for the Offertory Procession at the back of the sanctuary and at the end of the aisle.

Altar: The large table in the Sanctuary where the Priest celebrates Mass and consecrates the hosts and wine. It is the main symbol of the presence Christ in the sanctuary.

Pulpit: The large lectern in the Sanctuary from which the Readings and Gospel are proclaimed during the Liturgy of the Word (the first half of the Mass). Sometimes there is one (called the Lectern) for the first and second readings, and one (called the Ambo) for the proclamation of the Gospel.

Credence Table: Small table near the organ behind the Altar where the special items for Mass are placed. The Servers work from this table bringing items to and from the Altar during the Liturgy of the Eucharist (the second half of the Mass). There is also an offering table at the entrance of the Church or at the back of the aisle. Since this table has the items on it that will be brought up at the Offertory, this table is called the Offertory Table.

Ciborium: The round, gold container WITH A TOP that the Priest uses to distribute the Consecrated Hosts (the Body of Christ). The consecrated hosts are kept in this when the Blessed Sacrament is placed in the tabernacle.

Chalice: The gold or silver cup the Priest uses to consecrate the wine into the Blood of Christ. It is used to distribute the blood of Christ to the people.

Paten: A small round, gold dish the Priest sometimes uses to place the large host on.

Small Communion Hosts: The small round, flat pieces of unleavened bread that the Priest will consecrate and use for Holy Communion.

Large Communion Host: The Priest uses a special Large Host for consecration during the Liturgy of the Eucharist. This is on top of the Small Hosts in the Ciborium, or on the Paten.

Pall: A small square, white linen cardboard-stiffened item that is placed on top of the Priest's Chalice.

Deacon: Also called a Permanent Deacon. These are men who have been ordained as the first level

of the Sacrament of Holy Orders. They are called “permanent” because they will not go on to become Priests and will remain deacons permanently. They are ordained by the Bishop to help the Priests at Mass and to preach. They are also entrusted, with the pastor, with the pastoral care of the Congregation. They can baptize, preach, witness marriages, preside at burial services, and do counseling and teaching. They serve especially to educate the people for the sacraments.

Extraordinary Minister of Holy Communion (EMHC's), sometimes called Eucharistic Ministers, are persons who help the Priest distribute Holy Communion during the Communion Rite at Mass.

Communion Chalices: Other Chalices the Eucharistic Ministers use to distribute the Consecrated Wine (the Blood of Christ) at Mass.

Chasuble: A poncho-like vestment worn by the priest at Mass. It is always required to be worn by the single or principal celebrant. Second or other concelebrants may wear only the alb and stole if the correct color chasuble is not available. It is made in the color of the day for the Liturgy of the Holy Eucharist.

Stole: The liturgically colored scarf the Priest wears over his shoulders and under the Chasuble when he celebrates Mass. Sometimes he wears it over the Chasuble, but that use is discouraged. A stole is worn around the neck by the priest and over the left shoulder by the deacon.

Alb: The white robe the Priest wears under his Vestments. Altar Servers also wear an Alb-like garment, but that is not called an alb.

Cincture: The rope belt that Servers tie around their waist when wearing a servers robe. The priest may also wear one tying the waist of the alb. The white robe and cincture symbolize holiness and special service within the Church. The Cincture can match the color of the Church Season and so should be the same color of the special cloth used to decorate the Altar. A white cincture may substitute for a colored one at any time.

Altar Server Cross: The special cross Servers wear around their neck and under the hood or collar of the servers' robe when serving Mass. This item is NOT essential.

Corporal: One of the linens used for Mass. This is a square cloth, with 9 folds, that is placed in the center of the Altar underneath the Chalice and Ciborium. Sometimes it has a small red or white embroidery cross on it. The cross is always on the side nearest the priest. Two of these will be available for each Mass. It is folded a special way, and this is taught during Altar Server training. Servers may be required to position and unfold the Corporal on the Altar. Normally, it is on the credence table before Mass and it will be brought to the altar at offertory time. Servers should know how to position and unfold it correctly should they be asked to do so. **NORMALLY THOUGH, SERVERS DO NOT UNFOLD IT.**

Purificator: One of the sacred linens used for Mass. This is the long rectangular, tri-folded cloth the Priest uses to "purify" (to clean) the Chalices after distribution of Holy Communion. One is needed for each of the chalices used for Mass. The Purificator for the Priest's Chalice may already be

draped over the Priest's Chalice, under the Pall or Paten.

