



Altar Server Corp Handbook

Updated: May 2018

Called to Serve

Criteria to be part of the Altar Server Corp at St. Timothy Catholic Church

- Are you at least 10 years old?
- Have you been baptized?
- Have you received your First Holy Communion and receive communion frequently?
- Have you received your First Reconciliation and go to confession regularly?
- Do you go to Mass every Sunday and on Holy Days of Obligation?
- Do you attend religious education classes throughout the school year?

If you can answer **YES** to all of the questions above, then you may be eligible to be part of the Altar Server Corp at St. Timothy Catholic Church.

You are being called. God wants you to play a very important part in the life of our parish. He wants you to help our parish Priest by being a server. God does not call strangers. He calls friends. And he has called you, as Scripture says, “by your name.”

God has been calling people to serve him for centuries. There are great leaders whose names we know: Abraham, Moses, David, and Mary. Even Jesus himself was called by his Father. This is probably not the first time God has called you, and it will not be the last. But this is a very special call. Respond to God’s call with enthusiasm. Give it everything you’ve got!

You are an integral part of the Liturgy! The congregation sees you as a prayer leader. Stay focused and always be ready to help the Priest/Deacon. Participate fully in the Mass.

To become an Altar Server, you need to be able to do the following:

Can fold hands together in the proper position

- Hold your hands together in a reverent praying position for the majority of the Mass (approximately 45 minutes of a 60 minute Mass, of which an estimated 40 minutes is done while standing and 5 minutes while kneeling).
- Practice in the pew: keep your hands folded while standing and kneeling (when indicated) for the Mass. Rest your hands on your lap while sitting.

Can remain focused on what is happening during the Mass as well as be familiar with the Order of the Mass (can refrain from looking at Mom, Dad, or other people during Mass)

- Practice self-restraint with your eyes, refraining from looking around at the congregation, at the people behind you, at the ushers during the collection, and at children who start crying or making noise.
- Know the basic structure of the Mass (Sign of the Cross, Penitential Rite, Gloria, First Reading, Responsorial Psalm, Second Reading, Alleluia, Gospel, Homily, Creed, Petitions, Offertory, Preface, Eucharistic Prayer, Our Father, Lamb of God, Communion, Prayer after Communion, Final Blessing), and be able to follow along.
- Become familiar with the organization of the missalette.

Enjoys serving and recognizes that serving is a privilege and not a right

- Serving is not for everyone, it is a privilege and an honor to do so
- Serving is a gift you give back to God. Serve because you choose to serve God.
- Stay close to God by daily reading His word, praying and doing an examination of conscience every night.
- Receive the sacrament of reconciliation frequently. Put it on your calendar to go every 4-6 weeks. Encourage your whole family to go as a family.

Can refrain from carrying on conversations with other servers during Mass

- Refrain from carrying on conversations with other servers during Mass, and refrain from partaking in them even if some of the other servers start them.

Can refrain from playing with their cinctures during Mass

- Practice self-restraint and refrain from playing with your cincture, hair, hood, or vestments.

Can refrain from using bad words, profanity, or obscene speech

- Using bad words, profanity, and obscene speech is a violation of the Second Commandment.

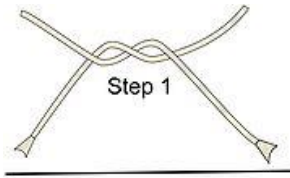
Can refrain from participating in rowdy activities when vested (such chasing other servers, pushing, wrestling, etc.)

- Practice self-restraint even when others are misbehaving. Determine ways that you can avoid situations where your friends try to provoke him to misbehave.

Can and will hang up their own vestments after Mass

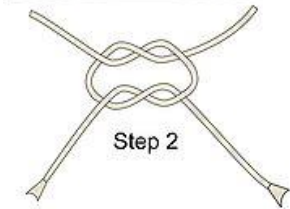
- Practice hanging up your own clothes at home. Practice putting one of the vestments in the Sacristy back on its hanger and hanging it up in the server closet.

Can vest themselves, including tying and untying their own cinctures



- Practice putting the vestments on and taking them off in the Sacristy. Practice how to tie and untie the cincture (just a plain double knot). Place the knot on your left hip.

Can tie and untie their shoes



- If you are going to wear tie shoes assure that your shoes are double knotted so that they do not become unknotted during Mass.

