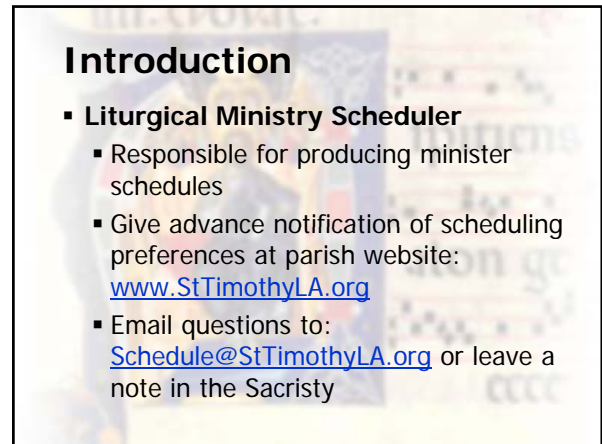


## Altar Servers and Acolytes

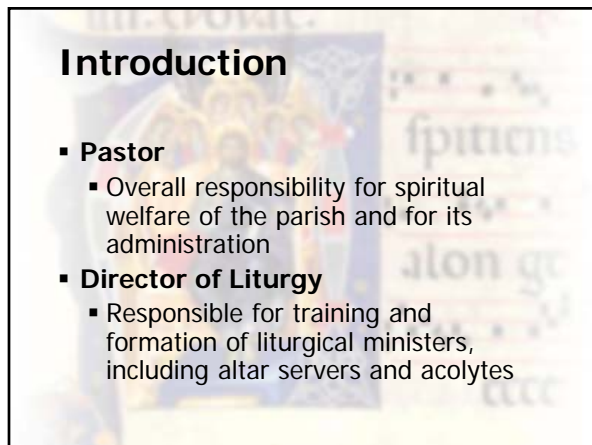
*Formation in the Ministry of Service at the Altar*

St. Timothy's Church



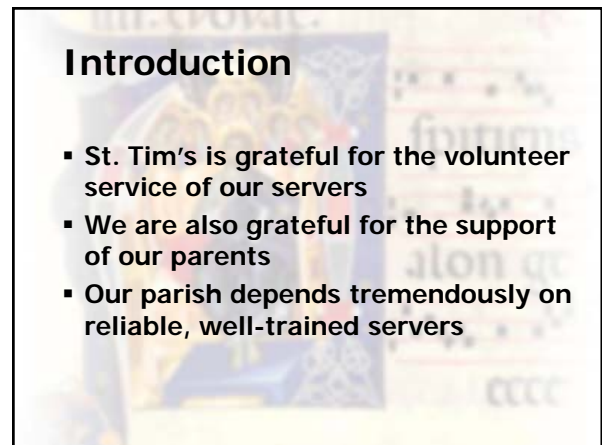
## Introduction

- **Liturgical Ministry Scheduler**
  - Responsible for producing minister schedules
  - Give advance notification of scheduling preferences at parish website: [www.StTimothyLA.org](http://www.StTimothyLA.org)
  - Email questions to: [Schedule@StTimothyLA.org](mailto:Schedule@StTimothyLA.org) or leave a note in the Sacristy



## Introduction

- **Pastor**
  - Overall responsibility for spiritual welfare of the parish and for its administration
- **Director of Liturgy**
  - Responsible for training and formation of liturgical ministers, including altar servers and acolytes



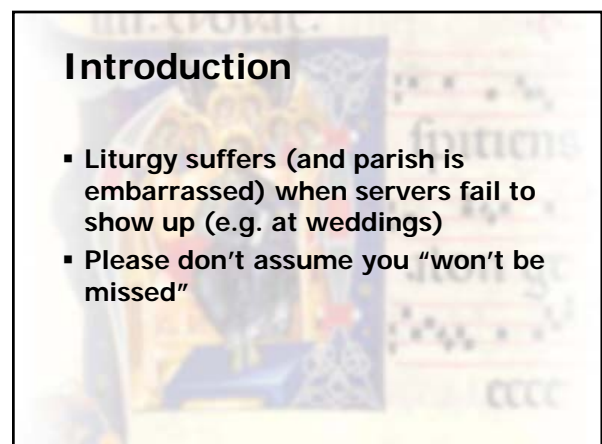
## Introduction

- **St. Tim's is grateful for the volunteer service of our servers**
- **We are also grateful for the support of our parents**
- **Our parish depends tremendously on reliable, well-trained servers**



## Introduction

- **Director of Liturgy**
  - Overall responsibility for music and day-to-day running of the liturgies
- **Sacristan and Master of Ceremonies**
  - Responsible for setting up the church for liturgies
- **Master of Ceremonies**
  - Responsible for directing complex liturgies.



## Introduction

- **Liturgy suffers (and parish is embarrassed) when servers fail to show up (e.g. at weddings)**
- **Please don't assume you "won't be missed"**

## Introduction

- **Minimum requirements for altar servers**
  - Complete training class
  - 4<sup>th</sup> grade and First Communion
  - Serve as "statues" for about one month to learn job
- **Acolytes – our on-the-spot leaders**
  - Complete training class
  - 6<sup>th</sup> or 7<sup>th</sup> grade (or two years of service)
  - 8<sup>th</sup> grade (with one year of service)
  - Serve as "acolyte-in-training" for about one month and pass a required "observation"

## Server Responsibilities

- **Please show up for your assigned mass!**
- **Please show up for your assigned mass!**
- **Please show up for your assigned mass!**
- (We have had a very serious problem with people not showing up when assigned.)

## Server and Parent Responsibilities

- We will clearly spell out our expectations because we truly depend on reliable servers
- We recognize that parents hold the key to getting their kids to their assigned masses.