Hand Towel: This is the large piece of linen cloth or towel cloth the Priest uses to dry his hands after washing them during the Offertory.

Lavabo Bowl: This is the bowl into which you will pour water when the Priest washes his hands during the Offertory.

Cruet: The small glass pitchers used for Mass: one is filled with water; the other is filled with wine. The wine cruet will be brought to the altar during the Offertory Procession. The water cruet is placed on the credence table before Mass, but may also be brought to the altar at the Offertory. Sometimes the wine cruet will be replaced by a much larger wine pitcher.

Bells: The bells that are used during the middle of the Eucharistic Prayer, when the Priest extends his hands over the offerings and again after he consecrates the bread and wine into the Body and Blood of Christ and elevates the Host and Chalice.

Tabernacle: This is the decorated gold box-like container where the Blessed Sacrament is reserved after Mass. It is placed on a small Altar in a special room called the Blessed Sacrament Chapel, or in a special place in the Belvoir and Fairfax chapels. There is a red sanctuary lamp next to it to remind us that Jesus is present.

Blessed Sacrament Chapel: This is the small room where we keep the Tabernacle and where daily Mass is celebrated. The Consecrated Hosts are also called the "Blessed Sacrament." The Blessed Sacrament is what we receive in Holy Communion.

Tabernacle Key: The decorative key that opens the small doors to the Tabernacle. It is kept in the sacristy or storage closet but is placed in the Tabernacle door for Mass.

Roman Missal: This is the large book the Priest uses for Mass. It is red and has ribbons and tabs to mark special pages. It says "ROMAN MISSAL" on the binder part of the book and contains all the prayers of the Mass. It also contains the GIRM which is the instruction telling everyone about all the details of the celebration of the Liturgy.

Lectionary: This is the large book of Bible readings used for Mass during the Liturgy of the Word. It is the same size as the Sacramentary and is placed on the Ambo before Mass.

Lector: A carefully trained person who reads at Mass during the Liturgy of the Word.

Book of Gospels: This is a special red book that has only the Gospels in it. It is carried in by the Deacon during the Entrance Procession. It is NOT brought out in procession at the end of Mass. It is much larger than the Lectionary, but thinner.

Processional Cross: This is a decorative cross on a pole. The Cross Bearer carries it and leads the Entrance, Offertory, and Closing Processions during Mass. During Mass it is placed in a stand next to the Ambo.

Processional Cross Base: The round metal base that is used to store the Processional Cross before and during Mass.

Missalette: The Mass booklet the Congregation uses to follow the readings, prayers, and hymns.

Holy Water Font: These are the small bowls of Holy Water attached to the walls at the entrances of the Sanctuary. The Congregation uses them to bless themselves as they enter and exit the Church. There is also a larger “tank” in each chapel where holy water is stored.

Candle Lighter and snuffer: This is the long, thin, gold tube that has a wax taper inside. It has a gold bell-like part on the end, and a small lever to move the wax taper up and down. It is used to light the candles at the Altar. The bell end is used to put out the candles after Mass.

Holy Water Bucket and Sprinkler (Aspergillum): This is used only a few times each year. This is a gold or silver bucket for Holy Water. The Sprinkler is a small rod with a ball on the end of it that absorbs water when placed in the bucket. The Priest uses this at the beginning of Mass, at the Easter Vigil, and at funerals to sprinkle the people with Holy Water. If this is used, the Priest will instruct the Servers before Mass on what to do.

Thurible: Used only a few times a year, this is what the Priest uses to incense the Altar during Mass. It is a gold or silver container with a long chain on it. A small charcoal is lit and placed inside it. If this is used, the Priest will instruct the Servers before Mass on what to do.

Boat: Used only a few times a year, the boat is a small round gold or silver container with a spoon that holds the incense. It is used with the Thurible. If this is used, the Priest will instruct the Servers on what to do before Mass.

Thurible Stand: Used only a few times a year, this is the stand that holds the Thurible and Boat. If this is used, the Priest will instruct the Servers on what to do before Mass.

Thurifer: Used only a few times a year, this is the Altar Server who will carry the Thurible and Boat during Mass. If needed, the Priest will instruct the Server on what to do before Mass.