Can be silent during Mass and speak only when necessary or when they are participating in the prayers and songs

- Practice self-restraint and refrain from speaking when unnecessary, making comments, asking irrelevant and unnecessary questions (“Why are Father's vestments green today,” etc.), or complaining during Mass. This can be left for before or after Mass.
- On occasion you will need to speak with other servers or Priests during Mass (if there is a change of plans, something breaks, someone gets sick, etc.)

Can refrain from regularly using the restroom during Mass

- Refrain from having to leave for the restroom during Mass. Try not drinking much for two hours before Mass and make sure you get to the restroom before Mass.

Can refrain from falling asleep during Mass

- Get enough sleep and rest. If you need to, take a nap before Masses late in the day.

Can refrain from talking loudly or boisterously in the Sacristy or in any other part of the building unless necessary

- Control your tone of voice and realize that you rarely need to shout or talk loudly to be heard.

Can refrain from playing around with the books (skimming through the pages without intending to read anything, slamming the books shut, intentionally dropping them on the floor, etc.)

- Refrain from doing any of these things.

Can refrain from socializing 15 minutes before Mass, and can refrain from socializing after Mass while they are vested

- Refrain from talking with others while dressed in an Alb.

*Can refrain from socializing with each other after the **Server's Prayer before Mass***

- After the prayer, we begin to quiet ourselves, thinking of the Mass and preparing for our conversation with the Lord.

Can maintain correct posture at all times during the Mass

- Ensure that you can stand and sit reverently during the Mass, refraining from squirming, swaying, or complaining.
- Avoid playing with your hair, your face, your fingernails or your hands or anything else that will draw attention to yourself.

Length of Service

The length of service for all Liturgical Ministers (those who serve at our Sunday Mass/Liturgy) is **one year**. This service can be renewed each year through the annual training and the signing of commissioning statement (which commits you to the next year of service).

Appropriate Dress

Altar Servers are expected to be ready to serve at every Mass with the following attire:

- Long, solid dark or khaki pants
 - Girls can also wear solid color dark or khaki skirts or dresses; no prints.
- Solid white or light colored collared shirt
- Black dress shoes
 - Girls are to wear black flat shoes (closed toed); no heels.
- Black socks
 - Girls can wear black or white socks or nylons; no bare feet.
- Hair is to be brushed and groomed.
- Girls may wear small earrings that do not draw attention to themselves; avoid bracelets.

Not permitted:

- Sneakers of any kind even if they are all black.
- Jeans, shorts, sandals, and shirts with logos.
- Colored hair other than your natural hair color.
- Girls are not permitted to wear makeup; no bows or colored ribbons.
- Girls are not to wear colored fingernail polish other than clear.

Servers are expected to follow the appropriate dress above for every Mass they attend at our parish. This sets a good example for others and allows the youth to serve even when not on the schedule if asked to be a substitute.

Schedule

The Altar Server schedule is developed for a two month period and will be available around the middle of the previous month. The schedule is developed using an online program called Ministry Scheduler Pro (MSP). This online system enables users to enter when they are able to serve as well as when they are not able to serve. Before each scheduling period a reminder is sent out asking users to enter their “scheduling” parameters – such as which Mass one is open to attend and serve, as well as if one is going to be away for a particular weekend..

Substitutes

When one is not able to serve their schedule time, they can use MSP and request a substitute. And, if the server is not scheduled, they can certainly respond to a request for a substitute. At any time a server can stop by the sacristy before Mass and let the servers know that they are available for serving if needed.

General Expectations Before and During Mass

Remain focused throughout the readings and the prayers; thinking ahead to your role in the celebration.

When standing your arms should always be above the cincture (the cord at your waist) and your hands should be folded together.

Remember when carrying sacred vessels, the Roman Missal (the big Church prayer book also known as the Sacramentary), and other articles during the Mass, it is important that you hold the items reverently and steady.

When sitting, both feet are to be flat on the floor and your hands resting on your thighs.

Focus on the speaker so you will be ready to participate and fulfill your important role as a vested participant and prayer leader.

Never carry electronic devices (a cell phone or other electronic device which can make noise) in your pocket while serving. Such items should be left with a parent or family member

The servers’ eyes and attention should follow the action of the Mass, unless it is necessary to concentrate on some other function being performed. The eyes should not wander.

Servers should bow *slightly* (a “head bow”) to the priest after each time they approach him, since the priest acts in the person of Christ. In general, in the Roman Rite bowing is reserved for the altar, the crucifix and the priest.