## Server Responsibilities

- **Please sign in** when you show up for your assigned mass or a mass for which you are a substitute
- Your sign-in record is a key element in supplying **parish service information** when you ask for recommendations to high school or for Christian Service confirmation

## Server Responsibilities

- You may be scheduled at **any** mass (Saturday, Sunday or weekday)
- We try to make special accommodation for siblings and family worship
- We try to make special accommodation for vacations, etc. (if we are told in advance)
- Special accommodation for non-St. Timothy students for weekday mass – they are scheduled only during vacations

## Server Responsibilities

- **Saturday Vigil/Sunday Masses**
  - Mass Schedule (arrive 15 minutes prior to mass)
    - 5:30 PM (Saturday)
    - 7:30 AM
    - 9:00 AM
    - 10:30 AM
    - 12:00 PM

## Server Responsibilities

- Fairness requires that everyone share the responsibility for weekday masses, funerals, weddings, and Holy Days of Obligation

## Server Responsibilities

- **Funerals**
  - Scheduled by the month
  - Generally in morning but timing is unpredictable
  - Funerals: St. Timothy students during the school year
  - Funerals: Non-St. Timothy students during summer vacation period

## Server Responsibilities

- **7:30 AM Weekday Masses**
  - St. Timothy School students will be scheduled during school year, except during vacations
  - We try to schedule non-St. Timothy School students during vacation periods
  - Frequency depends on number of servers
  - Monday through *Saturday*
  - Please arrive by 7:15 AM

## Server Responsibilities

- **Weddings**
  - Generally at 2:30 PM Saturday
  - Please arrive no later than 2:10 PM because of unique requirements of each wedding
  - Because they are on Saturday, we schedule servers for each wedding separately
  - Recommend that you call in to confirm that wedding hasn't been cancelled or time changed
  - Special weekend availability problems need to be communicated to the Scheduler

## Server Responsibilities

- **7:30 AM Weekday Masses**
  - We know most other parochial school schedules but not public school schedules (you need to tell us)

## Server Responsibilities

- **Holy Days of Obligation**
  - Mass Schedule
    - 5:30 PM (Vigil)
    - 7:30 AM
    - 12:10 PM
  - Except for 7:30 AM, usually sign-ups are on a volunteer basis

## Server Responsibilities

- **Holy Week and Christmas**
  - Many liturgies to fill
  - We will give you an opportunity to communicate specific times of availability
  - If no response, it is assumed that you are available for all special liturgies

## Server Responsibilities

- **Participating in the Mass**
  - Please **sing**
  - Please **respond** during the Mass (e.g. the prayers)
  - Please **maintain an appropriate posture** (e.g. reverent)

## Server Responsibilities

- **Finding a substitute**
  - Each schedule lists a date for letting us know about **future** schedule preferences
  - “Unavailability” after the deadline requires that the **server obtains a substitute**

## Server Responsibilities

- **Proper attire**
  - Wear “plain” clothing that won’t show through albs
  - Wear pants or dresses
  - Wear dark, proper (e.g. school) shoes (no athletic shoes)

## Server Responsibilities

- **Finding a substitute**
  - **Please don’t call the Rectory** to let us know you can’t make your assigned time – we can’t get a substitute
  - If you need a substitute, use the parish website [www.StTimothyLA.org](http://www.StTimothyLA.org) or call your serving partners who can look for someone at Mass
  - **Please get a substitute.**

## Server Responsibilities

- **Hanging up the albs**
  - Altar servers share albs
  - **Please hang up the albs** on a hanger
  - Do not leave them on the floor or throw them over the rack
  - Let the sacristy volunteer know if there are no hangers

## Parent Responsibilities

- Review the monthly schedule so you will know your child's schedule
  - Note the deadline for notifying Holly for future schedule preferences using [www.StTimothyLA.org](http://www.StTimothyLA.org)
  - Help your child obtain a substitute when necessary using [www.StTimothyLA.org](http://www.StTimothyLA.org)

## Altar Server Introduction

## Parent Responsibilities

- Help them get to mass on time! (at least 15 minutes before mass begins)
- Help them get to mass on time!
- Help them get to mass on time!

## Altar Server Introduction

- Parts of the church
- Where are things in the church?
- Things of the mass
- Parts of the mass

## Parent Responsibilities

- Please review Acolyte/Server Commitment Agreement with your son or daughter

The image shows a document titled "Server/Acolyte Commitment Agreement". It contains various sections with checkboxes and lines for text, including fields for name, address, and phone number. The document is partially obscured by a watermark of a church interior.

## Parts of the Church



**The Sanctuary** – Space at the front of church within which most action of the Mass takes place. Word means "holy place."

### Parts of the Church

- The Main Altar

### Where are things in the Church?

- Flower Room (Server Room)

Alb rack for servers – note that they are all hung up and arranged by alb size!

White cinctures for servers

Liturgically colored cinctures for acolytes – use calendar in Server Room to determine color

### Parts of the Church

- Set-up on the Altar Table at the start of Mass

### Where are things in the Church?

- Sanctuary

The Sanctuary – The “Mary Side” is the side of the Sanctuary with the statue of the Blessed Virgin Mary. The other side is the “Joseph Side.”

### Where are things in the Church?

- Flower Room (Server Room)

Posted server schedule

Server sign-in sheets

Candles and cartridges

Collection deposit chute

Holy water container

Tongs and hot mat for coals from thurible

### Where are things in the Church?

- Sanctuary

Ambo

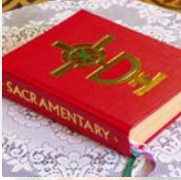
Tabernacle with key – make sure this is in place at the start of Mass

Tabernacle key is found in Rectory office at top of stairs – see the drawer labeled “Mass Intentions”


Cantor stand and statue of St. Joseph

### Parts of the Church

- Liturgical Books



**Altar Sacramentary** – book with Eucharistic Prayers. Placed on altar during the collection and removed after Communion



**Large Sacramentary (Book of the Chair)** – book with Opening Prayer, Prayer after Communion, and Solemn Blessings. Held by server in front of presider for him to read.