Seasons of the Church Year: There are 5 seasons of the Church Year, also called the Liturgical Year (from the word “Liturgy” which means a plan of worship). They are called seasons because they repeat every year. The Priest wears a special color for each season. The seasons are: Ordinary Time (green); Advent (violet); Christmas (white); Lent (purple); Easter (white). Advent is the season to prepare us for the season of Christmas. Christmas is followed by a period of Ordinary Time. Lent is the season to prepare us for the Easter season. Easter is also followed by a period of Ordinary Time. Red is worn on Palm Sunday and Good Friday during Holy Week. It is also worn on the Feast of Pentecost and at the annual Confirmation Mass celebrated by the Bishop. It is worn on the Feast Days of martyrs and Apostles as well.

3. Before Mass: Altar Servers report to the Sacristy 15 minutes early and must sign in. Even if you are not scheduled to serve, check to see if 3 Servers are ready to go. If scheduled Servers do not arrive, be prepared to cover down.

Put on an “Alb” that fits, then put on a Cincture and Altar Server Cross. Make sure your Altar Server Cross is under the hood or collar of your altar server robe. Make sure your Cincture is the correct color. The cincture color is the same color as the Priest’s Vestments, the Altar cover, and Pulpit cover. Although Volunteers, Sacristans, or the Chaplain Assistants will do the set up; the Servers help make sure everything is in place. Once you are dressed, double-check the following:

- Make sure the Processional Cross Base is in the Sanctuary and in the proper place beside the Ambo.
- Make sure the candles are lighted.
- Make sure the correct number of chairs are in the Sanctuary and set up correctly for the Priest and Servers.
- Make sure there is a Missalette on each of the Server's chairs.
- Make sure the ROMAN MISSAL is in the center of the altar.
- Make sure the Bells are in place--in front of the Altar, on the Right side of the Sanctuary.

Servers should make a solemn bow as a sign of reverence to the Altar when entering or exiting the Sanctuary during set up. Sometimes the Priest will pray with the Servers and Ministers in preparation for the Celebration of the Mass. Servers should be ready for this final preparation for Mass.

4. The Entrance Procession & the Liturgy of the Word: The Entrance Procession is a triangle formation. The Cross Bearer leads the procession followed by Server #1 and Server #2 with hands folded together. Throughout the Mass and during processions, Servers are to keep their hands folded in the prayer position over their chest. The Deacon follows carrying the Book of Gospels, followed by the Priest. While processing down the aisle walk reverently, about half of your normal walking speed, and about an arm's length apart. Always take your time. Servers should maintain this pace throughout the Mass-never rush or walk quickly in procession or in the Sanctuary.

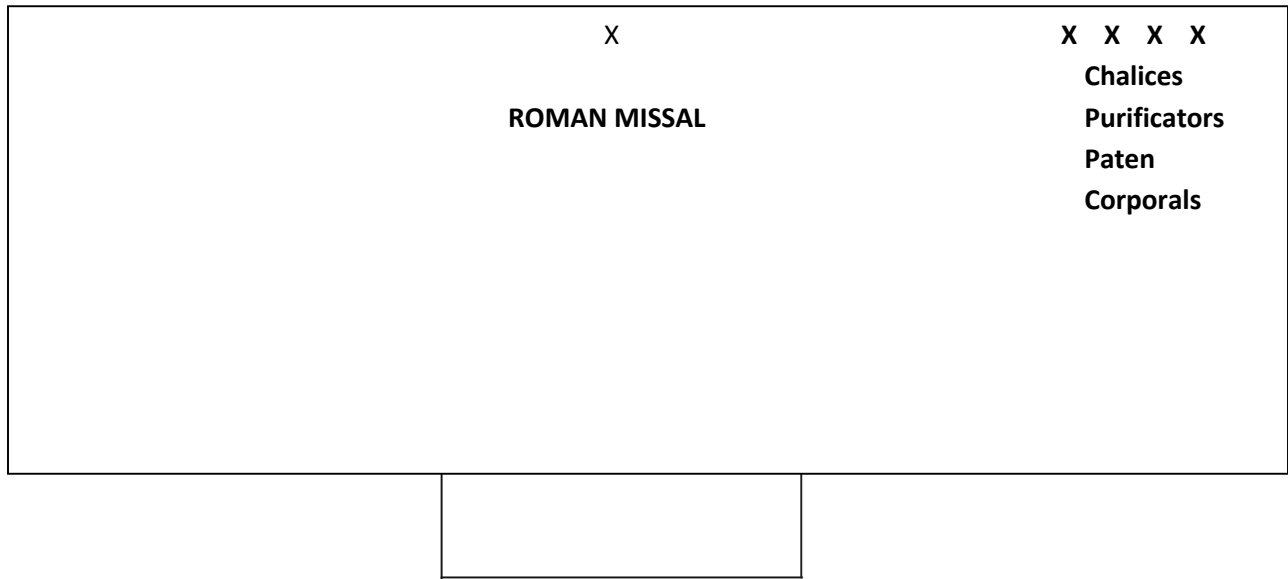
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OCross Bearer  
Server #1 O OServer #2  
OLector or Deacon  
OPriest