Procedures Once You Arrive

Sign-in Procedures

Altar Servers should arrive at least **20 minutes before the start of Mass**. For the occasion when there are specific/additional instructions to be provided to the Servers prior to the start of the Liturgy, you will be sent a notice asking that you arrive at an earlier time.

When you arrive in the Sacristy, sign your name on the scheduling sheet and indicate the role (Cross Bearer, Book Bearer, Bells, or Candle Bearer) you'll be assuming for that mass.

If you are substituting for someone, print your name on the appropriate line with the name of the person for whom you are substituting in parenthesis next to your name.

If you have not signed in by 10 minutes before the beginning of Mass the duties will be distributed among those who are ready to serve.

If you are not scheduled to serve, when you arrive at Mass, please stop by the sacristy to check and see if a server(s) are needed.

If you arrive late to serve and another Server has been recruited from the congregation and is dressed, ready to take your place, please allow that Server to continue in the Server capacity. You have lost your privilege to serve at that Mass.

Prior to Mass

- Open the Altar Server closet and find an **Alb** that is the proper length - it should come right above the top of the back of your shoe. Look at the size inside the collar and remember that number for future serving.
- Select the appropriate color **cincture** matching the celebrant's vestments as prescribed by the liturgical calendar (the calendar is on the bulletin board in the Sacristy). Once you tie it in front, move the knot over your left thigh.
- When prepared, take the Sacramentary (big red prayer book) and the seasonal book to their place on the credence table.
- Light the four candles at the altar and place the stand for the Book of Gospel on the west side (side facing the baptismal font) of the altar.
- Light the two processional candles in the Sacristy that will be carried in the Entrance Procession.

Server's Prayer before Mass

- Once the servers are vested and the candles in the church as well as the processional candles are all lit, as a group, recite the *Server's Prayer before Mass* which can be found in the sign in book. (Fr. Malley likes to pray this prayer with the servers.)

Server's Prayer before Mass

**O Jesus, my King and Lord,
by the grace of the heavenly Father
and the power of the Holy Spirit,
guide and help me to do your will always.
As I serve you today at the Mass, make me
aware of your Holy Presence and grant that I may serve as I am
asked.
If I happen to make an error, may it be a lesson
so my service will be perfect tomorrow.
Jesus, I love you with all my heart. Amen.**

- Wait for the instructions of the presiding Priest before you process out into the Narthex. The Cross Bearer will lead the procession followed by the two Candle Bearers and then by any additional servers.

Roles:

Servers function in one of four possible roles:

Master of Ceremonies (MC): Chosen from the oldest and most trained servers, the MC assists the other servers in their duties, provides instruction and guidance to them, handles the incense when needed, and assists the priest with exceptional parts of the liturgy.

Cross Bearer: Carries the cross in the processions and during the offertory and assists with setting up and clearing the altar.

Book Bearer: Brings the seasonal binder to the priest when needed, and assists with setting up and clearing the altar.

Candle Bearer: Carries one of the two candles in the procession and at the reading of the Gospel and assists with setting up and clearing the altar

Bells: Rings the bells at the consecration.

Server: Newly trained servers primarily assist in setting up and clearing the altar while, learning the roles of Candle Bearer and Cross Bearer through observation. The MC may ask a shadow to assist with a particular task when something out of the ordinary is happening at the Mass.

Duties of the Master of Ceremonies (an MC):