### Parts of the Church

- Sacred Vessels – Communion Vessels



Ciborium



Choir ciborium – always hold it from the bottom – the cup is loose



Paten



Cruets (weekday)




Cruet (Sunday)




Communion Cup

### Parts of the Church


- Liturgical Books



**Book of the Gospels** – book with gospel readings. Carried by deacon or lector in entrance procession.



**Sunday Lectionary** – book with Sunday readings. Carried by lector in entrance procession unless deacon assists. Place on ambo.



**Weekday Lectionary** – book with weekday readings. Carried by lector in entrance procession.

### Parts of the Church

- Sacred Vessels



Holy Oils – OS (catechumens), SC (chrism), OI (sick)



Holy water bucket and aspergillum (sprinkler)



Baptism bowl



Monstrance (and lunette)



Thurible (or censer)



Incense boat

### Parts of the Church

- Sacred Vessels – Chalices



Chalice used by pastor



Chalice for other priests




Chalice with paten and purificator




Chalice with purificator and pall

### Parts of the Church


- Sacristy – North (windows) Wall



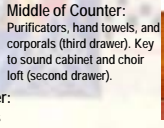
Far Left Closet: Weekday vestments, microphone stands and Sacramentary stand




Middle Closet: Sacred vessels, liturgical books and safe



Right Closet: Sunday vestments



Middle of Counter: Purificators, hand towels, and corporals (third drawer). Key to sound cabinet and choir loft (second drawer).



Left end of Counter: Microphone drawers

### Parts of the Church

- Sacristy – East Wall



Priest albs and deacon vestments



Cantor and Master of Ceremonies albs and Carillon (bells) cabinet




Sound cabinet – power switch is at UPPER LEFT corner inside cabinet (you need the key to open it – see previous slide)




Wireless microphone – check battery before mass and make sure it is turned on

### Parts of the Church

- Mass set-up in the Sanctuary



President's Chair and small table with Prayers of the Faithful



President's wireless microphone and stand



Deacon's Chair (if he is assisting) with Prayers of the Faithful under chair



Three cushions for servers at corner of altar steps

### Parts of the Church

- Sacristy – South Wall



Left Small Closet – thurible, incense boat, sacarium, holy water bucket, baptismal shell, and ring tray.



Sacarium – sink connected to ground to dispose of Holy Water and purifying water for communion cups



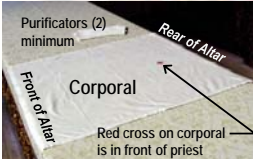
Right Small Closet – regular sink and blue basket for soiled altar linens




Light controls and alarm – Turn lights on before Mass.

### Parts of the Church

- Mass set-up – Altar



Purificators (2) minimum  
Corporal  
Red cross on corporal is in front of priest



Red cross at fold



Tabernacle – Make sure key is in lock prior to Mass


Altar set-up prior to start of Mass (sometimes priest will place the Sacramentary on the altar prior to Mass)

Purificators – they have a red cross at the fold

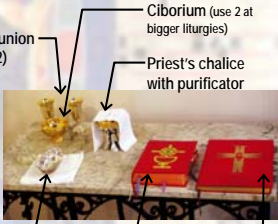
If tabernacle key isn't in lock, it is in Rectory office in "Mass Intentions" drawer.

### Parts of the Church

- Credence Table set-up in the Sanctuary




Credence table (with Sacramentary stand that is used from time to time)




Communion cups (2)  
Ciborium (use 2 at bigger liturgies)  
Priest's chalice with purificator  
Lavabo bowl and hand towel  
Altar Sacramentary  
Large Sacramentary or Notebook (Book of the Chair)

### Parts of the Church


- Mass set-up – Nave (main part of church)




Small hosts for daily and Sunday Mass



President's hosts (medium) for weekday



Gift table at center aisle with paten (presider's host and small hosts) and Sunday wine cruet



President's hosts (large) for Sunday mass



## Parts of the Church

- Mass set-up (miscellaneous)



Processional cross in Sacristy – used for all Sunday Masses except 7:30 AM. Carried by acolyte.



Side entrance – Use to get to back of church; don't use inside aisle of church



Close-up  
Note that hands are held ABOVE your waist  
"Papal handshake" – keep your hands like this if you aren't carrying anything or sitting

## Parts (Order) of the Mass

- Introductory Rites
  - *Procession (from back).*
    - Cross-bearer starts walking when cantor **begins singing**
    - Start walking down the aisle when the person in front of you gets to second "square" of tile

## Parts (Order) of the Mass



- Prior to Mass
  - Set up credence table and gift table (if used)
  - Set up Sanctuary (chairs, microphones, etc.)
  - Light candles about 5 minutes before Mass
  - Assemble in appropriate place for procession

## Parts (Order) of the Mass

- Introductory Rites
  - *Procession (in Sanctuary)*
    - Cross-bearer stands on Joseph side of altar 4 feet from altar steps or in front of deacon's chair (if used)
    - Servers stand on either side of altar 1 foot from altar steps
    - Genuflect or bow from waist with the presider (except cross-bearer who bows head only)


## Parts (Order) of the Mass

- Introductory Rites
  - *Procession.*
    - Usually from the back of the church down the center aisle (except at 7:30 AM)
    - Usual order: (thurifer), cross-bearer (acolyte), other servers, Eucharistic ministers, lectors, deacon and presider (priest).