both servers set up the altar as shown in the diagram below. Server #1 gets the Priest's Chalice. They meet at the Altar and then work from the Credence Table as a Team until the Altar is set. The Priest's Chalice may have a Pall on top of it. Place the chalice in the center of the Corporal. The Corporal should already be on the Altar after the priest or deacon unfolds it. If it is not on the Altar it will be on the top of the Priest's Chalice. Make sure it is centered. Next, Servers bring over the



Communion Chalices and the Purificators. Be careful with the Communion Chalices, because they may be pre-filled with wine before Mass and they are made of precious metal. They need care. Take your time bringing them to the Altar. Remember, do not rush. The Cross Bearer remains at the Credence Table, assisting Servers #1 and #2 as they set up the Altar.

After the Altar is set, Servers #1 and #2 return to their chairs. The Cross Bearer takes the Processional Cross and leaves the Sanctuary for the Offertory Procession. The Cross Bearer then goes to the Entrance of the Church next to the Offertory Table.

After the collection has been taken up and the person carrying the collection is ready, the Cross Bearer then leads the Offertory Procession down the main aisle to the Altar. At the Altar, the Cross Bearer simply proceeds to the left and returns the Processional Cross to its stand, just as they did at the beginning of Mass for the Entrance Procession. The Cross Bearer then stands by the Credence Table and will assist the other Servers as they serve during the Offertory. The Cross Bearer remains at his chair throughout the Eucharistic Prayer. After the Our Father, when the other Servers go to kneel at the foot of the altar, the Cross Bearer will join them for the Sign of Peace, and will remain there with them to receive Holy Communion.

Just before the Cross Bearer leads the Offertory Procession down the aisle, the Priest and Servers will go to stand in front of the Altar facing the people, preparing to receive the gifts that are brought up by members of the congregation. Server #1 to the right and Server #2 to left of the

Priest, all three facing the Congregation, in the aisle in front of the Altar. As the people approach the Altar, they will hand the Priest the "Gifts"--the Wine and the Ciborium filled with Small Hosts, and the collection basket. Note: There may be more than one Ciborium. The Priest will hand the Ciborium and the Wine to the Servers. Then everyone bows to those who brought up the Offertory Gifts--follow the Priest's lead. Often the Usher will place the Collection Basket in front of the Altar, but the Servers should be prepared to do this also.

Next, the Priest and Servers return to the Sanctuary. The Priest will go and stand at his place at the Altar. Servers properly place the Ciborium and the Wine on the Altar (see diagram above). Together and as a team, both Servers then go to the Credence Table. Server #1 gets the Water Cruet from the Credence Table, removing the cruet stopper and leaving it on the Credence Table. As a team, both return to their place at the Altar (see diagram above). Make sure the loop of the Cruet is facing the Priest so that he may easily take it from the Server's hand. When the Priest is done with the Cruet, the Servers bow together to the Priest. The Priest bows in return at the same time. (The Servers honor the Priest this way, and the Priest likewise, honors the Servers for assisting him at Mass.) The Servers return to the Credence Table and Server #1 leaves the Water Cruet there if it is not used to wash the Priest's hands.