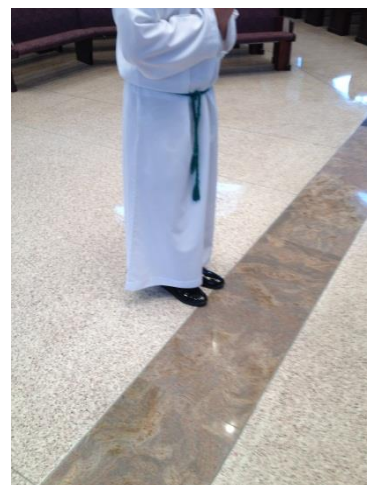
- Prior to Mass, make sure the altar servers are prepared. As needed and time allows, review some parts of the training with the other servers, reminding them of details they may have forgotten.
 - o If there are special things going on during the Mass (e.g. Blessing of the Advent Wreath; Confirmations) assign servers to the specific things that are needed
 - o See that everyone has a meaningful job
- Also, prior to Mass, do a double check on the rest of the setup in the sanctuary, including:.
 - o Stand is on the altar
 - o Candles are lighted
 - o Green binder is on the credence table or at the deacon's chair
 - o On the back credence table:
 - Trays of vessels
 - Priest's chalice and, for Fr. John and Fr. Kevin, a paten
 - Purificators
 - Bowl, pitcher (with water), and towel
 - Ablution cup
 - o On the table by the baptismal font
 - Flagon
 - ciborium
- Handle incense (be the thurifer), if needed.
- In the procession, unless acting as the thurifer, the MC lines up after the servers and before the deacon holding the book of the gospel. If acting as the thurifer, the MC leads the procession
- Throughout the Mass conduct the MC duties in such a way so as to be as "invisible" as possible
- Generally sit in the second row with the servers and, when necessary, prompt the servers in their tasks.
- Help set the altar but don't take on any jobs normally assigned to a particular server. Direct the other servers in where to place things as needed.
 - o Make sure the Missal is opened to the correct page. Over time, learn how the Missal is organized so that it is opened to the correct page regardless of the celebrant or the Mass
- After the altar is set, take a last look making sure everything is ready and in the right place
- After communion, handle any pyx (small containers with consecrated hosts that will be taken to the sick and homebound) that need given out. Get them from the altar and, when the priest calls the Eucharistic Ministers forward, either hand the pyx directly to them or give them to the priest.
- After Mass, give some feedback to the other servers – things they did well and, if necessary, one thing they need to do differently next time. This is really important as it provides a way to help the servers improve.
- In the event something is needed from the sacristy, the MC will most likely be the one to get it.
 - o Examples: missing items, replacing a battery or microphone, relighting a candle

Instructions for the Mass

Introductory or Gathering Rite

Entrance Procession

- **Cross Bearer** carries the Processional Cross directly down the center of the main aisle, leading the procession;
 - Once you reach the altar, go to the edge of the brown tile and with toes touching the edge of the tile pause and proceed to the **left** of the sanctuary platform following the edge of the brown tiles.
 - Place the cross in the stand near the Credence table with the cross facing the altar
 - Sit in the second pew on the end farthest from the Priest.
- **Candle Bearers** should walk together following 3-4 pews behind the Cross Bearer during the entrance procession. You are to walk on the line marked on the floor close to the edge of the pews. The Candle Bearers carry the Processional Candles. Once you reach the altar, go to the edge of the brown tile and with toes touching the edge of the tile bow your head (keeping your candle upright) and proceed to the **left** of the sanctuary platform following the edge of the brown tiles.
 - Once both Candle Bearers are lined up, proceed single file to the credence table and place the candles on the credence table behind the priest's chair
 - Once the candle is set, fold hands and walk to your seat.
 - Sit in the front pew next to each other
- **Book Bearer** process down the main aisle behind Candle Bearers along with the other servers.
 - With hands together walk directly down the center of the main aisle.
 - Once you reach the altar, go to the edge of the brown tile and with toes touching the edge of the tile bow your head and proceed to the **left** of the sanctuary platform following the edge of the brown tiles.
 - Sit in the first seat of the second pew on the end closest to the Priest.
- **Bells** process down the main aisle behind Candle Bearers along with the other servers.
 - With hands together walk directly down the center of the main aisle.
 - Once you reach the altar, go to the edge of the brown tile and with toes touching the edge of the tile bow your head and proceed to the **left** of the sanctuary platform following the edge of the brown tiles.
 - Sit in the second pew on the end closest to the Priest.
 - If necessary, quietly move the sanctus bells so they are in front of you.
- **Other Altar Servers** process down the main aisle behind Candle Bearers.
 - With hands together walk directly down the center of the main aisle.
 - Once you reach the altar, go to the edge of the brown tile and with toes touching the edge of the tile bow your head and proceed to the **left** of the sanctuary platform following the edge of the brown tiles.
 - Sit in the 2nd pew furthest away from the priest but next to the Book Bearer.



Opening Prayer

- Immediately following the Penitential Rite and the Gloria, the **Book Bearer** takes the seasonal binder to the Presider/Priest for the Opening Prayer. Open the binder to the correct page and keep the binder open at all times even when carrying it. Note: Sometimes the deacon needs the binder for the Penitential Rite. If this is the case, immediately after the sign of the cross and the priest's greeting take the binder to the deacon. When the Rite is finished, move off to the side while the Gloria is sung and then take the book to the presider at, "Let us pray."
- Consider holding the binder with elbows above cincture and laying the top of the binder against the chest; head is held up with eyes are to be on the presiding Priest.
- Wait for the Priest to close the binder or indicate in some way for you to return to your place.