## Parts (Order) of the Mass

- Introductory Rites
  - *Procession (in Sanctuary)*
    - Cross-bearer returns cross to Sacristy
    - Servers sit down in choir stall
    - Acolyte has one server get the Big Sacramentary or Notebook and has them stand in position at "ready square"



"Ready square"

## Parts (Order) of the Mass

### ▪ Introductory Rites

#### ▪ **Procession** (from Sacristy at 7:30 AM Mass)



- Acolyte rings bell before entering Sanctuary
- Servers stand on either side of altar
- "Joseph-side" server stands 4 ft. from altar steps so people can pass in front
- Genuflect or bow with the presider

## Parts of the Mass

### ▪ Introductory Rites

#### ▪ **Kyrie** (Lord, have mercy).

- Said or sung unless used in one of the penitential rites. **Respond aloud.**

#### ▪ **Gloria.**

- This hymn is said or sung on all Sundays outside of Lent and Advent, and on great feasts. You should memorize this hymn and should **respond during Mass.**

## Parts of the Mass

### ▪ Introductory Rites

#### ▪ **Greeting**

- By the presider (priest).

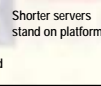
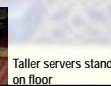
#### ▪ **Blessing and Sprinkling Holy Water**

- Usually only during Easter
- When done, penitential rite is omitted.
- When done, one server needs to carry Holy Water bucket for presider

## Parts of the Mass

### ▪ Introductory Rites

#### ▪ **Opening Prayer.**



- Stand at "ready square" during Penitential Rite holding opened Sacramentary or Notebook
- When presider says, "Let us pray..." server comes to **corner** of platform and holds Sacramentary
- Return to seat after Opening Prayer

Shorter servers stand on platform

Taller servers stand on floor

## Parts of the Mass

### ▪ Introductory Rites

#### ▪ **Penitential Rite.**

- This can be done in various ways. We'll cover the necessary prayers and responses later. **Respond aloud.**

## Parts of the Mass

### ▪ Liturgy of the Word

- **First Reading.** Read by lector, usually from Old Testament.
- At the end of First Reading, after lector says, "The Word of the Lord," **we respond, "Thanks be to God."**

## Parts of the Mass

- **Liturgy of the Word**
  - *Responsorial Psalm*. Usually led by the cantor (except at 7:30 mass). **Respond aloud.**
  - *Second Reading*. Also by the lector. On most weekdays there is no second reading. Respond aloud **"Thanks be to God"** at end.

## Parts of the Mass

- **Liturgy of the Word**
  - *Homily*. Priest or deacon explains Scripture reading.
  - *Profession of Faith*. Said on Sundays and certain feasts. **All join in this declaration of what we believe as Catholics.** You need to learn the words by heart.

## Parts of the Mass

- **Liturgy of the Word**
  - *Gospel Acclamation (Alleluia)*. The cantor sings it first and the congregation repeats. Omitted when not sung. **Respond aloud.**
  - *Gospel*. Taken from one of the four Gospels, it is read by priest or deacon.

## Parts of the Mass

- **Liturgy of the Word**
  - *General Intercessions*. We also call these the Prayer of the Faithful.
  - Started by the presider and then led by the lector or the deacon
  - You lead the people in response to each petition **saying "Lord, hear our prayer."**

## Parts of the Mass

- **Liturgy of the Word (Gospel)**
  - When presider or deacon says, "Peace of the Lord be with you all" **we respond: "And also with you."**
  - After gospel is announced, we make a "small cross" on forehead, mouth and heart
  - At end of gospel, **we respond: "Praise to you, Lord Jesus Christ."**

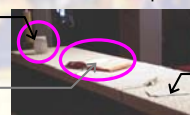
## Parts of the Mass

- **Liturgy of the Eucharist**
  - *Preparation of the Altar and the Gifts (also called the offertory)*.



Place chalice at the corner of altar

Open Sacramentary to "Liturgy of Eucharist"



Make sure that purificators are in place

## Parts of the Mass

### ▪ Liturgy of the Eucharist

#### ▪ Preparation of the Altar and Gifts



- When presider stands, accompany the presider to receive the gifts at Sanctuary gate.
- If there is a deacon, only **one** server goes with presider
- If there is no deacon, **two** servers go with presider

## Parts of the Mass

### ▪ Liturgy of the Eucharist

#### ▪ Preparation of the Gifts (weekday)



- At weekday Mass, remove tops and bring both water and wine carafe to presider or deacon
- Turn handles of carafes toward presider or deacon
- Take carafes back to credence table when done.

## Parts of the Mass

### ▪ Liturgy of the Eucharist

#### ▪ Preparation of the Altar and Gifts



- Bring hosts and wine to the altar
- Give hosts to priest
- Place wine at corner of altar with the chalice
- Return to credence table

## Parts of the Mass

### ▪ Liturgy of the Eucharist

#### ▪ Preparation of the Gifts



- **If two servers:** one server holds water carafe and lavabo
- Another server holds towel over folded hands
- Go to meet presider at altar

## Parts of the Mass

### ▪ Liturgy of the Eucharist

#### ▪ Preparation of the Gifts (Sunday)



Presider placing drop of water in chalice with the wine

- On Sunday, remove top and bring water carafe to presider or deacon
- Turn handle of water carafe toward presider or deacon
- When done, take water back to credence table

## Parts of the Mass

### ▪ Liturgy of the Eucharist

#### ▪ Preparation of the Gifts (two servers)

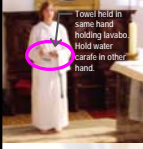


One server holds water carafe and lavabo. Other server holds towel draped over fingers


- When presider sticks out his hands over lavabo, pour water over his hands (not too much water)
- Hand extend hand with towel to presider
- After presider is done, return to credence table and then sit down

## Parts of the Mass

- Liturgy of the Eucharist
  - *Preparation of the Gifts (one server)*
    - If **one server**, hold water and lavabo. Drape towel over arm
    - When presider sticks out his hands over lavabo, pour water over his hands
    - Present arm with towel to presider
    - After presider is done, return to credence table and sit down



Towel hold in same hand holding lavabo. Hold water separate in other hand.