Next, Server #1 takes the Lavabo Bowl and the water cruet; and Server #2 takes the Hand Towel to the side of the Altar, standing in the same place as before (see diagram above). The alter server will pour water (a little) over the priest's fingers. Then the priest will dry his fingers with the towel and return it to the server. Once the Priest has finished with the Hand Towel, the Servers bow together to the Priest, the same as they did before with the Cruets. Next they place the Lavabo Bowl and Hand Towel back on the Credence Table and remain standing there with the Cross Bearer until the .. Holy... The "Holy" is the part of the Mass that begins the Eucharistic Prayer. It is usually sung. It begins with the words: "Holy, holy, holy...Hosanna in the Highest..." See the Order of Mass to become familiar with this part of the Mass.

Before the singing of the "Holy" Servers go to the aisle in front of the Altar and stand side by side facing the Altar--Server #1 is on the Pulpit side, Server #2 is to the right. As a team, they bow together in front of the Altar and then turn to separate. Server #1 goes beside the Ambo side; Server #2 goes to the opposite side beside the Bells. Servers remain standing until after the "Holy" then kneel on the steps when the congregation kneels. Server #2 will ring the Bells during the Eucharistic Prayer.

The Ringing of the Bells: The bells are rung in the middle of the Eucharistic Prayer first when the priest extends his hands over the offering and then right after the words of each consecration: "This is my Body..... and ,“ “This is the cup of my Blood.....” After the consecration, the Priest individually elevates the Host and Chalice. The bells are rung once at each elevation: first, when the Priest raises the Consecrated Host, and then a second ring when he raises the Chalice filled with the Consecrated Wine. The Priest will bow or genuflect after each consecration. Allow the sound of the bells to fade without interruption--do not immediately silence the bells after ringing them.

Stand and remain in place after the singing of the "Amen" at the end of the Eucharistic Prayer, and

through the "Our Father".

6. The Communion Rite: At the end of the "Our Father", while the congregation responds with: "For the Kingdom, ~~the Power, and the Glory are Yours, now and forever,~~" the Servers come together in front of the Altar and bow just as they did during the "Holy", and then return to their place at the Altar behind or next to the priest, the same place as the Offertory for the Cruets and the Washing of the Priest's hands. The Cross Bearer will join them, standing to the left of Server #2. The "Sign of Peace" follows the "Our Father". Exchange the "Sign of Peace" with the Priest and remain in place beside him. Do not leave the Altar.

After the priest receives from the chalice, the Eucharistic Ministers will come to the sanctuary and stand in a row behind the priest. The celebrant himself personally will give communion to each of the Eucharistic Ministers first and then will give communion to the servers who will line up first in line with the people.

After receiving Holy Communion, Servers return to their chairs, and sit down. Server #2 first brings the sacramentary to the chair beside the priest or prepares to hold the sacramentary during the closing prayers. (For the moment, the servers will leave the Roman Missal on the altar, and not hold it or bring it to the chair unless an individual priest requests it.) Remember to remain silent after receiving Holy Communion. Be prayerful. Do not begin a conversation with the other Server or become twitchy and distracting.

7. After Communion and the End of Mass: Once the Priest finishes distributing Holy Communion, he will return to the Altar. The priests and the Eucharistic ministers will return all the sacred vessels to the credence table and will return to their places. The Priest or Deacon only will purify the Chalices and Ciborium at the credence table. Server #1 returns to his/her chair and is seated.

When the Priest says "Let us pray" the Servers stand with the Priest and Congregation for the "Closing Prayer. After the "Closing Prayer", some announcements will be made. Depending on the Priest, the Congregation may be seated. Note: Sometimes the Roman Missal will be needed for the Final Blessing as well; usually during the Christmas and Easter Seasons.

Next, the Servers stand ~~With the priest and congregations for the final blessing.~~. Remain standing at your chairs during the Closing Hymn. Towards the end of the hymn, the Priest will go to reverence (kiss) the Altar. At the same time, the Cross Bearer will get the Processional Cross and both servers will go to stand in the aisle in front of the Altar, facing the Sanctuary with the Priest. Server #1 is on the Pulpit side (left of the Priest), Server #2 on the opposite side, the Priest is in the middle, and the Cross Bearer is directly behind the Priest (see diagram below). On the Priest's command, Servers #1 and #2 will bow with the Priest. The Cross Bearer never bows while he carries the cross.

