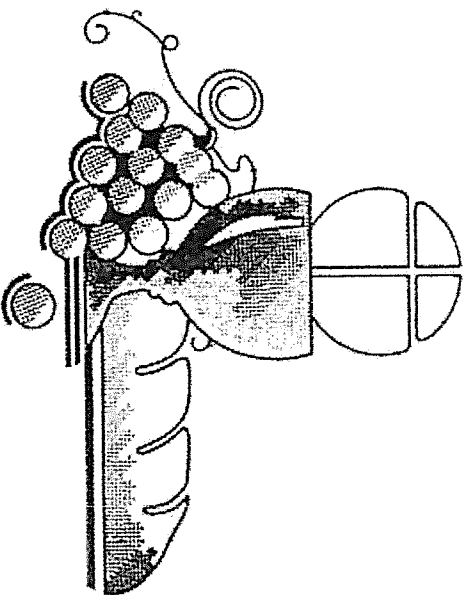


Altar Server Manual



Immaculate Heart of Mary Catholic Parish

Thank you for volunteering to be an

Altar Server!

Serving is a special privilege. It takes PRACTICE, PRACTICE, and more PRACTICE! This server's manual will help you. Read it over and over. Don't worry about messing up. Over time, you'll get better and better. Remember it just takes PRACTICE!

Why do you Serve?

Serving at Mass is a great way to

- Serve God
- Help the priest and those in church to pray and worship together
- Grow in relationship with God
- Learn how to serve God and others outside of church

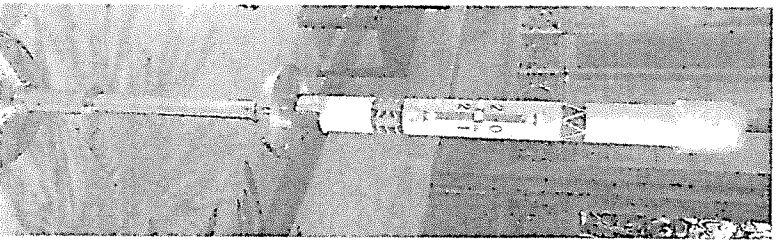
Did you know that we serve God by loving and serving one another? Jesus tells us that whatever we do to others, we do to God. Serving at church is a way to serve our God we do not see by serving those we do see.

We are the Church

The building where we worship is called a church, but also we are "the Church." Jesus is the head of the Church and we are the Body. Just like a regular body that has different parts, there are also different parts at Mass.

Everyone comes together to actively pray, worship, and sing, but some members have special roles to help everyone participate together. Can you name some of these special roles?

Just like on a sports team, every role is important. Your ministry as a SERVER at Mass is also very important!

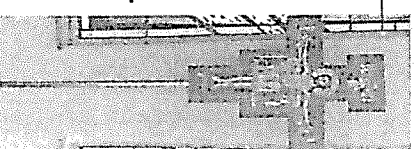


Candles

- When you were baptized, you received a candle and were told, "Receive the Light of Christ."
- We light candles to remember that Christ is the Light of the World. Christ came to shine a light in the darkness and to teach us about God.
- Candles are lit around the altar and at the ambo where the Word of God is proclaimed.
- When there is a baptism or funeral, the Paschal candle is lit.
- We are called to let our light shine and to spread the Light of Jesus for all to see.
- Server 1 will light and extinguish the candles.

Carrying the Cross

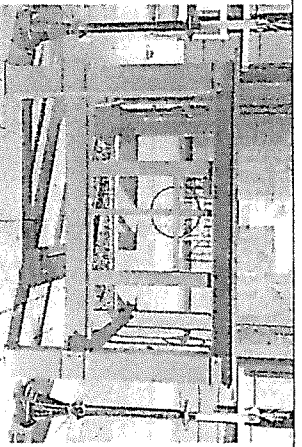
- Server 2 gets the cross from the Day Chapel.
- The cross leads the procession into church.
- It is carried high with reverence for all to see.
- Be sure to practice holding it before Mass.
- Carry it slowly and carefully.
- When in front of the altar, wait for all servers and the priest to arrive.
- Everyone bows together.
- Put the cross back in the chapel and then go to your seat.
- While you are doing this, the priest kisses the altar in reverence and goes to his seat.
- Sit when the priest sits.



We gather to remember Christ.