Pour water into lavabo. Offer arm with towel to presider after pouring water.

## Parts of the Mass


- Liturgy of the Eucharist
  - *Eucharistic Prayer.*
    - Various Eucharistic prayers, but the responses are pretty much the same for each.
    - You should know: Institution (also called the consecration); Memorial Acclamation; and Great Amen.

## Parts of the Mass


- Liturgy of the Eucharist
  - *Prayer over the Gifts and Eucharistic Prayer*
    - Stand, and after presider says, "Pray, brethren, that our sacrifice..." **you respond "May the Lord accept the sacrifice..."**
    - He will then say, "The Lord be with you." to which **you respond, "And also with you."**
    - He will then say, "Lift up your hearts." to which **you respond, "We lift them up to the Lord."**
    - He will then say, "Let us give thanks to the Lord our God." to which **you respond, "It is right and just to give him thanks and praise."**

## Parts of the Mass

- Liturgy of the Eucharist
  - *Eucharistic Prayer – Ringing the Bells*
    - When presider says "Let your spirit come upon these gifts..." and extends his hands, the **acolyte rings bell #4.**
    - When presider says "...this is my body which will be given up for you." and elevates the host, the **acolyte rings bells #3-2-1.**
    - When presider says "Do this in memory of me." and elevates the host, the **acolyte rings bells #4-3-1.**



Bell box



## Parts of the Mass

- Liturgy of the Eucharist
  - *Acclamation*
    - Then the presider begins the Acclamation which **you say aloud, "Holy, holy..."**
    - At the end of the Acclamation, you kneel at the corner of the altar steps.
  - *Preface*
    - There are many different Prefaces, but there is nothing special for you to do until the Eucharistic Prayer begins.

## Parts of the Mass


- Liturgy of the Eucharist
  - *Eucharistic Prayer – Memorial Acclamation*
    - When Presider says, "Let us proclaim the mystery of faith." **you respond with one of the four forms.**
  - *Eucharistic Prayer – Great Amen*
    - At end of Eucharistic Prayer, presider will say, "Through him, with him..." and **you respond with "Amen."**

## Parts of the Mass

- **Liturgy of the Eucharist**
  - *Communion Rite.*
    - Begins with the Our Father and ends with Prayer after Communion.
    - You should know: The Lord's Prayer, Doxology, Lamb of God (Agnus Dei), and "Lord, I am not worthy..."


## Parts of the Mass

- **Communion Rite**
  - Servers stand at the bottom of the altar steps, waiting until the presider approaches them with communion.
  - After communion, the servers pray silently while standing. Remain standing during communion.
  - When the Eucharistic Ministers return, you will be offered the Precious Blood.



## Parts of the Mass

- **Communion Rite**
  - At the Lord's Prayer, you extend your hands in the "orens" position **and recite aloud the Lord's Prayer.**
  - At Doxology, you raise your hands higher **and recite "For the kingdom..."**
  - At sign of peace, you extend appropriate sign of peace to those around you.



## Parts of the Mass


- **Communion Rite**
  - After communion is completed, the presider or deacon returns to the altar and the servers brings the water cruet to purify the chalice (and cruet).
  - Pour the water into the chalice or cruet.
  - Make sure that there is water for the Eucharistic Ministers to purify the communion cups.



Server pours water into chalice or cruet

## Parts of the Mass

- **Communion Rite**
  - At the end of the sign of peace and Lamb of God, a server brings up the two communion cups and places them on the Mary side and one (or two) ciboria and places them on the Joseph side.
  - During the Lamb of God, **you respond, "Lamb of God, you take away ..."**
  - When the priest says, "...Happy are those who are called to his supper." **you respond, "Lord, I am not worthy..."**



Communion cups

Ciborium or ciboria

## Parts of the Mass

- **Communion Rite**
  - After everyone leaves the altar, remove everything except the corporal and microphones. Place everything else on the credence table.



Server removes Sacramentary, chalice, ciborium, and paten from the altar table after communion is completed

## Parts of the Mass

### ▪ Communion Rite



- After communion, the presider will generally return to his seat for a few moments of silence. Return to your seats except for one server
- The remaining server goes and gets the Large Sacramentary or Notebook and stands in the ready square with it opened to the Prayer After Communion.
- When the presider says, "Let us pray..." the server goes to stand at the corner of the platform and holds open the Sacramentary.



## Ministers at Mass

### ▪ Presider

- Priest who presides over celebration of the Mass.
- Usually, this is the person you assist
- Know which chalice they use

### ▪ Concelebrant(s)

- Additional priest(s) who assist at mass

## Parts of the Mass

### ▪ Concluding Rite



Cross bearer, followed by altar servers, and then the other ministers leave the Sanctuary at end of Mass

- Brief announcements may be made.
- Greeting and Blessing: Various forms to which you respond.
- Dismissal: The priest or deacon sends the congregation out to serve God and his people.
- Recessional. Ministers leave in procession, departing the altar area in the order in which they entered.