Everyone turns around and processes out of the church in triangle you used for the Entrance Procession. The Cross Bearer must return the Processional Cross to its proper location after Mass. Please hang up your server's robe neatly in the Sacristy. If you see a server's vestment or robe on the floor, even if it not yours please hang it up. Volunteers clean the Server's robes. Help make this job easier for them.

#### 8. A Quick Review of Server Responsibilities:

##### Cross Bearer:

- The Cross Bearer is usually the Server with the most experience, the most senior, and is the most familiar with the Altar Server Manual. He or she IS RESPONSIBLE TO HELP TRAIN THE YOUNGER ALTAR SERVERS!
- Leads the Entrance, Offertory, and Closing Processions, while carrying the Processional Cross.
- Assists and supervises Servers #1 and #2 at the Credence Table, assuring they are working as a Team, setting up and clearing the Altar properly, and serving the Priest correctly.

##### Server #1:

- Works the Priest's Chalice
- Pulpit side during Processions and the Eucharistic Prayer
- Water Cruet during the Offertory
- Holds Lavabo Bowl during the Offertory

##### Server #2:

- Works the ROMAN MISSAL (when we reintroduce this)
- Opposite of Pulpit side during Processions and Eucharistic Prayer
- Holds the Hand Towel during the Offertory
- Wine Cruet during the Offertory
- Rings the Bells

#### 9. Some Final Points:

--If you make a mistake: Don't worry about it. It takes time and experience to get proficient at serving. The Priest and Congregation know this. Still, the Priests need good, reliable, Servers. In

order to be a good Server you must study this Manual and review it regularly, until you are very comfortable with the Order of Mass and Serving. It might seem like a lot to learn, but the more you serve, the better you will get, and the easier and more enjoyable it will become.

--Servers must be very careful with all the items used for Mass. These are considered sacred because they are used for a holy purpose. They are also very expensive. Special care must be given to the Processional Cross. Please use the stands for the Processional Crosses when they are not in use. Do not lean the Processional Cross against the wall where it can fall and break.

-- If you have to go to the bathroom during Mass, tell the other Server or the Priest that you have to go to the bathroom. Then, get up from where you are, and gracefully exit the Chapel. Return to where you need to be when you are done. Do the same thing if you feel dizzy or sick. Just be sure to go outside and get some fresh air if you feel dizzy or sick. Remember that this is a VERY rare occurrence and you should prepare yourself before Mass to remain on the altar.

--Proper clothing for Mass is important. Please do not wear flip-flops. Servers should always wear shoes so they don't trip and fall. Additionally, even though you are wearing a server's robe, please wear nice clothes for the Mass. How you dress for these special occasions demonstrates how important you consider Christ and his Mass to be.

--Unless it is a Special Mass (i.e. Christmas, Easter, Confirmation), we will not use a fourth Server. Too many Servers crowd the Sanctuary and complicate serving.

--Finally, always remember that serving will help you become closer to Jesus. It is pleasing to God that you volunteer for this ministry. You should know, in a special way, Our Savior will reward you for your time, effort, and commitment to service at this powerful and wonderful mystery of the Last Supper: the Holy Sacrifice of the Mass.

#### 10. The Order of Mass: Important Note:

- All the Responses the Faithful say are in "bold" print.
- The Priest's parts are in "normal" print.
- Commentary is in "italic" print.

It is very important for Altar Servers to say the Prayers of the Mass with the Congregation and with the Priest. Servers do not serve in silence. "The Order of Mass" will help you learn and become familiar with the Prayers of the Mass. It is recommended that Servers memorize these prayers. It is easier to serve if they do. The Server is helping the Priest to lead the Congregation in Prayer. This is why it is so important to know the prayers. An Altar Server's additional responsibility is to help set the example for proper and complete participation in the Mass, especially for other young members of the Congregation.

Introductory Rites:

## Entrance Procession

The Faithful stand and sing the Entrance Hymn.

## Greeting and Introduction to the Mass

In the Name of the Father and of the Son and of the Holy Spirit.

The Faithful make the Sign of the Cross with the Priest and respond: Amen.

A. The grace of our Lord Jesus Christ, the love of God, and the fellowship of the Holy Spirit be with you all.

B. The grace and peace of God our Father, and the Lord Jesus Christ be with you.

C. The Lord be with you.

The response to the Greeting is: And with your spirit.

The Priest may say a few words about the Mass of the Day.