Liturgy of the Word

First Reading, Responsorial Psalm and Second Reading

The Readers proclaim the Old Testament Reading, Responsorial Psalm and the New Testament Reading. As a leader of our prayer community, Altar Servers are to angle their bodies towards the Ambo, listen attentively and respond as appropriate.

Gospel Procession

- Following the 1st Reading, Sung Responsorial Psalm and the 2nd Reading and after the Readers have returned to the seats in the assembly, the Priest and Deacon (if present) stand and the choir/cantor begins the Gospel Acclamation. All servers are to stand and remain focused on the Priest or Deacon throughout the whole Gospel.
- As soon as the Priest/Deacon stands, the **Candle Bearers** will proceed to the credence table in back of the priest's chair.
- **All other servers** will remain standing at their seats in the 2nd pew.
- The **Candle Bearers** will pick up the processional candles and proceed to the back of the altar (lined up with toes on the brown tile and standing where the floor line is located)
- The Candle bearers will stand facing the altar and wait for the priest or deacon to pass between them

Gospel Reading

- After the Deacon/Priest passes between the **Candle Bearers**, follow him to the Ambo.
- **Candle Bearers** will be to the left and the right of the Ambo;
- Take your position on their respective sides of the Ambo, facing the Ambo. Line yourself up the edge of the tile with the candle being in the middle of the ambo
- Hold your candle in front of you maintaining a still and steady position for the duration of the Gospel Acclamation. Keep your eyes on the Priest/Deacon and not the candle.
- Once the Priest/Deacon completes the proclamation of the Gospel, and the people have responded '*Praise to you, Lord Jesus Christ*', the **Candle Bearers** turn toward the altar, walk to the brown tile together, and then turn and single file walk to the credence table and place the candles on the credence table behind the priest's chair
- Once the candles are set, return to your seats in the front pew

Homily

- The Priest or Deacon will give the Homily; Altar Servers are to listen attentively
- When seated the servers should sit up straight and are to place your hands on your lap.

Profession of Faith and Prayers of the Faithful

- **Book Bearer** takes the Seasonal binder (color is the same as the Priest's vestments) from the Credence table to the Presider/Priest when all stand following the Homily.
- Once the Creed and Prayers of the Faithful have been completed, return the binder to the Credence table.

Liturgy of the Eucharist

Setting the Table

Be mindful that you are moving sacred vessels as part of a holy and sacred event.
Carry the vessels slowly and reverently above your waist with careful and deliberate actions.

As soon as all sit following the Prayers of the Faithful:

- **Book Bearer** takes the large Missal (Sacramentary) with the book stand (or just the small Missal) from the Credence table and proceeds to the altar placing the book in the correct position.
- **Book Bearer** takes the Gospel Book stand (Lucite, see through stand) from the altar and return on the **right** side of the Priest/Deacon chairs returning the stand to the Credence table.
- **All other servers** assist setting the altar by taking the items on the far end of the credence table (usually the trays with the chalices or ciboria) and goes to the **right** behind the Priest/Deacon chairs and proceeds to the altar placing it on the appropriate corporal – chalices are placed on the side closest to the priest chair while the ciboria are placed on the opposite side.
- Once all of the trays are on the altar, the pitcher of water is to be placed on the altar, as well as the priest's chalice, and purificators
- Again, trays containing the ciboria will be placed on the altar – to the left of the presider position (opposite side to the priest's chair)
- Again, trays containing the chalices will be placed on the altar – to the right of the presider's position (closest to the priest's chair)
- See diagram of a "**Properly Set Altar**" on the back page of this document

