

Time	Activities
15 minutes	<p style="text-align: center;">New Servers</p> <p style="text-align: center;">Fill out blank information form, indicate which mass you normally attend.</p>
45 minutes	<p style="text-align: center;">Discussion &amp; Questions</p>
60 minutes	<p style="text-align: center;"><u>Practice Altar Server Activities</u></p> <ul style="list-style-type: none"> <li>○ Preparing for Mass (Page 3)</li> <li>○ The Liturgy of the Eucharist (Pages 4-6)</li> <li>○ Entering and Exiting (Pages 7-8)</li> </ul>

## Terminology

### Thurible or Incenser

The vessel that holds the hot charcoal that makes smoke when incense is added.



### Thurifer

The server carrying the thurible.

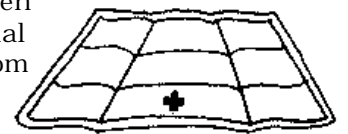
### Credence Table

The table upon which the chalice and other vessels are kept during the Mass.



### Corporal

A square linen cloth unfolded and spread on the altar on which the chalice, ciborium and patten are placed. It is folded into ninths for a special reason: After Mass it is carefully unfolded from the outer edges so as to prevent any bits of consecrated hosts from falling to the floor



### Boat

The small container that holds the incense and a spoon for scooping.



### Pall

The small, hard, linen square sometimes used to cover the chalice to protect the wine.



### Crucifer

The server carrying the processional cross.



### Candle Bearer

The server or servers carrying a processional candle.

### Purificator

The white cloth used to dry the priests fingers, the chalice and the patten after Holy Communion.

### Chalice

A cup that holds the wine consecrated at Mass.

# More Terminology



### Chalice Veil

A thick cloth that covers the chalice, pall, paten and purificator. Its color matches the color of the vestments worn by the priest..



### Cruets

Small pitchers used to hold water and wine. Remove the stopper lid before handing one to the priest. Turn the cruet toward him so he can grasp the handle.

### Paten

A round plate or small bowl used to hold the host.



### Lavabo Set

A water pitcher and bowl used to cleanse the priest's hands before consecration.



### Flagon

A vessel used to contain a greater amount of wine than a cruet.



### Ciborium

A vessel used to contain the Blessed Sacrament.

### Alb

The white linen vestment, secured round the waist by a cincture, worn by Altar Servers.



### Extinguisher

The device used for lighting and putting out candles.



### Book Bearer

The server that holds the Sacramentary for the priest.

### Sacramentary

The red book of prayers used at Mass by the priest.

### Monstrance

The vessel used to display the Blessed Sacrament.



### Humeral Veil

Large cloth used to hold the Blessed Sacrament in procession and at Benediction.



## Preparing for Mass

### Scheduling, Signing In, Arrival, Lighting/Extinguishing the Candles, and Proper Attire

- **Letters and schedules** are mailed as needed to all servers.
  - **Copies of schedules and teams** are on [www.olphclovis.org](http://www.olphclovis.org)
    - click on **Parish Info**, then **Ministries**, then the .PDF documents .
  - **Copies of letters** and sign-ups for non-weekend and other special events are posted on the door of the **Altar Server cabinet in the sacristy**.
  - **You** are responsible for **contacting a replacement** if you cannot meet your schedule.
  - You may usually serve **any Mass** you attend – check to see if there is need; no more than 6 servers.
- Wear **proper clothing**, appropriate for entering the house of the Lord.
  - Solid-color dress shoes - clean and in good condition - should be worn.
  - We want to look nice, though without calling particular attention to ourselves.
  - Altar servers help set an example for appropriate dress and behavior in church.
- Arriving in time to serve at Mass means you are in the Sacristy **at least 15 minutes early**.
  - Sign in on the bulletin board when you arrive. There should be a line for each server.
  - The bulletin board also has copies of team members and the schedule.
- After you sign in, dress in an Alb.
- Decide with the help of your team leader prior to leaving the Sacristy who be the crucifer (usually the tallest), who will be the book bearer (usually the next tallest), who will go with the priest to receive the gifts, who will bring the water cruet, and who will carry the Lavabo set and the towel. The team captain will ring the bells.
- Light the candles 10 minutes before Mass. Use the extinguisher (lights with one side and snuffs with the other) lit prior to approaching the altar.



