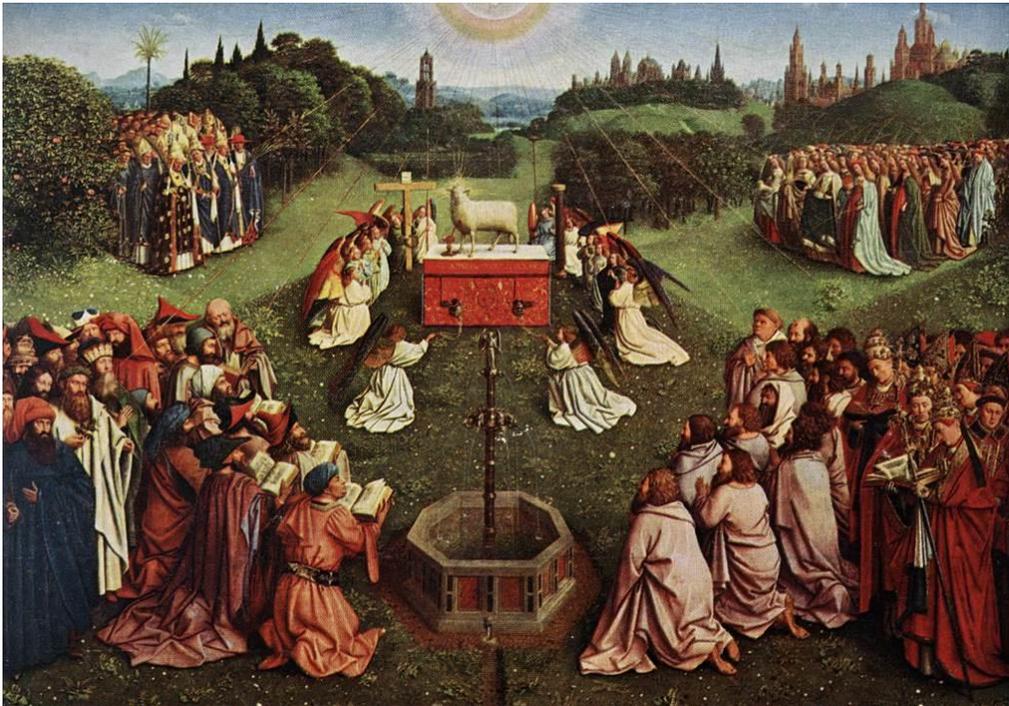


NEIGHBORS NORTH CATHOLIC COMMUNITY

ALTAR SERVER MANUAL

(Last revised October 2019, David Dashiell)

“Whoever serves, let it be with the strength that God supplies, so that in all things God may be glorified through Jesus Christ, to whom belong glory and dominion forever and ever.” 1 Peter 4:11



Altar Servers serve at the holy altar of our Lord and Savior, Jesus Christ. We aim to serve God out of love, dutifully and devotedly carrying out the work of our ministry. We are there to provide for the needs of the priests and deacons involved in the Mass and to make sure that the Sacrifice is carried out with the proper solemnity and care. In our postures, movements, and actions, we set an example for the whole congregation to follow.

To serve at the altar is a great honor. In recognition of this amazing task, we strive to serve reverently, focused on the mystery before us. This reverence is both interior and exterior, and it is the difference between glorifying God and turning people away from Him. We can only do this by exercising our ministry in prayer, with the hearts of servants.

In the Eucharist, the all-powerful God is coming to us in a vulnerable way. He gives us His Body, Blood, Soul, and Divinity, calling us to adore Him. While serving, we have the privilege of being very close to Him. This draws us to serve humbly, patiently, and with purity of heart, never losing sight of Who it is that we serve.

The Basics

Prayers

- **Know the prayers of the Mass.** Take the time to memorize the main prayers in the Mass. You do not have to be loud, but you are expected to pray these at the right times. Please sing the hymns you know as well.

***Confiteor**

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 in what I have failed to do,
(at each "through my fault," strike your breast lightly with your right fist – three times total)
 through my fault, through my fault, through my most grievous fault.
 Therefore I ask the Blessed Mary ever-virgin,
 all the angels and saints,
 and you, my brothers and sisters,
 to pray for me to the Lord our God.

***Gloria**

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.

***Niceno-Constantinopolitan Creed**

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,
(bow from here to "and became man")
 and by the Holy Spirit was incarnate of the Virgin Mary and became man.
 For our sake He was crucified under Pontius Pilate.
 He suffered death and was buried, and rose again on the third day
 in accordance with the Scriptures.
 He ascended into heaven and is seated at the right hand 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.

***Response to "Pray, brothers and sisters..."**

May the Lord accept this sacrifice at your hands
 for the praise and glory of His name,
 for our good and the good of all His holy Church.

***Sanctus**

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.

***Memorial Acclamations**

A: We proclaim Your death, O Lord, and profess your resurrection, until You come again.
 B: When we eat this bread and drink this cup, we proclaim your death, O Lord, until you come again.
 C: Save us, savior of the world, for by Your cross and resurrection You have set us free.

***Agnus Dei**

Lamb of God, You take away the sins of the world, have mercy on us (x2)
 Lamb of God, You take away the sins of the world, grant us peace.