## Penitential Rite

The Priest invites the Faithful to call to mind their sins and ask God for forgiveness.

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; through my fault, through my fault, through my most grievous fault; (strike your breast) 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.

PRIEST: May Almighty God have mercy on us, forgive us our sins, and bring us to everlasting life. PEOPLE: Amen.

- Lord, have mercy. Lord, have mercy.
  - Christ, have mercy. Christ, have mercy.
  - Lord, have mercy. Lord, have mercy. Shorter Forms of the Penitential Rite exist.
- The Priest may use one of these instead of the above prayer.

## The Gloria

(Omitted during Advent and Lent)

Glory to God in the Highest and on earth peace to people of good will. We praise you, we bless you, we adore you, we glorify you, we give you thanks for your great glory. Lord God, heavenly

king, O God, almighty father. Lord Jesus Christ, Only begotten son, 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.

### Opening Prayer

Let us pray.

The Priest then says the Opening Prayer from the Mass of the Day, ending with:

...One God, forever and ever. Amen.

The Faithful are seated after the Opening Prayer.

### The Liturgy of the Word

One or two of the Faithful will usually lead the Readings.

- First Reading; ends with: The Word of the Lord. Thanks be to God.
- Psalm Response: Response of the Day is sung with the Cantor.
- Second Reading; ends with: The Word of the Lord. Thanks be to God.
- Gospel Reading; The Faithful stand and sing the Alleluia.

The Gospel Acclamation is read or sung and the Faithful respond singing the Alleluia. (During Lent, the Alleluia is changed to a Lenten Gospel Acclamation. The "Alleluia" returns at Easter.)

The Priest begins with:

The Lord be with you. And with your spirit.

A reading from the Holy Gospel according to:

(Gospel of the Day- Mathew, Mark, Luke or John). Using the right thumb, the Faithful join the Priest in making a small cross on their forehead\_ then on their lips, and lastly over their heart while saying:

Glory to you, O Lord. The Gospel ends with:

The Gospel of the Lord. Praise to you, Lord Jesus Christ.

Homily (or Sermon)

The Faithful are seated and the Priest gives a short mediation on the Scripture Readings.

The Profession of Faith (Nicene Creed)

The Faithful stand:

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: (We bow slightly at this point in the Creed) by the Holy Spirit was incarnate of the Virgin Mary, and became man.

(Here we end the slight bow and return to standing a right)

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 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.

Prayers of the Faithful

Each Petition concludes with: Let us pray to the Lord: Lord, hear our prayer .

The Petitions close with a prayer ending with:

We ask this through Christ our Lord. Amen.

The Liturgy of the Eucharist



The Offertory (Preparation of the Gifts)

The Faithful are seated.

The collection is taken up at this time, and is brought up to the Altar in the Offertory Procession. The Priest offers the bread, closing with:

It will become for us the Bread of Life. Blessed be God forever.

He offers the wine after adding water and saying a quiet prayer, closing with:

It will become our Spiritual Drink. Blessed be God forever.

The Priest then says two more quiet prayers, one asking God to receive the Gifts of Bread and Wine, the other for purity as he washes his hands. He then invites the Faithful to prayer:

Pray, my brothers and sisters, that our sacrifice may be acceptable to God, the almighty Father. May the Lord accept the sacrifice at your hands for the praise and glory of his name, for our good, and the good of all his faithful Church.

The Faithful stand

The Priest then says a prayer over the Gifts of Bread and Wine ending with:

We ask this in the name of Jesus the Lord. Amen.

The Preface

The Lord be with you. And with your spirit.

Lift up your hearts. We lift them up to the Lord.

Let us give thanks to the Lord our God. It is right and just.

The Priest reads the Preface and concludes by joining the Faithful in the Holy:

Holy, holy, holy Lord, God of hosts, 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.

Eucharistic Prayer

The Faithful kneel. The Priest reverently reads the Eucharistic Prayer. After the consecration of

the Bread and Wine into the Body and Blood of Christ, the Priest leads the Faithful in the Memorial Acclamation. There are four options, each preceded with:

Let us proclaim the mystery of faith.