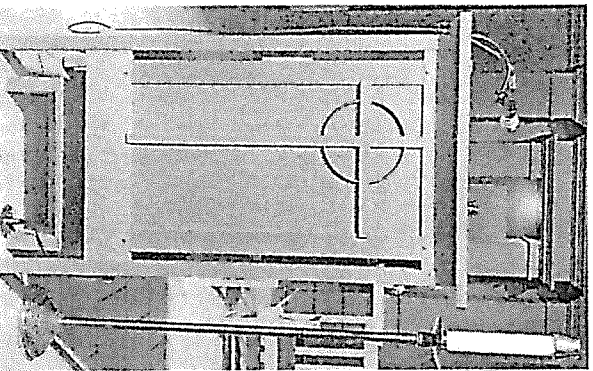
We look at the cross and remember all that Jesus has done for us and continues to do for us. Jesus loves and forgives us.

In Eucharist, we receive the Body and Blood of Christ. We want to become more like Christ and spread love to all those we meet.



Altar

- A sacred table
- The priest and deacon kiss the altar at the beginning and end of Mass.
- We bow to show reverence.
- Here we do what Jesus told us to do. We break bread that becomes the Body of Christ. We bless and share wine that becomes the Blood of Christ.
- We are sent forth to be the Body and Blood of Christ for one another. We share and live the Gospel message with others.

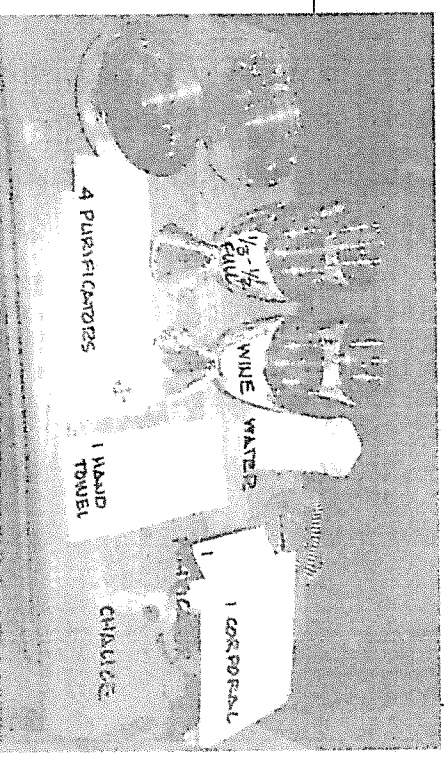


Ambo

- Where the Lector proclaims God's word
- Where the Priest/Deacon proclaims the Gospel
- Jesus went up to the mountain to teach. The ambo is our "mountain" where we proclaim God's teachings.

Credence Table

- Where things are placed that are used during Mass
- The servers take these things to the altar.
- Corporal, pitcher of water, chalice, cups, purificators, lavabo bowl, hand towel, patens are placed on the table



Vessels of the Altar

- Chalice** – cup that the priest uses; it holds the wine that becomes the Blood of Christ
- Cup** – used by those in the assembly; holds the wine that becomes the Blood of Christ
- Corporal** – white cloth that is spread on the altar on which Eucharistic vessels are placed.
- Hand towel** – used to dry the priest's hands
- Lavabo bowl** – Latin word that means "I will wash." Bowl used for washing the priest's hands.
- Paten** – holds the bread that becomes the Body of Christ
- Purificator** – white cloth that cleans the chalices and cups
- Small pitcher of water** – used to wash the priest's hands. It is an old custom to wash hands before praying.

Procession

Cross Bearer

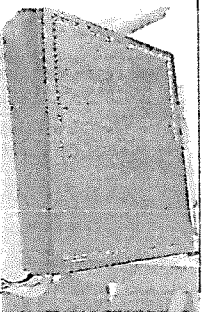
Servers

Priest

Walking and Bowing

- Walk reverently (but not too slowly) down the center aisle.
- Cross Bearer (Server 2) walks alone. Servers 1 & 3 walk together.
- When bowing, first stop and face the altar. Wait until the priest gives the cue and then all bow together.
- Sing and fully participate during the procession. Sing the words you know.
- Server 2 puts the cross in the Chapel and goes to his/her seat.
- Servers 1 & 3 go to their seats.

Roman Missal



- a red book that the priest uses at Mass
- Contains prayers, chants, and instructions (rubrics)
- Holding the Roman Missal helps the priest lead the assembly in prayer.
- The priest is able to pray with outstretched arms, offering the prayers to God.