***Domine, non sum dignus**

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

Posture

- Posture is very important for altar servers. Because we are in the sanctuary, most people can see us. We set the tone by our body language and posture. Remember to stand up straight.
- Hands
 - ***When standing or kneeling:** keep your hands folded at all times. Your hands should be sideways, palms touching each other, and your fingers should be relaxed but extended, as if you were frozen in the middle of clapping. One thumb should be crossed over the other. Rest your hands against your body at about chest level and keep them there, even while you are walking.
 - ***When sitting:** your hands should be resting on your legs, palms down, one hand on each leg.
- Resting
 - *Altar serving can be tiring and requires a lot of patience. Whether you are sitting or standing, remember that others can see you. **Sit up straight**, and resist the urge to talk, shake or cross your legs, yawn, or fidget. If you need to yawn, cover your mouth with your hand before you start.
- Movement
 - ***Walk at a normal pace.** Not too fast, not too slow. You want to avoid looking like a sprinter on the one hand and a casual mall-goer on the other.
 - ***Move with the other servers.** If two of you are approaching the altar, walk side-by-side.
 - ***Sit, stand, and kneel with the other servers.** This means if one or more servers are not at their seats, all servers should wait to sit down. The Main Server sits and stands with the clergy.
 - *Do not approach the altar between the Sanctus (Holy, Holy, Holy) and Communion.
 - *Do not take anything off of the altar after Communion until the Blessed Sacrament has been returned to the tabernacle, unless directed to do so by a priest or deacon.
 - ***Watch your alb.** Even if your alb fits well, it can be easy for it to get bunched up when you sit and kneel. When you kneel, reach back with one hand to adjust your alb after you get to the ground. Pull the alb past your foot so that the bottoms of your shoes are uncovered. This lets you stand up again without stepping on your alb. Remember, people can see you, so be careful and discrete.
 - ***Face the action.** When the Priest is leading the congregation in prayer or when someone is reading from the ambo, make sure that you are facing them and paying attention.

- Bowing and genuflecting

*As ministers, we are leaders performing our work in view of the entire congregation. As leaders, we ought to model the Church's teaching. The Church has guidelines for when to sit, stand, kneel, genuflect, and bow during Mass:

- **Bow from the waist** whenever you pass by the altar. This is called a **profound bow**. The altar is the place of sacrifice, where Christ is truly made present under the species of bread and wine, and it is the focal point of the liturgy.
- **Genuflect on you right knee** whenever approaching the tabernacle or passing by it. It holds the Lord.
- **During Mass**, the altar takes precedence over the tabernacle, because the sacrifice of Christ is happening in real time. Therefore, if the tabernacle and altar are in the same area, you should bow towards the altar when you pass by **instead of** genuflecting towards the tabernacle.
- **Outside of Mass**, Christ present in the tabernacle takes precedence over the altar, since the sacrifice is not going on at the moment. Therefore, if both are in the same area, you should genuflect towards the tabernacle when you pass by **instead of** bowing towards the altar.
- **During Mass or not**, genuflect when approaching the tabernacle to retrieve the Lord.

*The Church asks us to kneel after the Lamb of God out of profound respect for Our Lord, present in the Holy Eucharist. However, many ministers in our grouping are not physically able to kneel. This means that we will remain standing at this time.

*If you believe another minister needs correction on this or on any other matter, please bring it to the attention of the clergy or staff and **let them correct the minister. Do not approach them yourself.**

***If you are carrying something**, stop moving when passing by the altar or tabernacle and bow your head instead of bowing from the waist or genuflecting. Avoid bowing so quickly that you look like you just tripped over something.

***Approach the altar from the side but a bit behind it**, where the Priest stands, not directly on the side where the candles are.

***Bow from the waist** whenever you are about to leave the altar (after taking something from it or giving something to the Priest or deacon), and then turn around to leave. **If you have something in your hand, bow your head instead.**

***Bow your head** at the names of Jesus, Mary, "The Father, the Son, and the Holy Spirit," and whatever saint is being celebrated that day. For example, whenever the Priest says "John" on the Feast of Saint John the Apostle.

***Bow your head** at the Epiclesis (when the Priest puts his hands over the bread and wine and calls down the Holy Spirit upon them) and the Words of Institution (Jesus' words at the Last Supper).

Handling Vessels

- Presider's chalice

***Always carry the presider's (main) chalice on its own, using two hands**, one around the stem/node and the other one over the top.

- Carrying other objects

***When holding an object besides the main chalice**, hold it in your right hand and put your left hand on your chest.

***If you are holding two objects and you give one to the Priest**, move the other one to your right hand and put your left hand on your chest.

***Never carry more than two objects at a time**, one in each hand. It is always better to make multiple trips instead of trying to carry too much and speed things up. Never carry anything under your arm.

***Hold cruets with the handle side outward** so that the Priest can take them easily.

- Placing things on/taking things off the altar

***A deacon or priest will always set the altar.** When the deacon is present, it is his prerogative to set the altar. When it is just one priest, he will set the altar. Always hand and receive things to/from a deacon first if there is one.

***Do not place things on the altar or take them off unless told to by a priest or deacon.** You know that they want you to take an object off the altar if they move it to the corner of the altar. If there is no deacon and you are setting the altar yourself, you do not need to wait for a priest.

***Use the tray outside of Mass only.** You will be taking the vessels to and from the sanctuary on the tray, but when you take them to and from the altar, do not use the tray. Simply take the objects individually and use the tray again once Mass is over.

- Wine

***Do not drink the unconsecrated wine.** It goes without saying, but the wine used for Mass is real alcoholic wine that becomes the Blood of our Lord Jesus. There are cameras in the churches, so we will be able to tell if you sneak back and drink some wine. It has been done before.

Preferences

Different priests have different preferences. There is a sheet in the sacristy, "Priest Presider Preferences," that lists these. You won't have to worry about whether a priest prefers something. **If a priest prefers a chalice veil, bells, or a book stand, the sacristan will put them in the sanctuary.**

Roles

- Crucifer/Book-bearer

***Your role: crucifer.** As crucifer, or cross-bearer, you carry the Processional Cross during the opening procession and the recessional. You also go back to lead the gift procession on Sundays.