Presentation of the Gifts

- The Offertory Procession will include the collection with the Presentation of the Gifts
- Once the altar is set, **The Cross Bearer** will go and get the cross and slowly walk along the edge of the brown tile to the center of the altar steps. Slowly walk down the main aisle to the back of the church
- **Cross Bearer:** once you reach the back of the church, turn around and face forward facing the altar leaving room for the persons bringing up the gifts.
- **Cross Bearer:** once the offertory procession is ready **which will include the collection**, slowly walk the main aisle to the Priest
- **Cross Bearer:** once you reach the altar where the Priest will be, slowly return the cross to its stand near the Credence table.
- **Cross Bearer** once you place the cross in the stand near the Credence table, and you see that the Priest is now in position at the altar, bring the Lavabo bowl and the finger towel to the altar going to the **right** of the Priest/Deacon chairs.
- **Cross Bearer** once you reach the altar give the Lavabo bowl to another server and remain with the finger towel.
- At this time the cross bearer and three other servers are in "hand washing position" lined up shoulder to shoulder at the base of the steps to the altar facing the priest

Washing of Hands

- **Server #1** will be given the **water pitcher** from the altar when the Priest has finished putting water in the flagon and or his chalice. Stand in position one (1) at the altar, to the Priest's right. When the Priest is ready for the Washing of Hands:
 - He will turn and face the altar servers. The 3 servers that will wash his hand will then climb up the steps to the top. The 4th server will stay in place.
 - The Priest will then place his hands over the Lavabo bowl and the server pours the water over his fingers until he motions to stop.
- **Server #1** will have the **Lavabo bowl** and stand in position two (2)
- **Cross Bearer** will have the **Finger Towel** and stand in position three (3) at the altar.
- When the Priest is ready to have his hands washed, all three servers gather around the Priest.
- **Server #1** will pour water over the Priest's hands
- **Server #2** places the bowl under the hands of the Priest to catch the water.
- **Cross Bearer** will hand the finger towel to the Priest after he washes his hands.
- All three servers are to bow to the Priest before leaving the altar.
- At this point, the Priest or Deacon may hand the **Server #4** the large ciboria, flagon, and/or the lid to remove from the altar. When they do this, those items need to be taken to the table behind the choir area, along with the finger towel and Lavabo bowl.
- The water pitcher should be placed on the credence table as it will be used after Communion has been distributed

Eucharistic Prayer

Following the Sanctus, (**Holy, Holy Holy**) all servers are to kneel as with the rest of the assembly.

Consecration: Ringing of the Sanctus Bells

It is important that all servers pay close attention to the Eucharistic prayer.

- **Bells:** As soon as you hear the Priest say ***"Take this, all of you, and eat it: this is my body which will be given up for you"*** move close to the Sanctus bells.
- **Bells:** As soon as the Priest raises the host, ring the Sanctus bells **THREE** times as the Priest raises the host.
- **Bells:** As soon as you hear the Priest say ***"Take this, all of you, and drink from it; this is the cup of my blood, the blood of the new and everlasting covenant. It will be shed for you and for all so that sins may be forgiven. Do this in memory of me."*** Prepare yourself to ring the bells
- **Bells** is to ring the Sanctus bells **THREE** times as the Priest raises the chalice.

Communion Rite

During the Our Father, stand like the rest of the congregation, you may pray with your hands and arms raised up.

Sign of Peace

When extending a sign of peace do not leave your chair. Only give a sign of peace to those immediately around you. If the priest comes forward to wish you peace, please step forward to greet him.

Communion

As soon as all Altar Servers have received communion:

- Go to your seats and kneel. To pray you can bow your head. Do not sit to pray once you receive communion.
- **Book Bearer** will remove the Missal and book stand from the altar and return it to the Credence table.
- Once the sacred vessels have been purified by the priest, deacon and or acolyte, the servers will remove the trays and all other sacred vessels and items from the altar and take them to the table in back of the choir wall.

Concluding Rites

When the entire assembly stands after Communion:

- **Book Bearer** takes the seasonal binder to the Priest for the Prayer after Communion. Open the binder to the correct page and keep the binder open at all times even when carrying it.
- Consider holding the binder with elbows above cincture and laying the top of the binder against the chest; head is held up with eyes are to be on the presiding Priest.
- Wait for the Priest to close the binder or indicate in some way that he is finished.