The Priest ends the Eucharistic Prayer with:

Through him, with him, in him, in the unity of the Holy Spirit, all glory and honor is yours, almighty Father, forever and ever. Amen. The Faithful stand after the "Amen"

### The Communion Rite

The Priest introduces 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 Priest continues:

Deliver us, Lord, from every evil, and grant us peace in our day. In your mercy keep us free from sin and protect us from all anxiety as we wait in joyful hope for the coming of our Savior, Jesus Christ. For the kingdom, the power, and the glory are yours, now and forever.

### The Sign of Peace

Lord Jesus Christ, you said to your apostles: I leave you peace, my peace I give you. Look not on our sins, but on the faith of your Church, and grant us the peace and unity of your kingdom where you live for ever and ever. Amen.

The peace of the Lord be with you always.

And also with you. Let us offer each other the sign of peace. The Faithful exchange a handshake or bow to each other as a sign of peace, and say: Peace be with you.

### 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 Faithful kneel. The Priest then says two quiet prayers. The first prayer is said while placing a small part of the Consecrated Host into the Chalice with the Consecrated Wine. He then says a private prayer in preparation for his own reception of Holy Communion. He shows the Consecrated Host to the Faithful as: "...the Lamb of God who takes away the sins of the world..." and joins the Faithful in saying: Lord, I am not worthy to receive you, but only say the word and I shall be healed.

The Priest continues with two quiet prayers: one before he receives the Body of Christ, the other before he drinks the Precious Blood from the Chalice. He then distributes Holy Communion to the Altar Servers, Eucharistic Ministers, Choir, and then to the Congregation, saying:

The Body of Christ. Amen. The Blood of Christ. Amen.

The Faithful may sit or kneel after receiving Holy Communion. Note: Holy Communion may not always include the distribution of the Precious Blood from the Chalice. The Faithful are reminded that they completely participate in Holy Communion if they receive the Host only. Distribution of the Chalice may be omitted for various reasons, and at such times the Priest consumes the Precious Blood on behalf of the Faithful.

Closing Prayer

Let us pray. The Faithful stand

The Closing Prayer ends with: ...through Christ our Lord. Amen.

Announcements:

Any announcements for the Faithful are made at this time.

## Final Blessing and Dismissal

The Faithful stand The Lord be with you. And with your spirit

May almighty God bless you: the Father, the Son, and the Holy Spirit.

The Faithful make the Sign of the Cross during the blessing by the Priest and respond: Amen.

The Mass is ended, go in peace to love and serve the Lord. Thanks be to God.

A Closing Hymn follows the Dismissal and the Priest and Servers depart in a Closing

Procession.

Altar Server Prayers for Before and After Holy Mass: Altar Servers should prepare themselves for participation in the Mass with the following prayers, and likewise take a moment after Mass to say their prayers of thanksgiving.

### Prayers before Holy Mass (Preparation) Act of Faith

Lord Jesus Christ, I firmly believe that you are present in the Blessed Sacrament as true God and True Man, with your Body and Blood, Soul and Divinity. My Redeemer and my Judge, I adore your Divine Majesty together with the angels and saints. I believe, O Lord; increase my faith. Amen.

### Act of Hope

Good Jesus, in you alone I place all my hope. You are my salvation and my strength, the Source of all good. Through your mercy, through your Passion and Death, I hope to obtain the pardon of my sins, the grace of final perseverance and a happy eternity. Amen.

### Act of Love

Jesus, my God, I love you with my whole heart and above all things, because you are the one supreme Good and an infinitely perfect Being. You have given your life for me, a poor sinner, and in your mercy you have even offered yourself as food for my soul. My God, I love you. In flame my heart so that I may love you more. Amen.

### Act of Contrition

O my God, I am heartily sorry for having offended Thee, and I detest all my sins because I fear the loss of Heaven and the pains of Hell, but most of all because my sins offend Thee, my God, who are all good and deserving of all my love. I firmly resolve, with the help of Thy grace, to confess my sins, amend my life and do penance. Amen.

Prayers After Holy Mass (Thanksgiving) Prayer to Saint Michael the Archangel

Saint Michael the Archangel, defend us in the day of battle. Be our protection against the wickedness and snares of the Devil. May God rebuke him, we humbly pray, and do thou, O Prince of the Heavenly Hosts, by the Divine Power, cast into Hell, Satan and all evil spirits who go about the world seeking the ruin of souls. Amen.

Hail Mary

Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.

The Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. Amen.