***Your role: book bearer.** As book bearer, you hold the Missal for the Priest. Make sure you stay a bit to the side so that he can see the congregation, but stand close enough so that he can read it.

***Processions.** Keep the pace reasonable. Hold the crucifix high enough to be visible, but not so high that it is distracting. Bow your head at the foot of the altar (not your waist), then go up to the sanctuary and place the Cross into the stand.

***Check with the Celebrant at what point he would like the Missal** at the beginning of Mass. There is a sheet in the sacristy listing priests' preferences.

***Sit and stand on the clergy side, not the credence table side.** This will allow you to be close to the Processional Cross and close to the Priest.

***Lead the gift procession on Sundays.** If you go to the back and are waiting, do not rest the Cross on the ground. Instead rest it on your foot or hold it up as a sign of respect. Again, keep a good pace.

- Candle-bearer one (CB1)

***Your role.** Candle-bearers carry the candles in the opening procession, in the Gospel procession, and in the recessional on Sundays and special feast days. You help with the gifts and setting the altar.

***Handling candles.** If you think a candle will be too heavy for you, say so and another server can take over for you. When you take candles out of their stands or put them back in, do it from the side, facing candle-bearer two (CB2). That way, you can put them down and take them out together.

***Processions.** There will be one candle-bearer on either side of the crucifer. You are on the left side. Stay next to the crucifer but a few steps behind him, so that you can see his shoes. Keep your candle at the same height as candle-bearer two. Bow your head with the crucifer when the three of you reach the altar and before you turn around to leave during the recessional.

***Sit on the credence table side, across from the main server.** This keeps you close to the vessels.

***Gospel procession.** When the Priest or deacon goes to the altar for the Gospel, you will go and get your candle at the same time as CB2. You will lead the procession, wait at the ambo during the Gospel, and then put your candles back (details later).

***Help the deacon or Priest set the altar.** You will bring the presider's chalice to the altar, and then CB2 will come and help you with the rest.

***Help the Priest with the gifts.** When the crucifer comes back with the gift-bearers, take the gifts as the Priest hands them to you. Go to the altar and hand them to either the Priest or deacon.

***Assist the clergy during Preparation.** After taking up the gifts, you and CB2 will bring the water and wine to the deacon or Priest and then help the Priest wash his hands.

- Candle-bearer two (CB2)

***Your role.** Candle-bearers carry the candles in the opening procession, in the Gospel procession, and in the recessional on Sundays and special feast days. You help with the gifts and setting the altar.

***Bells.** As CB2, you will be ringing the bells for the Priests that prefer to use them.

***Handling candles.** If you think a candle will be too heavy for you, say so and another server can take over for you. When you take candles out of their stands or put them back in, do it from the side, facing CB1. That way, you can put them down and take them out together.

***Processions.** There will be one candle-bearer on either side of the crucifer. You are on the right side. Stay next to the crucifer but a few steps behind him, so that you can see his shoes. Keep your candle at the same height as CB1. Bow your head with the crucifer when the three of you reach the altar and before you turn around to leave during the recessional.

***Sit to the right of the crucifer/book-bearer on the clergy side, closest to the altar.** This keeps you close to your candle.

***Gospel procession.** When the Priest or deacon goes to the altar for the Gospel, you will let him pass you and then get your candle at the same time as CB1. You will lead the procession, wait at the ambo during the Gospel, and then put your candles back (details later).

***Help the deacon or Priest set the altar.** As soon as the Universal Prayer ends, you will go to the credence table and help CB1 get vessels for the deacon or Priest.

***Help the Priest with the gifts.** When the crucifer comes back with the gift-bearers, take the gifts as the Priest hands them to you. Go to the altar and hand them to either the Priest or deacon.

***Assist the clergy during Preparation.** After taking up the gifts, you and CB1 will bring the water and wine to the deacon or Priest and then help the Priest wash his hands.

- Thurifer

***Your role.** The thurifer handles the thurible, charcoal, lighter, and incense. Whenever there is incense involved at Mass, you will be the one using the thurible.

***Sit to the right of CB1, on the credence table side.** This is closest to the incense room.

***Make sure you have everything you need well before Mass begins.** This means a stand, incense, a thurible, an aluminum bucket for ashes, extra charcoal, an extra lighter, and tongs.

***Light the charcoal 10 minutes before Mass starts.** This lets the charcoal get hot enough to melt the incense for the entrance procession.

***Be prepared for unexpected situations.** The thurible may get too hot or get stuck, and the coals might go out. To prevent this, when hanging the thurible on the stand for an extended period of time, lift the lid away from the base so that it does not overheat or become stuck.

- Number of servers

You will not always have four servers. For example, most Masses do not have incense, so you will not have a thurifer. Weekday Masses do not use candle-bearers unless it is a special feast day. They usually have two servers. Based on how many altar servers are assigned and how many show up, the roles change.

Four servers: Thurifer, crucifer/book-bearer, CB1, CB2 (nothing changes)

Three servers:

Without incense: crucifer/book-bearer, CB1, CB2

With incense: thurifer, crucifer/book-bearer, and one candle-bearer. The candle-bearer processes in and out behind the crucifer without carrying anything. He sits where CB1 would sit, but does everything that both CBs would do. The crucifer/main helps with water and wine and with washing hands when he comes back from the gift procession.

Two servers: Crucifer/book-bearer and one CB. Do not use incense with two.

One server: The altar server does the best he can to do every role. Process in and out with the Cross, do not use candles, and do not use incense.

