

## HOLY FAMILY PARISH SERVER INSTRUCTIONS

1. Arrive at least 15 minutes prior to Mass wearing proper church attire (no shorts, please, and shoes tied). Select a white alb (robe) that fits you. To prevent tripping, the alb should not touch your shoes. Wrap the cincture (rope) around your waist, tying it in a knot at your side. The cincture should hang down your side, not down the front. Be sure your hair is combed. Check to see if the candles are lit. Lighters and matches can be found in the sacristy. Determine who will be the book bearer and who will carry the cross.
2. Prepare to process into the church. When the singing begins, process slowly down the aisle, with the cross bearer leading, carrying the cross high. When you come to the front of the altar, break apart leaving a large space between for the priest. Together everyone but the cross bearer genuflects to the altar (cross bearer bows). The cross bearer places the cross in its proper place. The book bearer goes to the designated chair.
3. Mass begins with the sign of the cross and the penitential rite (Lord have mercy . . .). Towards the end of the Gloria the book bearer should stand in front of the priest, holding the book open for the opening prayer. Do not wait for the words "Let us pray." You should be there by then. At the conclusion of the prayer the server closes the book and goes to the server chairs. All are seated for the readings and homily. After the homily the servers stand and recite the creed with the congregation.
4. When the song for the preparation of the gifts begins, the book bearer takes the sacramentary (small red) book and places it on the right lower corner of the altar and will then take the Book of the Gospels and the stand from the altar and place it on the credence table. The other server will go to the credence table and take the tall chalice to the altar, the small cruet of water is also taken to the altar at this time. There will be a folded corporal linen and purificator placed on top of the chalice. Place the chalice and the cruet of water on the bottom left corner of the altar. You may return to your seat. Father will now set the altar. When finished, he will go to the center of the isle and accept the gifts.
5. The servers will walk to the center of the isle and take their place, one on each side of Father to receive the gifts. The priest will hand one server the plate of bread (hosts), the other server the pitcher of wine (server must be careful when carrying the pitcher to the altar, it is full). Father will take the money and place it in front of the altar. The server with the bread will place the plate on the square linen in the middle of the altar. The server with the wine will place the wine on the altar near the chalice. Both servers return to the credence table. Be prepared to wash Father's hands. Next take the towel and dish to the priest, take the water cruet from the altar and wait for the washing of hands. You will then wash and dry the priest's hands. After placing the items back on the credence table return to your places and later kneel when the congregation kneels and stand when they stand, always keeping your hands folded in a posture of reverence. Ring the bells when the priest elevates the host and when he elevates the chalice.
6. After the sign of peace, the servers will go to the credence table and bring the eight cups & purificators to the altar and place four on each side of Father. You will also need to bring to the altar the other bowl for hosts. Stand when receiving Holy Communion. After receiving, the book bearer takes the book from the altar back to his/her seat. When distribution of Holy Communion is completed, take any vessels the priest gives you to the credence table. Then return to your seat.
7. When the priest stands after Communion, the book bearer takes the book to him and holds it for the closing prayer. Afterward, close the book and return to your seat. During the closing song the priest will kiss the altar and the cross bearer will retrieve the cross. Then the servers walk to the front of the altar where they and the priest genuflect/bow to the altar (cross bearer simply bows) and then the cross bearer leads the way out. After Mass, the candles should be extinguished with the snuffer. Place your robes and ropes back in the cabinet.

**Whenever you are not holding something, keep your hands folded. Always stand at attention, being ready for a signal from the priest. Participate in the Mass fully by responding, singing, and praying during Mass. Walk**

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**slowly with reverence. Please find substitutes when you are unable to serve at your appointed time. On special occasions, arrive early for instructions about incense, etc.**

## **FAMILIAR WORDS FOR SERVERS**

**Alb:** A long, white garment which covers the entire body. This is always worn by the celebrant. It means that a person wearing it has been cleansed in Baptism. Servers also wear albs.

**Ambo:** A stand or lectern where the readings are done.

**Ambry:** A special box in the wall of the church where the holy oils are kept.

**Boat:** A small container that holds the incense

**Chalice:** The cup used by the celebrant when he consecrates the wine into the Blood of Christ. It is usually made of gold or silver.

**Chasuble:** A long, flowing robe that goes over the celebrant's head. This is the colored vestment that people see.

**Ciborium:** A covered chalice or container used to hold the bread during Mass and in the tabernacle.

**Corporal:** A square piece of white cloth, which is spread over the altar cloth to catch crumbs or spills. It is put on the altar where the celebrant will place the bread and wine.

**Credence Table:** A place in the sanctuary where all the objects used for Mass are put before and after they are actually used.

**Cruets:** Bottle-like containers that hold water and wine.

**Purificator:** A small white cloth used to clean the chalice.

**Pyx:** A small container used to bring Communion to the sick and homebound.

**Sacramentary:** The large red book which contains all the prayers said by the celebrant during Mass, The server at the beginning and the end of Mass holds this book. It is placed on the altar for the Eucharistic Prayer.

**Sacristy:** The room where the priest and servers prepare for Mass.

**Sanctuary:** The area around the altar.

**Tabernacle:** The place behind the altar where Communion is kept during the week.

**Thurible:** The metal container that holds the hot charcoal for the incense.

**Thurifer:** The server who carries the thurible and the boat. This person leads the procession at the beginning of Mass, when incense is used.