## Ministers at Mass

### ▪ Deacon

- Proclaims the Gospel
- Sometimes preaches homily
- Reads Prayer of Faithful with Presider
- Prepares the gifts for Eucharist
- Distributes Communion
- Gives directions to the people

## Other Things to Know About

## Ministers at Mass

### ▪ Acolytes

### ▪ Altar Servers

### ▪ Lector

- Person (or people) who reads First and Second Readings.
- At 7:30 AM (and some other masses) may also lead the responsorial psalm.

## Ministers at Mass

- **Eucharistic Ministers**
  - Assist in distributing Communion
- **Cantor**
  - Leader of songs, hymns, acclamations, and the responsorial psalm
  - Present at nearly all masses except daily mass

## Things to Know About

- **Service Books**
  - Sacramentary (Roman Missal)
    - Thick red book containing all the prayers except readings.
    - Where is this book stored?
  - Large Sacramentary or Notebook (Book of the Chair – a thinner Sacramentary)
    - Large red book with Opening Prayer, Prayer After Communion, and Solemn Blessings
    - Brought to the presider's chair by server

## Ministers at Mass

- **Music Director**
  - In charge of all the music
  - Directs cantor, choir and organist
- **Ushers**
  - Help people find their way around the church
  - Take up the collection
  - Direct people bring up the Gifts
  - Pass out bulletins

## Things to Know About

- **Service Books**
  - Lectionary (Sunday and Weekday)
    - Contains all the Scripture readings for Mass.
    - Carried in entrance procession by lector and placed on the ambo (unless there is a Book of the Gospels)
  - Book of the Gospels
    - Contains Gospel readings
    - Carried in the entrance procession by deacon
    - Placed on altar at entrance, then carried to ambo

## Ministers at Mass

- **Master of Ceremonies**
  - Helps direct complex liturgies (baptisms, weddings, Holy Week, etc.)
  - Servers and acolytes follow direction of MCs
- **Sacristan**
  - Usually works before Mass to set up
  - You may be asked to help at some masses

## Things to Know About

- **Service Books**
  - The Roman Ritual
    - Used for the celebration of sacraments.
    - Special books for Rite of Marriage or the funeral rites.
  - Ordo –
    - Tells what feast day it is,
    - Tells what the readings are,
    - Proper color of the day.
    - Small book found in the Sacristy on vesting counter



## Things to Know About

- **The Sanctuary** – Space at the front of church within which most action of the Mass takes place. Word means "holy place."
  - *Main Altar*. Long table located at top of steps
  - *Altar Cloth* - Tablecloth for the main altar.
  - *Ambo (Pulpit)* - Where the readings are done, Gospel proclaimed, and homily sometimes given.

## Things to Know About

- **The Sanctuary**
  - *Cruets*
    - Small vessels containing the water and wine
    - Water is kept on the credence table
    - Wine and water are brought up during Offertory (except at weekday masses)
  - *Processional Cross*
    - Cross carried at the head of the procession
    - Kept in a stand in Sacristy.

## Things to Know About

- **The Sanctuary**
  - *Credence Table*
    - Marble-top table on Joseph side
    - Both Sacramentaries, chalice, (wine), water, lavabo bowl and towel are kept here until needed
  - *Candles*
    - Two candles both sides of Tabernacle
    - Two candles on both sides of altar and ambo (4 total)
    - Servers light altar and ambo candles before Mass
    - Paschal candle during Easter season, baptisms, and funerals

## Things to Know About

- **The Sanctuary**
  - *Tabernacle*
    - Gold, safe-like container behind altar table where the Eucharist is reserved (kept).
  - *Bells*
    - Rung at the consecration.
    - See instructions on bell box for how to ring bells and when to ring them

## Things to Know About

- **The Sanctuary**
  - *Paschal Candle*
    - Special candle used from the Easter Vigil through Pentecost Sunday,
    - Placed near ambo
    - Lighted for all Masses during Easter Season and at baptisms and funerals to commemorate the Risen Christ among us.

## Things to Know About



- **Vestments** – Vestments used today are very ancient in origin. They help us tell easily who is doing what at Mass.
  - *Alb* - Long, white, dress-like vestment can be used by all liturgical ministers.
  - *Cincture* - Long cord, usually the liturgical color of the day


## Things to Know About

- Vestments
  - *Stole* –
    - Long cloth "scarf," worn by priest or deacon.
    - Priest wears it around the neck, letting it hang down in front.
    - Deacon wears it over his right shoulder and fastened at his left side like a sash (see next slide).



## Things to Know About

- Vestments
  - *Benediction Veil (humeral veil)*
    - Long, narrow, shawl-like vestment
    - Used at Benediction and in processions where the Blessed Sacrament is carried (e.g. Holy Thursday)
  - *Server's Alb*
    - Used by servers
    - Similar to priest's alb but sometimes has cowl (hood).
    - Fastened around waist with white cincture for altar servers or cincture with liturgical color of the mass for acolytes.




## Things to Know About

- Vestments
  - *Chasuble (and priest's stole)*
    - Worn by priest and color varies according to feast
    - Sleeveless outer vestment covering stole (usually) and alb.
  - *Dalmatic*
    - Worn by deacon and color varies according to feast
    - Loose-fitting robe with open sides and wide sleeves



## Things to Know About

- Vestments
  - *Cassock* (used by Bishop's Master of Ceremonies)
    - Long outer garment worn by clerics and servers.
    - It is usually black, but for servers: red.
    - We don't usually use them at St. Timothy's
  - *Surplice* (used by Bishop's Master of Ceremonies)
    - Wide-sleeved garment, usually white, often with lace trim
    - We don't usually use them at St. Timothy's



## Things to Know About

- Vestments
  - *Cope*
    - Cape-like vestment put on over the shoulders
    - Open in the front and clasped at the neck.
    - Priest (or deacon) wears it in processions and in other services.
    - Can be found in any of the liturgical colors.