A Regular Sunday Mass: Three Servers

Most Sunday and vigil Masses will have three servers and no incense. Some special Masses have more.

† *Before Mass*

1. Arrive 20 minutes early.
2. Get vested: alb and cincture.
3. Light the candles and bring the vessels to the credence table at least five minutes before Mass.
4. Bring the books and binders to their proper places once clergy and lectors are done with them.
5. Books and binders: Missal and deacon binder. Someone else will get the other books and binders.
6. Use the tray to bring the vessels over, but do not use it during Mass.
7. Line up for the opening procession five minutes before Mass starts.

† *Opening Procession*

1. Line up starting at the last pew in this order: crucifer/book-bearer and CB1 + CB2. The Priest will line you up if you forget how.
2. The Priest will tell you when to begin moving. Move as one unit.
3. When you reach the first step, do a head bow to the altar.
4. After reverencing the altar, move to your places.
 - Crucifer/book-bearer:** go directly to the stand and place the Cross in it, then go to your seat and pick up the Missal when the Priest wants it.
 - Candle-bearers:** let the crucifer pass in front of you. Place the candles in their places at the same time, facing each other. Then turn and go to your seats.

† *Introductory Rites*

1. **Crucifer/book-bearer:** hold the Missal for the Priest.
 - If there is a deacon, go to him first to open the Missal.
 - Let him open the Missal, then move your hand to the bottom and stand slightly off to the side so the Priest can see the people.
 - Usually he will not need it until the Collect (“let us pray”).
 - The Priest may want you to hold the binder for the Penitential Rite or the Gloria, so be ready if he signals to you that he wants the Missal.
 - Let the Priest or deacon close the Missal, bow, and then return to your seat.
2. **All servers:** Sit down at the same time, after the Collect.

† *Liturgy of the Word*

1. **All servers:** Sit quietly with your hands resting on your legs.
2. **Candle-bearers:** When the Priest or deacon moves toward the altar for the Gospel, go to your candles from the side and face each other.
 - Pick up your candles at the same time.
 - Stay there until the Priest or deacon turns** towards the ambo after picking up the Book of the Gospels.
 - CB2:** when he turns, walk past the Priest or deacon and join CB1 at his right side.
 - Go down the steps, carefully walking side by side.
 - Turn as you walk to the bottom of the steps so that CB1 stays on the left and CB2 stays on the right. Stop at the bottom, in front of the ambo.
 - Turn and face the Priest or deacon as he proclaims the Gospel.
 - Stand there until the end of the Gospel, then put your candles back at the same time.
 - CB1:** lead CB2 around the side of the sanctuary towards the back and go to your candle stand. Wait for CB2 to get to his candle stand, then put your candles back at the same time, facing each other. **If there is a back ramp, use that to go back.**
3. **Crucifer/book-bearer:** Hold the binder for the Priest during the Creed and/or the General Intercessions, if he wants you to.

† *Preparation*

1. Do not sit down after the Universal Prayer!
2. **Crucifer/book-bearer:** As soon as the Universal Prayer is over, get the Missal.
 - Put the book on the book stand (CB2 will get it) or straight onto the altar if the Priest prefers it, then go to get your Cross.
 - Come down the front steps, between the clergy chairs and the altar, and go down the center aisle with the Cross.
 - Go down the main aisle for the procession, not the side aisle.**
 - Wait there with the Cross (remember, don't put it on the ground!). While you are waiting, the deacon or Priest will be setting the altar with the candle-bearers.
 - As soon as the Priest gets up (if he is not setting the altar), start the procession. If he is setting the altar, start as soon as CB1 or 2 hands him the last vessel.** Lead the gift-bearers at a steady pace, but make sure you adjust it if they are slower.
 - Do a head bow at the altar, then go right to the Cross stand and put the Cross back.
 - Go to your seat and stand there with your hands folded.
 - You will be standing there until we go down the steps after the Orate Fratres ("Pray, brothers and sisters, that my sacrifice...")
3. **Candle-bearers:** begin taking the vessels over.
 - CB2** immediately takes the book stand to the altar when the Universal Prayer ends. The book stand goes on the left side of the altar, angled slightly towards the center. The crucifer/book-bearer will follow you with the Missal.
 - If the celebrant does not want a book stand, CB2 goes straight to the credence table to help CB1.** Remember to stop and bow from the waist at the center of the altar when you pass it.
 - CB1** immediately takes the presider's chalice to the altar for the deacon or Priest.
 - Both candle-bearers will bring vessels to the altar by hand.
 - Whenever you hand something to the Priest, or deacon, bow to the altar before returning to the credence table.
 - Take things in this order: presider's chalice by itself, other chalices, extra ciboria, pyxes with low-gluten hosts, and then purificators last.
 - Always hand things to the deacon if he is helping the Priest, and let him hand things to you.
 - Go down the steps with the clergy after everything is taken off of the credence table (except for pyxes for the sick – keep them on the table!).
 - CB2:** stay on the credence table side when you go down with CB1 for the gifts.