# The Liturgy of the Eucharist

## Preparing the Altar, Receiving the Gifts Providing the Water, Washing the Hands, Kneeling and Ringing the Bells

- Preparing for the Liturgy of the Eucharist
  - After the Prayers of the Faithful, don't sit down! As soon as the congregation sits for the collection, **prepare the altar**.
  - Place the bookstand and book on the left side of the altar angled toward the priest.
  - Place the chalice in the center of the altar (use both hands when carrying the chalice).
  - Place any bowls from the credence table with bread (hosts) in them on the right side of the altar (leave empty bowls on the credence table).
  - When the priest goes to the front of the altar to receive the gifts, one server will stand on his right to receive and carry either the wine or the bread. Another server will go to the credence table, get the water, and wait for the priest and other server to approach the altar before joining them.
  - Set the flagon on the altar.
  - The server with the water cruet may bow and return it to the credence table after the priest has used it.
  - The server with the wine flagon stays until the flagon is empty, then may bow and return it to the credence table.
- Chalice Veil
  - If a chalice veil is used, remove it from the altar after the priest folds it and places it on the edge of the altar. Place it on the credence table.
  - After communion is finished, bring the chalice veil back and place it on the altar.

- Lavabo Set
  - This is the water bowl, pitcher and towel used for the priest's ceremonial hand washing. It takes two altar servers; the one who brings the bowl drapes the towel over one arm.
  - If there are **four or more servers**: two servers bring up the water bowl and pitcher.
  - If there are **three servers**: one server brings either the water bowl or pitcher and the server who just returned the water cruet to the credence table brings the other.
  - If there are **two servers**: both the server who brought the water cruet and the server who received the gifts return to the credence table and bring up the water bowl and pitcher.
  
- Kneelers and Bell Ringing
  - As the water bowl and the towel are being placed back on the table, the other servers are to bring out the kneelers and place them in front of your bench.
  - Kneeling position should be upright, not sitting back on your heels.
  - Fold hands in front of you.
  - ***Epiclesis*** Watch the priest...**when his hands come over the gifts on the altar** (usually, but not always, you will hear the words, "let your Spirit come upon these gifts to make them holy"). Don't rely on hearing those words, you must watch for his hands!
  - Ring the bell for several seconds. Let the bell sound fade before returning it to the basket.
  - When the priest elevates the host. He will say, "this is my body which will be given up for you". Ring three times with a very short pause in between.
  - Ring the bell a third time when the priest elevates the chalice, he will say, "Do this in memory of me". Ring three times with a very short pause in between.
  - Do not put the kneelers away until the Extraordinary Ministers of Holy Communion have begun to receive communion.

- Communion
  - Put the kneelers away once the Extraordinary Ministers of Holy Communion begin receiving. Stand on the right side of the altar to receive communion. You may stand in line to receive the Precious Blood, or simply return to the altar server bench.
  - **Pay Attention!** After communion, take the water cruet to the priest.
  - **Stop all movement and be attentive to the Extraordinary Ministers of Holy Communion as they leave with the ciborium.**
  - Bring the chalice veil up to the altar.



### **New in January 2007**

#### **Altar Servers return chalices.**

Extraordinary Ministers of Holy Communion will return the chalices to the altar for the priest to purify them. Altar Servers (you!) will then return the chalices to the far credence table (where they were at the beginning of Mass).

## Entering and Exiting

### **Procession, Carrying the Cross, Holding the Sacramentary and Recession**

- The cross bearer leads the procession to the altar. The priest will tell you (or motion to you) when he wants you to begin the procession. If he doesn't, begin the procession after the singing begins.
  - The cross should be carried by the tallest server and placed in the holder facing the congregation.
  - Approach the altar, pause for a moment and proceed to the appropriate side. Currently, we are placing the crucifix in its stand in the Sacristy.
  - Remain standing in front of the Altar Server bench as the Mass begins.

#### **Carrying the Cross**

Carry the cross at all times correctly (there are no 'off duty' times with the cross).

Walking at a moderate, dignified pace ...

Hold the cross straight, with the corpus (Body of Christ) directly forward.

#### **Folded Hands**

When not seated or carrying anything, your hands should be folded.

Palms and fingers together at chest level, pointed at a 45 degree angle.

Left thumb over the knuckle of the right thumb.

### **Holding a Sacramentary**

The book should be held as steadily and

**as high as possible in the position directed by the priest.**

- During the Gloria, when we say or sing “you are seated at the right hand of the Father” take the book up to the priest. Try to move toward the priest before he has to signal you.
- Bow your head after he closes the book and gives it back to you.
- Different priests may want the book at different times. Be attentive to his eye contact or nod.
- During Daily Mass and the seasons of Advent and Lent, the Gloria is not used. Be ready with the book right after the Penitential rite (Lord Have Mercy).
- Final Blessing
  - Bring up the book when the priest stands up.
  - Bow your head after he closes the book and gives it back to you. When the book is closed you may return to the altar server bench.

### **The Altar**

Remember to bow when crossing in front of the altar (go slowly).

Those who carry something into or out of the Church do not bow at the altar.

When you are carrying something, you should stop at the front of the altar, pause, and then continue.