## Things to Know About

- Vestments
  - *Funeral Pall*
    - Covering for a casket during a funeral
    - Symbolizes our baptismal garment



## Things to Know About

### ▪ ALTAR VESSELS

- Frequently called "sacred vessels" because they have a distinctive role in our worship.
- *Chalice*
  - Large cup used by presider at Mass to hold the wine that becomes the blood of Christ.
- *Paten*
  - Saucer-like dish, holds hosts that becomes the body of Christ.

## Things to Know About

### ▪ ALTAR VESSELS



- *Pall* (different from funeral pall)
  - Stiff square, white cover placed over the chalice during Mass to protect its contents.

## Things to Know About

### ▪ ALTAR VESSELS

- *Ciborium*
  - Cup-like vessel with a lid
  - Contains the hosts that will be used for Communion
  - Used to reserve the Blessed Sacrament in tabernacle.
- *Monstrance*
  - Large, ornate cross used to hold the Blessed Sacrament for Benediction, Adoration, and Eucharistic processions.

## Things to Know About

### ▪ ALTAR LINEN

- *Corporal*
  - A white linen covering placed over altar cloth with cross located closer to one edge
  - Vessels with bread and wine are placed on it

## Things to Know About

### ▪ ALTAR VESSELS

- *Lunette*
  - Thin, circular receptacle, having a glass face that holds the Consecrated Host used at Benediction.
  - Usually kept in the tabernacle
- *Pyx*
  - A metal case in which the lunette is kept in the tabernacle.
  - A pocket watch-shaped case in which Communion for sick calls is carried.

## Things to Know About

### ▪ ALTAR LINEN

- *Purificator*
  - Triple-folded rectangular white cloth with cross at fold
  - Used to purify chalice and communion cups
  - At start and end of Mass, the purificator is placed over the mouth of chalice

## Things to Know About

### ▪ ALTAR LINEN

- *Hand Towel*
  - A folded cloth, resembling a purificator but without a cross
  - Used by priest to dry his fingers after they have been washed during the preparation of the gifts.
  - Kept with the cruets and brought forward with them.
- *Lavabo bowl* (not really a linen item)
  - Bowl into which water is poured to wash priest's fingers

## Actions during Mass

### ▪ Small Sign of the Cross

- Small Sign of the Cross is made at the announcement of the Gospel and follows the action of the priest or deacon.
- To make it, the right hand is closed loosely in a fist, thumb on top. The thumb traces the Sign of the Cross on the forehead, lips, and breast.

## Things to Know About

### ▪ Incensation

- *Thurible*
  - Metal container hanging from chains in which charcoal and incense are burned
  - It has a lid that can be raised
  - Sometimes called a censer.
- *Boat*
  - Small metal container with spoon that holds the incense
  - Symbol of the Church, the bark (boat) of Peter.

## Actions during Mass

### ▪ Genuflections

- **Rule:** Since there is a tabernacle with the Blessed Sacrament in the sanctuary, a genuflection (or bow from waist) is made before and after Mass and whenever passing in front of the tabernacle.
- **Exception:** Anyone carrying something (e.g. thurifer or cross-bearer) **does not genuflect (or bow)** but bows their head instead

## Actions during Mass

### ▪ Folded Hands

- **A simple rule:** *When hands are not in use, they should be folded - except when server is seated.*
- **Sign of the Cross**
  - During Mass: (1) the beginning of Mass after entrance song; (2) absolution following penance rite; and (3) blessing at end of Mass.
  - Sign of the Cross is not made if you carry something.

## Actions during Mass

### ▪ Genuflections vs. Bows

- **Rule:** Assisting ministers follow the lead of the presider. If he genuflects, you genuflect. If he bows you bow.

## Actions during Mass

- **Kinds of bows:**
  - Bow of the Head (or Simple Bow)
    - A slow nod.
    - Made whenever the server approaches or leaves the celebrant (e.g. when bringing the wine and water)
    - Master of ceremonies also uses head bow as cue for some action to begin.

## Actions during Mass

- **Walking**
  - A cross-bearer or leader of a procession must remember that he or she sets the pace for all.
  - When walking in pairs, keep abreast, act in unison, doing the same thing at the same time.
  - When turning for instance, after giving the minister the wine and water - turn in toward each other, not away.

## Actions during Mass

- **Kinds of bows:**
  - Bow of the Body (or Profound Bow)
    - Slowly from the waist with hands folded, shoulders and head are bent forward at about a 30° angle.
    - Body bow is made during Profession of Faith (Creed) at the words "by the power of the "Holy Spirit"
    - When several servers bow at the same time, care should be taken that the angle of the bow is the same for each.

## Actions during Mass

- **Carrying the Cross**
  - Corpus (figure of Christ) always faces away from cross bearer.
  - Cross-bearer does not genuflect.
  - At end of entrance procession cross is returned to the holder in the sacristy.
  - Never place cross against a wall. It is dangerous. Someone may trip over it or it can slip and fall with a loud crash.

## Actions during Mass

- **Walking**
  - Done with grace and smoothness.
  - When walking together, walk in unison.
  - The pace should not be rushed.
  - Hands should be folded and the body not allowed to slouch.

## Actions during Mass

- **Carrying Candles**
  - Candle-bearers work in pairs
  - Candles should be held evenly.
  - To hold a candle, the *outside* hand goes at the knob and the *inside* hand at the base.
  - Candles are held straight up so that melted wax does not drip
  - **Keep candles away from your hair!**

## Actions during Mass

- **Silence**
  - Except when singing or responding, silence is kept at all times.
  - After Communion, server kneels at altar steps and silently praises God in his or her heart.
- **Sitting**
  - Sit erect with palms of hands flat against top of legs and edge of fingers close to knees.