4. Receiving the Gifts (candle-bearers)

- Follow the Priest and deacon down the steps. Do not go before them!
- The clergy should be in the middle, and the two of you should be on the credence table side. Stand a bit behind them. **Remember, don't walk in front of the clergy!**
- If you receive bread, go to the closer side of the altar and wait for the Priest or deacon to take it.
- If you receive the wine or the water, go to the credence table and wait for the other candle-bearer.
- Walk side by side to the altar, **wine on the right** and water on the left.
- Remember to hold the cruets at the base, with the handle facing the Priest or deacon. Let him take the cruet from you.
- Once both of you receive your cruets back, bow together to the altar.
- Turn around towards each other and walk back to the credence table side by side.
- If you had the wine, put it back on the table and take the bowl and flagon of water. The bowl should be in your left hand and the water in your right.
- If you had the water, put it back and take the towel. It should be folded neatly and hanging over your folded hands.
- If you are not strong enough to carry both the water and the bowl, let the other server carry the bowl with both hands and put the towel over his left arm.
- After the Priest blesses the wine and bows to the altar, go to the him side by side. The water and the bowl should be on the right.
 - Gently pour the water over his hands into the bowl until he signals you to stop. Aim for the center of the bowl instead of focusing on his hands, and hold the bowl level. Let him take the towel and put it back over your hands, then bow together, turn around towards each other, and put everything back on the table.
 - Do not put the towel in the bowl! We do not want it to get wet.
- Once you put everything back, stand at your seats. CB2, remember to bow from the waist at the center of the altar when you pass it. You will be standing there until we go down the steps after the Orate Fratres (“Pray, brothers and sisters...”)

† *The Eucharistic Prayer*

1. **All servers:** as the Priest says “Pray, brothers and sisters, that my sacrifice...” go to the bottom step of the sanctuary, staying on your side of the altar and facing the altar. CB2 should be back on the clergy side at this point, not the credence table side.
 - Kneel on the step after the Sanctus (“Holy, holy, holy”) ends.
 - CB2:** take the bells with you, if you are using them.
 - Stand if you are not able to kneel.
 - You will be kneeling here until after the Doxology (“Through Him, with Him...”), and you will go back up the steps at the Sign of Peace.
2. **CB2 (if there are bells):**
 - Ring the bells at the epiclesis (when the Priest calls down the Holy Spirit).
 - Ring them **once**, right when the Priest puts his hands over the gifts.
 - Put the bells down gently and slowly, moving them straight down.
 - Ring the bells at each major elevation, when the Priest is holding up the Sacred Species (Host and Blood) after saying “Do this in memory of me.”
 - For the elevations, do three rings, at a good pace but not too quick.
 - Put the bells down gently and slowly, moving them straight down.
 - Remain kneeling when you ring the bells.

† *The Communion Rite*

1. Stand up with the congregation, after the Doxology (“Through Him, with Him, and in Him...”).
2. Keep your hands folded for the Our Father.
3. Go back up the steps at the Sign of Peace and exchange it with the people near you.
 - Make sure it is a handshake or a nod: **do not give high-fives as a sign of peace.**
4. **Stand in front of your seats for the Lamb of God.**
5. **Receiving Communion**
 - Once the Priest has received the Precious Blood and when he puts the chalice down, the extraordinary ministers (EMHCs) will start to come up and form an arc.
 - Wait for the EMHCs to come up, then join the end of their line on your side of the altar. CB1 stand closest to the congregation and the side wall on the credence table side. CB2 and the crucifer/book-bearer stand closest to the other side wall, on the clergy side. Crucifer/book-bearer is on the very end on that side.
 - If you do not want to receive Communion at all**, cross your arms in an “X” shape over your chest. The Priest or deacon will give you a blessing.
 - If you want to receive the Precious Blood**, stay in line after you receive the Precious Body and wait for a minister to come to you. If not, go back to your seat.
 - When you reach your seat, sit there.
6. **During Communion**
 - CB2 and crucifer/book-bearer:** when the people start coming up to receive Communion, stand up together.
 - Go up to the altar. CB2 should put the pall on the presider’s chalice (if uncovered) while the crucifer/book-bearer takes the Missal. CB2 comes back for the book stand. Remember to bow from the waist whenever you are about to leave the altar.
 - If there is no book stand**, the crucifer/book-bearer does everything himself.
 - Sit down at the same time after you are finished putting the Missal and stand back. **Wait for each other before you sit down.**
7. **After Communion**
 - CB2:** when the Priest starts to come back to the sanctuary, stand up at the same time as CB1 and go to the credence table, stopping to bow on your way there.
 - CB1:** when the Priest starts to come back, stand with CB2 and wait with the water.
 - Bring the water to the altar and let the Priest and deacon use the water to purify. Bow once you get the cruet back and put it back on the credence table.
 - Both CBs:** after CB1 comes back, as the Priest and deacon put things on the corner of the altar, go up and take them back to the credence table, one candle-bearer at a time. If the deacon wants to hand it to you, take it directly from him.
 - Remember to take only one object in each hand**, except for the presider’s chalice, which should be carried with two hands.
 - After you take each object from the side of the altar, bow to the altar before going back to the credence table.
 - Once you are finished, go back to your seats. CB2, remember to reverence the altar on your way to your seat. **Sit down at the same time as each other.**

† *The Concluding Rites*

1. Stand with the congregation when the Priest says "Let us pray."
2. **Crucifer/book-bearer:** Pick up the Missal as you stand up and bring it to the deacon.
 - Let the Priest open it if there is no deacon and pray the Prayer After Communion.
 - If there is no solemn blessing (longer blessing with three responses), he will close the Missal. Bow and then return to your seat for announcements and the final blessing.
 - If there is a solemn blessing, the Priest will have you come back with the Missal after the post-Communion announcements. Bow after he closes the Missal.

† *Recessional*

1. As soon as the clergy move, take your places for the recessional. **Do not move before that.**
2. **Candle-bearers:** go to your candles from the side and pick them up at the same time.
 - Follow the crucifer/book-bearer to the center aisle, meeting each other in the middle on the other side of the altar. You move in the same way as in the entrance procession: on either side of the crucifer but behind him.
 - Turn around together towards the center and face the altar once you get to the center aisle.
3. **Crucifer/book-bearer:** Pick up your Cross and lead the candle-bearers to the center aisle, about two pews in.
 - Turn around together and face the altar once you get there.
4. **Candle-bearers and Crucifer/book-bearer:** bow your head when the clergy genuflects.
5. **Main Server and Thurifer:** genuflect when the clergy genuflects.
6. Turn around and process out in the same way you processed in.