Procession at the End of Mass

- During the singing of the Recessional hymn, the Priest will queue when to start moving to get the Cross and Candles.
- **Cross Bearer:** get the cross from the stand and moves to the proper position, in the middle aisle, 5 rows back from the front.
- **Candle Bearers:** get the candles from the credence table (the reverse of what was done in the Entrance Procession); go to the proper position, in the aisle, at the 2nd pew.
- **Book Bearer, Bells, and other servers:** line up in front of the candles in the main aisle.
- When the priest bows to reverence the altar, the altar servers are to bow their heads and turn toward the front doors of the church and begin to process toward the doors and on the sacristy. Once in the sacristy the cross and candles are placed in their appropriate positions. Do not extinguish the candle until you reach the Sacristy.
- Once the candles are in their place, the cross is in its stand and the candles are extinguished, the servers gather for a prayer of thanksgiving:

Server's Prayer after Mass

Loving God, I want to thank you for the privilege to serve you at Mass today and most especially for the gift of hearing your Word, and receiving you at Communion, your Body and Blood. Be with me today and always that I may become what you call me to be. Amen.

Following Mass

- **Candle Bearers** can now undress and return his garments to the servers' closet.
- Still dressed in an Alb, **the Cross Bearer** will go back to the main church and extinguishes the two candles at the altar.

Glossary of Terms

The Church Building

Aisles – the passage way between the rows of pews or chairs in the main body of the church which allow the people to enter and leave the worship area.

Baptistery – the area where baptisms are celebrated.

Reconciliation Room/Confessional – the room or place where the sacrament of reconciliation takes place.

Narthex - the area between the outside doors of the church and the interior doors into the worship area.

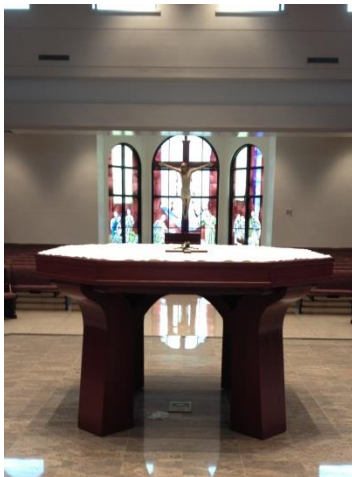


Nave/Worship Area – the main body of the church where the people of God gather for worship.

Sacristy – the room used by the ministers to prepare for the celebration of the liturgy and the place where the vestments, vessels and other things used in the liturgy are stored.

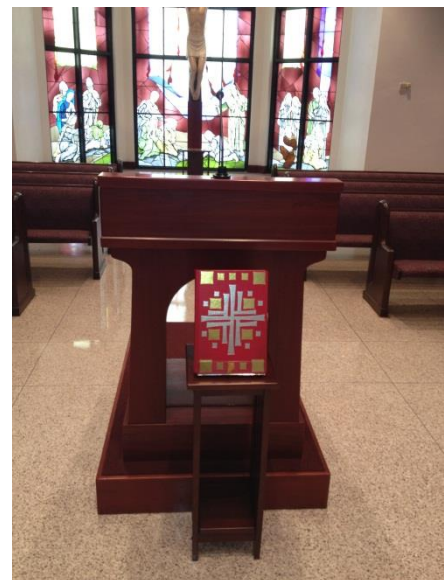
Sanctuary – the area of the nave around the altar.

Furniture

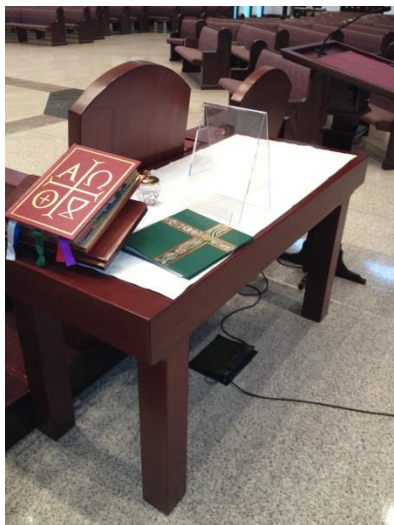


Altar – One of two principal areas of focus during the Mass, the table of the Lord to which God's people are called to give praise and thanks to God, on which they place the gifts of bread and wine, and at which the bread and wine offered become the Body and Blood of Christ.

Ambo – One of two principal areas of focus during the Mass, that place from which the Word of God is proclaimed.



Chair – the presidential chair for the Presider/Priest at liturgy; symbolizes the teaching authority of Christ entrusted to the church.



Credence table – the table near the sanctuary on which are placed the things needed for the celebration.

Tabernacle – the locked container in which the Eucharistic bread is reserved after the celebration of the Mass. Normally placed in a separate chapel, (Reservation Chapel) where the Blessed Sacrament is reserved for communion of the dying, the sick, and for adoration.

Vestments

Alb – floor-length, white garment with sleeves worn by those who minister at the altar. Symbolizes Christ and the royal dignity received in baptism.