Opening Prayer

Server 1 picks up the Roman Missal after the opening song.

The priest says, "Let us pray."

Hold the Missal with reverence. Use both hands, holding it in front of your chest.

Hold the Missal so that the priest is able to open it without turning it around. The front cover should face the priest. The ribbons are toward the floor.

The priest will open it to the page he wants.

Hold the Missal high enough so that the presider can read it.

Stand up tall without moving around.

Make sure your fingers do not cover any words.

When everyone answers "Amen," the priest will close the book and everyone will be seated.

Put the Missal on the left side of the altar.

Liturgy of the Word

Listen attentively to the readings, Gospel, homily.

Participate fully in the prayers and in singing the responsorial psalm and gospel acclamation.

Remember you are in the front of church. Others can see you.

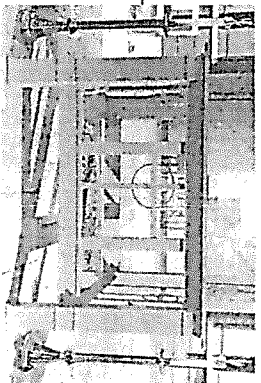
Set a good example.

Keep hands and feet still and look attentive.



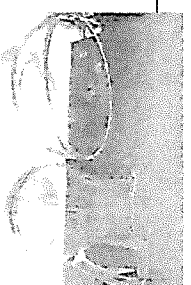
Liturgy of the Eucharist

Precoration of the Altar



- After the Prayers of the Faithful, the assembly will be seated; however, you do not sit down. It is now time to prepare the altar.
- Work together.
- You do not have to wait for the priest.
- All servers walk to the credence table together. Walk behind the priest, not in front of him.
- Server 1 brings the corporal and chalice to the altar. Reverently unfold the corporal. The cross should be closest to the assembly when you unfold it. Make sure the patens, chalice, and purificator are in the right place.
- Servers 2 & 3 bring the patens, purificator(s), water pitcher, bowl, and hand towel to the altar.
- Patens go to the left. Everything else to the right.

Washing of Hands



- Servers 2 & 3 pick up the bowl and hand towel to wash the priest's hands.
- The priest hands Server 1 the water pitcher after he pours a small amount into the chalice.
- After you have washed the priest's hands, Server 1 picks up the wine pitcher.
- All 3 servers take the items you are holding and place them back on the credence table.
- Walk to the foot of the steps and face the altar. Remain standing until the assembly kneels after singing the Holy.

Eucharistic Prayer

- Be attentive. This is when the bread and wine are changed into the Body and Blood of Christ.
- After singing Holy, Holy, Holy, kneel on the bottom step.
- After singing "Amen," stand and walk behind the altar. Face the altar.
- Say/sing The Lord's Prayer and offer a Sign of Peace to those standing near you.

Communion Rite

Receiving Communion

- The Eucharistic ministers will line up behind the altar next to you to receive communion.
- The priest will offer you communion.
- When receiving communion, bow out of reverence and answer "Amen."
- Wait until the priest consumes the host before you consume.
- Walk over to your seats and sit down.

After Communion

- When the last person in line receives communion, Server 3 goes back to the Chapel to turn off the lights.
- After the tabernacle is closed, Servers 1 & 2 remove the patens, chalice, corporal, and purificator(s) and place on the credence table.
- Server 1 sits down.
- Server 2 goes to the Chapel to get the cross.
- Server 3 turns on the lights when the Eucharistic minister comes back to the Chapel. Return to your seat.

Concluding Rite and Recessional

Concluding Prayer

Server 1 & 3 stand up when the priest stands and says, "Let us pray."

Server 1 holds the Missal for the priest.

Server 2 carries the cross back to his/her seat.

Recessional

- After the final blessing, as the song begins, all servers move to the foot of the steps and turn facing the altar.
- Servers bow to the altar when the priest bows.
- Servers turn around and lead the priest down the aisle.

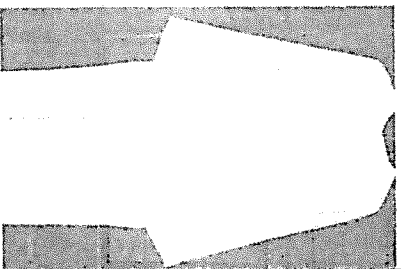
After Mass

- All servers return their alb to the robing room. Neatly place the alb back on the hanger for the next server. Hang it by size order.
- Server 1 extinguishes all the candles.
- Server 2 puts the cross back in the chapel.
- Give God thanks and praise for the ministry you were able to do.