† *After Mass*

1. Return to the sacristy. If you are at Saint Athanasius or Saint Sebastian and the weather is nice, return to the sacristy by going outside. If not, go back through the church along the side wall.
2. Put your candle or your Processional Cross away.
3. Go to the sanctuary and extinguish the candles, and then get the vessels, books, and binders.
4. Use the tray to get the vessels.
5. Do not get the tabernacle key: the sacristan will do that.
6. **Be careful carrying the sacred vessels!**
7. De-vest (remove your albs and cinctures). **Do not de-vest until you are done taking things back to the sacristy and extinguishing the candles.**
8. If your alb is dirty or ripped, tell the sacristan.

A Regular Weekday Mass: Two Servers

Most weekday Masses will only have two altar servers. One server will be crucifer/book-bearer, and the other will be candle-bearer (but will not carry any candles). The crucifer/book-bearer rings the bells (if they are used), helps with water and wine, and helps with washing hands. Other than that, here are the differences with a weekday Mass:

- Come 15 minutes early.
- No candles used in processions.
- Process in from the side (straight from the sacristy except for Saint Teresa), not from the back.
- The crucifer goes first, then the other server in the procession.
- Servers stay at their seats for the Gospel Procession and the Gospel.
- Mass will be shorter: one less reading, no Creed or Gloria, less singing.

What if I get sick during Mass?

It is ok to step out if you're so sick that you can't make it through the Mass. You are a very important part of the Mass, but it can be done without altar servers. Don't feel bad if you have to tell the Priest that you aren't feeling good and leave.

What if a candle goes out during Mass?

Go to the sacristy, get a lighter or wick, and re-light it. There may be a lighter on the table in the sanctuary, too. Try not to do this during the Gospel or the Eucharistic Prayer. If it is after Communion, don't worry about it.

What if someone drops a Host or spills the Precious Blood?

The EMHCs already know what to do. Your job is to be vigilant, watching to see if they need help.

Liturgical Colors

White: Christmas, Easter, celebrations of Mary, feasts of Saints who were not martyrs, nuptial Masses.

Red: Palm Sunday, Good Friday, Pentecost, the Passion, feasts of Apostles, Evangelists (except John), and martyrs.

Green: Ordinary time

Violet: Advent and Lent, Days of Penance/Ember Days

Black: Masses for the Dead, The Passion in the Extraordinary Form

Rose: Third Sunday of Advent (Gaudete Sunday) and 4th Sunday of Lent (Laetare Sunday).

Gold (or other precious vestment): Special occasions, e.g. weddings.

Dress Code

Sundays and Feast Days

Sunday best (formal), clean and tidy

Weekdays

Business Casual (nice shirt/blouse/dress/pants/skirt), clean and tidy

- *Remember, the pattern on your shirt shows through your alb! Go for plain, solid-colored shirts.
- *Make sure your alb fits you well. If your alb is a little too short in the sacristy, it will look much shorter when you are up in the sanctuary and when you are kneeling!
- *You do not need to wear a tie, coat, or suit jacket, since you will not be wearing them under your alb. You may still wear other dress clothes, though.
- *Wear nice shoes with your alb, since this is the article of clothing most people notice. They should be a color that does not stand out too much. This means no shoes from sports games or flip-flops.

✚ Notes about this dress code:

- † It is the **clergy's** responsibility to enforce the dress code. They have expressed the desire not to allow a minister to serve if he/she is poorly dressed. Please understand that if a member of the clergy asks you not to serve because of improper dress, it has to do with respect for the Lord and not preference.
 - † The **purpose of a dress code** is twofold: reverence for God and consideration for our neighbor.
 - † We perform our ministries in the presence of Jesus Christ, King of the Universe. At Mass, He comes down from heaven with His angels and offers Himself for us once again on the altar of sacrifice. We should dress for this most special occasion, out of respect for God.
 - † Though we cannot control the actions or thoughts of others, we can control how we present ourselves. Part of this is done through our dress, in which we express our consideration for our neighbor through clothing that most easily directs the congregation to the liturgy. People come to Mass to worship God without distraction, so we should do everything we can to allow them to focus on Him and not us.
 - † This dress code is very general. We trust you to know what is too long, short, or inappropriate for Mass. A word of reminder that the sanctuary is raised higher than the rest of the church – people can see more.
 - † A good rule is that if you have any question about a certain article of clothing, there is a good chance you should not wear it while ministering. When in doubt, ask the priest.
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Liturgical Vocabulary List

Ablutions: Liturgical actions that consist in washing or purifying one's body-figuratively one's inner self. Ordinary and extraordinary ministers of the Eucharist do so following the distribution of the Precious Body.

Acolyte: The ministry of acolyte, according to canon law, is open to lay men who have reached a specified age, and there is an installation liturgy at which the candidate receives this non-ordained ministry. Practically speaking, this ministry is usually reserved to seminarians who are preparing for priesthood.

Alb: A full-length white linen garment which covers the entire body, usually gathered by a cincture, worn by the principal clergy over the cassock or habit at liturgical functions. It symbolizes purity and resembles the white robe with which Herod, in derision, ordered Christ to be covered. It is also worn by servers.