## Responses during Mass

- **Prayers to Know**
  - Acclamation (*"Holy, Holy..."* or if Sanctus is sung: *Sanctus, Sanctus, Sanctus, Dominus Deus Sabaoth. Pleni sunt soeli et terra, gloria tua. Hosanna in excelsis. Benedictus qui venit in nomine Domini. Hosanna in excelsis.*)
  - Memorial Acclamations (A, B, C, or D)
  - The Lord's Prayer
  - Doxology (*For the kingdom, the power..."*)

## Actions during Mass

- **Standing**
  - Please do not slouch.
  - Stand erect with hands properly folded.
  - Heels should be separated slightly with the toes pointing somewhat to the sides.
  - After kneeling or sitting, be careful that you don't get lightheaded when you stand up. If you feel lightheaded, go into Sacristy and sit down.

## Responses during Mass

- **Prayers to Know**
  - Lamb of God (*"Lamb of God, you take away..."* or if *Agnus Dei* is sung: *Agnus Dei, qui tollis peccata mundi, miserere nobis. Agnus Dei, qui tollis peccata mundi, miserere nobis. Agnus Dei, qui tollis peccata mundi, dona nobis pacem.*)
  - "Lord, I am not worthy..."

## Responses during Mass

- **Prayers to Know**
  - Confiteor (*"I confess to almighty God..."*)
  - Kyrie (*"Lord, have mercy..."* or *Kyrie eleison, Christe, eleison, Kyrie, eleison...* in Greek)
  - Gloria (*"Glory to God in the highest..."*)
  - Profession of Faith (Nicene Creed) (*"We believe in one God..."*)
  - "May the Lord accept the sacrifice..."

## Seasons of the Church Year

- **Advent**
  - Begins the church year four Sundays before Christmas (end of November or beginning of December)
  - Time of anticipation for the birth of Jesus
  - 4 weeks long
  - We do not say the "Gloria" during Advent

## Seasons of the Church Year

- **Christmastime**
  - Begins with Vigil of Christmas (Christmas Eve) and ends with Baptism of the Lord
  - About 3 weeks long

## Seasons of the Church Year

- **Triduum**
  - Starts with Mass of the Lord's Supper on Holy Thursday and ends Easter Sunday
  - 3 days long (as counted by the Jews: from Thursday evening until Sunday evening)
  - Commemoration of three most days in church year

## Seasons of the Church Year

- **Ordinary Time**
  - Called "ordinary" because the Sundays are called by their "ordinal" numbers: First, Second, Third, etc. for a total of 34 Sundays
  - Starts after Baptism of the Lord (middle of January) and goes until Ash Wednesday
  - Starts again after Pentecost (middle of May or early June) and goes until Advent

## Seasons of the Church Year

- **Eastertime**
  - Starts with Easter Vigil on Holy Saturday and ends with Pentecost
  - 8 weeks long
  - Celebration of Jesus' resurrection and the coming of the Holy Spirit

## Seasons of the Church Year

- **Lent**
  - Starts with Ash Wednesday and ends with Mass of the Lord's Supper on Holy Thursday
  - 6 weeks long
  - Time of preparation for the death and resurrection of the Jesus Christ

## Seasons of the Church Year

- **Liturgical Colors (colors of Vestments)**
  - *White* (may be used at any Mass)
    - Sign of Joy
    - Used during Easter and Christmas seasons
    - Feasts and memorials of the Lord Jesus, Mary, and the angels, saints who are not martyrs,
    - All Saints (November 1), John the Baptist (June 24), John the Apostle (December 27), Chair of Peter (February 22), and Conversion of Paul (January 25)
    - Marriages, baptism, and Masses of the Dead

## Seasons of the Church Year

- **Liturgical Colors (colors of Vestments)**
  - *Red*
    - Symbolizes both the blood of Christ and martyrs and the Holy Spirit
    - Used on Passion (Palm) Sunday and Good Friday,
    - Pentecost and other Masses of the Holy Spirit,
    - Celebration of the Passion (Good Friday)
    - Birthday feasts of the Apostles and Evangelists,
    - Feasts of martyrs.

## Responsibility

- There are people counting on you.
  - Presider (priest or deacon) – you make sure the liturgy runs smoothly
  - Congregation – without you, an important part of prayer leadership is missing. Without you, things can get sloppy. And no celebration of the Mass, or any prayer event, should be sloppy. A good server keeps things going smoothly.

## Seasons of the Church Year

- **Liturgical Colors (colors of Vestments)**
  - *Green*
    - Symbolizes growth and hope.
    - Used on the Sundays and weekdays of ordinary time.
  - *Violet (Purple)*
    - Symbol of penance.
    - Used in Advent and Lent.
    - It may be used in Masses of the Dead.

## If Something Goes Wrong

- No matter how well you are prepared, occasionally things go wrong.
- When something does go wrong and stay calm.
- Most people don't know what you are supposed to do. Quick movements are distracting and can lead to tripping and other mistakes.
- When there is a problem, think about it for a moment; then, if possible, do what is necessary to correct the problem.

## Seasons of the Church Year

- **Liturgical Colors (colors of Vestments)**
  - *Rose*
    - Symbolizes joy.
    - It may be used on *Gaudete* Sunday (Third Sunday of Advent) and *Laetare* Sunday (Fourth Sunday of Lent).
  - *Gold (or white)*
    - Substitutes for other colors and may be used on special feasts and occasions.

## Thank You

- St. Timothy's appreciates your service to our parish and to God
- We know you do other things and are grateful that this is one of the things you chose to do
- **Thank you!**