Guidelines

- Know when you are scheduled to serve.
- Arrive at least 15 minutes before Mass.
- Pay attention and fully participate in Mass. Listen, sing, and pray.
- Show respect and reverence to all people and items used at Mass.
- Properly hang up the alb after Mass.
- Everyone works together as a team, so help each other.
- There are specific roles assigned to each server.
Server 1 = 8th grader, Roman Missal
Server 2 = 7th grader, Cross Bearer
Server 3 = 6th grader, Turn off lights

Vestments



Alb

- Latin word for white”
- Reminder of our baptism
- When you were baptized, you received a white garment to show that Jesus washed you clean of your sins and gave you new life.
- A sign that we are Christians, a member of the Church, God’s child
- Priests and deacons also wear an alb.

Liturgical Terms and Definitions

Alb – A full length white vestment worn over the clothes by priests, deacons, and altar servers.

Altar – In Catholic churches the table on which the Sacrifice of the Mass is offered.

Ambo – Elevated pulpit or lectern from which the 1st and 2nd Readings, as well as the Gospel are read. Referred to as The Liturgy of the Word.

Ambry – Cabinet that holds the holy oils used for baptism, confirmation, and anointing of the sick.

Baptismal Font – A stone, metal, or wooden receptacle for holding baptismal water used in the Sacrament of Baptism.

Book of the Gospels – The book from which the Priest or Deacon reads the Gospel.

Chalice – The cup-shaped vessel or goblet used at Mass to contain the Precious Blood of Christ.

Corporeal – Latin word that means “body.” A square white linen cloth on which the Host and Chalice are placed during Mass. It is also used under the monstrance at Benediction or under the Blessed Sacrament at any time.

Ciborium – A covered container used to hold the consecrated hosts.

Credence Table – small table located near the altar that holds sacred vessels and books.

Holy Oils – Oils blessed by the bishop. They include the holy chrism, the oil of catechumens, and the oil of the sick. They are used for baptism, confirmation, and anointing of the sick.

Incense – Powder that when lit gives off a fragrant smoke. Incense is placed in a container called a boat. It is burned in a container called a thurible or censor.

Lavabo Bowl – Bowl used to wash the priest’s hands. “Lavabo” means “I wash” in Latin.

Lectiary – The book of Scripture Readings usually from which the Old and New Testament readings are read.

Lector – Person appointed to read the Word of God in the liturgical assembly. (Person who reads the 1st and 2nd Readings).

Luna or Lunette – Used to hold the Sacred Host in the monstrance.

Monstrance – Sacred vessel used to hold the consecrated Host when it is exposed during adoration or a procession.

Narthex – The gathering area between the exterior doors of the church and the doors to the Nave (worship area).

Nave – the main body of the church reserved for worshippers, including the central and side aisles.

Paschal Candle – A large candle in which five grains of incense have been incased as a symbol of Christ’s wounds. It is blessed on Holy

Saturday in a special service and is symbolic of the Risen Savior, Light of the World. It is then used in the blessing of baptismal water and remains during the Paschal season in the sanctuary, where it is lit during liturgical services.

Paten – Container that holds the hosts that become the Body of Christ.

Purificator – A small piece of white linen, marked with a cross, used by the priest in the celebration of Mass. It is folded in three layers and used by the priest to purify his fingers and the chalice after Holy Communion.

Pyx – Small container used to carry Sacred Hosts; often used when visiting the sick.

Roman Missal – The book that sits on the Altar containing the prayers the priest uses for Mass.

Sacristy – One or more rooms attached to a church, usually near the Altar, where the clergy vest for Mass and where there is storage for sacred vessels, vestments, and other articles needed for liturgical use.

Sacrarium - container used to dispose of any liquid that has been used for a sacred purpose, but can no longer be used. The liquid drains directly to the earth.

Sanctuary – the part of a church containing the Altar.

Tabernacle – A cupboard or boxlike receptacle for the exclusive reservation of the Blessed Sacrament.

Thurible or Censor – Metal container used to burn incense.

References

Philippiart, David: *Serve God with Gladness*: Archdiocese of Chicago: Liturgy Training Publications, 1998.
Server Manual created by Julie Tomich & Sr. Catherine Duenne