Altar: A table or structure used for offering sacrifice; the place for the central sacrifice of the Eucharist, attended by the faithful as the sacrificial meal consisting of their witness, readings, a homily, and prayer. It is the place where the sacrifice of Jesus is offered to the Father and made to us. The Lord's Table, where the Eucharist is celebrated. It is treated with reverence. Respect should be shown to it by bowing when passing in front of it. It is to be made of a solid material, such as marble if it is unmovable. If movable, wood would suffice. At all times, the altar should remain covered. The main altar should stand freely in the sanctuary - i.e., not against a wall.

Altar Cloth: The long cloth that covers the top of the altar and hangs over the ends.

Ambo: A wooden fixture resembling a podium used for reading the Scriptures, the Homily, and the intercessions.

Ambry: A special box where the holy oils are kept safe.

Amice: A short linen cloth, square or oblong in shape and, like the other priestly vestments, needing to be blessed before use. The purpose of this vestment, which is the first to be put on by the priest in vesting for the Mass, is to cover the shoulders, and originally also the head, of the wearer.

Baptismal Font: A water basin placed on a pedestal containing baptismal water for the administration of baptism.

Benediction: A service of special devotion to the Eucharist. This is different from Mass.

Boat: A small container that holds the incense. This is usually carried by the server in the right hand.

Bread: One of the accidents (elements) of the Eucharist; it is baked from pure wheat. Christ probably used unleavened (without yeast) bread, as was the customary offering at the Paschal meal. In the Catholic Church, leavened/unleavened bread is acceptable as long as they are made entirely of wheat flour. Unleavened is the most common in Western Churches.

Carafe/Flagon: The container holding unconsecrated wine for the procession of the gifts.

Cassock: A long robe that reaches from shoulders to ankles. It is usually black.

Chalice: A sacred vessel in which the Eucharistic wine is consecrated at Mass. It consists of three parts- cup, base, and knob or node separating the two. Chalices must be made of non-absorbent material such as metals and should be made of unbreakable material, not glass.

Chasuble: The sleeveless liturgical outer garment used primarily for the celebration of Mass. This garment is worn over the other vestments, such as the alb, amice, and stole. It is a distinct sign of the priestly office. Usually these garments are colorful and ornate. The color worn at Mass is dependent upon the liturgical day, i.e., feast/memorial/ordinary time, etc.

Ciborium/Ciboria: Sacred vessel which is covered and is used for the reservation of small hosts and distribution of Communion. According to the Conference of Bishops, this vessel should be made of durable material such as solid metal.

Cincture: A lengthy cord, usually of linen or hemp, tied at the waist to gather and confine the full, long flowing alb. It symbolizes chastity and is usually white or matches the liturgical color of the day/season.

Communion: An act by which the Victim offered to God, and accepted by Him, is consumed by the priest and the faithful, that they may unite themselves to God and receive His graces. Recipients of Communion should be free of all mortal sin, in recognition of and sorry for venial sins, have fasted for one hour prior to reception, and participate fully in the Eucharist.

Communion Station: An area designated for the reception of Communion by the faithful, consisting of the Precious Body alone or both the Precious Body and the Precious Blood.

Concelebration: The celebration of one Mass by multiple priests.

Consecration: Formalized action with Jesus' words of Institution of the Eucharist, repeated by the priest as the culminating moment of the Mass during which the substance of the bread and wine is changed into the Body and Blood of Christ. (Transubstantiation)

Cope: A long, semi-circular cloak, open in front and reaching down to the heels, fastened at the breast with a clasp, with a functional hood or a non-functional one, taking the form of a shield. This garment is never worn at Mass, but is used only in special processions, during Benediction, Vespers, and Holy Hours.

Corporal: A sacred cloth of white linen, at least 20" square, upon which the chalice, paten and ciboria are placed during Mass. It is folded in thirds each way to form nine squares. Any vessels that contain wine or hosts to be consecrated, and any vessels that contain the Blessed Sacrament must be placed on the corporal.

Credence Table: A movable table to the side of the altar upon which are placed the things needed for sacred functions, particularly the Mass, such as the chalice, cruets, basin, and finger towel.

Cruets/Bowl: Vessels or bottles, usually in the form of miniature jugs, having a handle and a beak, made of glass or metal, intended to contain the wine and water for Mass. Also refers to the containers that hold holy oils, and the vessels used for washing the priest's hands.

Dalmatic: A coat-like vestment worn by the deacon. It is usually open at the sides, but sometimes is not, looking like a chasuble with sleeves. It is the same color as the chasuble. A deacon may wear an alb and stole instead.

Elevation: After the Consecration, during the Eucharistic Sacrifice, the priest holds up the Host for the adoration of the faithful. The purpose of the elevations is to symbolize an offering to the Father and to exhibit the Precious Body and Blood for adoration.

Eucharist: Greek word for thanksgiving that is also the technical term for the Mass. The Eucharist is both Sacrament and Sacrifice. The sacrifice becomes visible in the sacrament.

Extraordinary Minister of Holy Communion (EMHC): The Extraordinary Minister of Holy Communion is an acolyte or other member of the Christian faithful deputed in accord with Church law. Unordained, therefore extraordinary, these persons are authorized to distribute Communion to safeguard its orderly and reverent reception.

Genuflection: The act whereby the right knee touches the ground near the left ankle in reverence or to show adoration/homage. Most appropriately done upon entering/exiting the Church where the Blessed Sacrament is present, at the consecration, before Communion, and when passing the Tabernacle.

Host: The round piece of bread made without yeast used for Mass. The celebrant uses a larger host so that everyone in the church will be able to see it.

Holy Oils: Used at the anointings during celebrations of certain Sacraments and at the consecration of persons and things, these oils are blessed by the bishop on Holy Thursday during the Chrism Mass. Usually olive oil is used, however other plant oils are acceptable. The holy oils are blessed during Holy Week by the Bishop and the priests of the diocese. One is called “Oil of the Sick” (OI), used for the sacrament called the Anointing of the Sick. Another is called “Oil of Catechumens” (OS), used in Baptisms. The last one is called “Chrism” (SC), used in Baptisms, Confirmations, and Holy Orders.

Humeral Veil: An oblong, rectangular cloth or vestment, usually very ornate, placed over the shoulders and clasped in front of the chest. It is used to cover the hands when touching or carrying the monstrance or other sacred vessels, especially during Benediction.

Icon: An image represented in an art form through sculpture or painting. They are intended to aid in devotion.

Incense: Grains or powder from aromatic resinous gums, burned during Church services, which release a fragrant odor. Incense creates a reverent and solemn atmosphere. Incensation shows deep reverence and homage to our Lord. The smoke rises and represents our prayers rising to God.

Intinction: One of the methods whereby Communion is received under both Species at the same time. Ordinary ministers of the Eucharist distribute. The faithful cannot “dip.” This is an attempt to prevent Precious Blood being spilled and/or the Precious Body being dropped.

Lavabo dish (ablution bowl): Small bowl of water used for purifying hands after the distribution of the Precious Body.

Lectionary: The liturgical book that holds the scriptural readings used during the Liturgy of the Word in Mass.

Liturgy: Public worship carried out by the People of God, the Mystical Body of Christ, the Church.

Liturgy of the Eucharist: Corresponds to the words and actions of Christ at the Last Supper, following the Liturgy of the Word and ending at the Concluding Rite. It includes 1) Preparation of Gifts, 2) the Prayer over the Offerings, 3) the Eucharistic Prayer, 4) the Communion Rite, 5) the Lord’s Prayer, 6) the Sign of Peace, 7) the Fraction Rite, and 8) Holy Communion.

Luna: Receptacle having the shape of a circle or semi-circle, which serves to hold the Host in an upright position in the monstrance. The primitive shape represents a crescent or growing moon. It is considered a sacred vessel.

Mass: The central act of worship in the Catholic Church. The Sacrifice of the Eucharist.

- Missal:** The volume of presidential prayers for the celebrant and for any rites connected with the Mass. This book is often held by the server at the beginning and end of Mass. It is placed on the altar for the Eucharistic Prayer and for the whole Mass if there is no server.
- Monstrance:** A sacred vessel designed to expose the consecrated Host to the faithful either for adoration in church or for carrying in procession.
- Ordinary Minister:** A cleric, that is to say a bishop, priest, or deacon.
- Pall:** A square of linen, stiffened with starch, cardboard, or plastic to prevent dirt or insects from falling into the chalice.
- Paschal Candle:** A large wax candle placed in a floor candlestick to symbolize the light of the Risen Christ. It is blessed at the Easter Vigil on Holy Saturday night. It stays in the sanctuary until the end of Pentecost and is lit during every ceremony. After Pentecost, it is placed near the baptismal font and used during Baptisms and funerals.
- Paten:** A round, thin, convex plate, of the same material as the chalice, large enough to extend over the lip of the chalice. The bread to be consecrated by the priest, usually a larger host, would be placed upon it.
- Processional Cross:** A portable crucifix, mounted on a staff, which is used in liturgical processions at the head of the vested members of the clergy.
- Purificator:** A small piece of white absorbent linen, approximately 8 x 16 inches, folded in three lengthwise, and marked with a Cross in the center. It is used to wipe the lip of the chalice after the reception of the Precious Blood and to dry the chalice after it is purified.
- Purify:** To clean the sacred vessels after being used for Holy Mass.
- Pyx:** Small watch-shaped receptacle used to carry Communion privately to the sick.
- Sacrarium:** A basin or sink, with a separate drain pipe directly to the earth for disposal of water used for a sacred purpose, i.e. purifying vessels and cloths after Communion.
- Sacristy:** The room in the church where the ministers prepare for Mass. Most of the objects used for Mass and other liturgical celebrations are kept in this room.
- Sanctuary:** The area around the altar, either raised or marked out by a change in flooring material.
- Sanctuary Lamp (light):** An oil lamp or wax candle that burns constantly near the tabernacle and/or wherever the Blessed Sacrament is reserved in churches or chapels. Most commonly represented by a red casing or container.
- Server:** A server prepares the altar and sacred vessels at the beginning of the Liturgy of the Eucharist and assists the celebrant and deacon at Mass and other liturgical functions.
- Species:** A Latin term, meaning external appearances, that identifies the accidents, that is, the weight, taste, color, size, odor, resistance, of the bread and wine which at the time of Consecration remain when the substance is transfigured into the Body and Blood of Christ.

Stole: A liturgical vestment consisting of a long, narrow band of material several inches wide, worn around the neck by priests and bishops, from the left shoulder like a sash by deacons. It is a mark of authority that the bishops, priests, and deacons wear in the exercise of these liturgical functions. It is a symbol of the Sacrament of Holy Orders. It is usually the color of the Church season, or special day.

Tabernacle: The shrine or receptacle that serves as a place for the exclusive reservation of the Blessed Sacrament. Many churches have a special chapel or shrine on the side for a tabernacle. A person should genuflect when passing in front of the tabernacle.

Thurible: A vessel wherein mixtures incense are burned over lighted charcoal. It can also be called the censer.

Thurifer: The server or acolyte in charge of the thurible who makes sure sufficient burning charcoal is available.

Vestments: The liturgical dress worn by clergy during official priestly duties and religious ceremonies, such as the Mass.

Viaticum: The term given to Holy Communion when someone near death receives it.