Cincture – the chord belt tied around the waist and Alb. The knot should be worn over your left thigh.

Vessels, Cloths and Objects



Chalice – the cup used at the celebration of the Mass that holds the wine that becomes the blood of Christ. We also use several chalices to hold the Precious Blood during Holy Communion.

Ciborium – the plate or bowl that holds the bread for the celebration of the Mass. It is also used during Holy Communion for distribution of the Precious Body. It is also used to store the reserved Eucharist in the Tabernacle. (Ciboria – is more than one ciborium, the plural form)

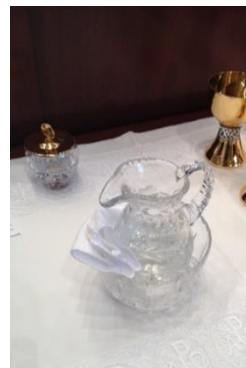
Corporal – the large square, white linen cloth placed in the center of the altar on which are placed the chalice(s) and ciborium (ciboria) for celebration of the Mass.



Flagon – the bottle or carafe-like vessel used to hold the wine that will be consecrated at Mass for the Communion of the people. It is filled before Mass and brought forward during the procession when the gifts are brought forward.

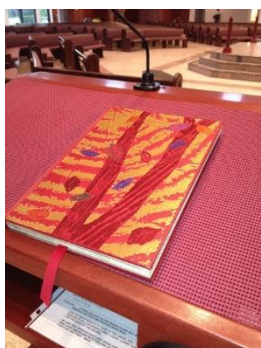
Lavabo bowl – the basin or bowl used to catch the water hands of the Presider at the washing of hands at the Mass.

Lavabo Finger towel – the cloth used to dry the hands of the washing of hands at the Mass.



poured over the

Presider at the



Lectionary – the large book containing the scripture readings proclaimed at the celebration of the Mass during the Liturgy of the Word.

Paschal Candle – the large candle blessed at the Easter Vigil as a sign of the risen Christ. IT normally stands near the altar for the fifty days of the Easter season. Outside of the Easter season, the Easter candle normally stands near the baptismal font. There is no Easter candle during Lent.



ProceSSIONAL Cross – the cross used in processions.

Purificator – the long and narrow cloth used to wipe the chalice. It normally has a red cross stitched in the center of the cloth.

Pyx – a small container used to carry the consecrated bread from the Mass to the sick at home or in the hospital.



Missal/Sacramentary – the book containing the prayers and text for the celebration of the Mass.



Sacrarium – a special sink, in the Sacristy, where water is used to rinse the sacred vessels used in the Mass; the water goes directly into the ground.

Sanctuary lamp – the lighted candle or lamp that burns continuously near the tabernacle or place of reservation of the Eucharist as a sign that the Blessed Sacrament is reserved.



Sanctus bells – a group of bells connected to one another is rung during Mass to prepare the congregation for Holy Communion. Derive their name from being rung first during the Sanctus [Holy, Holy, Holy Lord...]. They have been rung as part of the celebration of the Holy Sacrifice of the Mass in the Church for more than 800 years.

Seasonal book – the book containing the Creed, the Prayers of the Faithful and any announcements. Its color corresponds to the season or feast celebrated. For instance, during the Christmas and Easter seasons, the book is white. During Advent and Lent, the book is purple. During the Ordinary time, the book is green.



Thurible - a metal censer suspended from chains, in which incense is burned during worship services



Boat – the small container used to hold the incense

Liturgical Calendar – calendar used and placed on the bulletin board in the sacristy to designate the liturgical seasons and the dominant color used during that liturgical season



Ministers at Mass

Presider – the Priest or Bishop who celebrates the Mass.

Deacon – a minister ordained to serve the presider, proclaims the Gospel, preach, lead the intercessions, and assist at the altar.

Acolyte - a commissioned minister who is often in training to be a Deacon.

Cantor – a minister who leads the singing as well as sings the verses of the Responsorial Psalm during the Liturgy of the Word.

Reader – a minister who reads the scripture reading from the Lectionary during the Liturgy of the Word.

Music Minister – the minister who organized the music for the Liturgy. Sometimes the music minister plays the organ, piano, guitar or other instruments and directs the choir.

Usher – a minister who helps welcome people, seat people, direct processions, and collect the gifts of money for the church and for the poor.

Assembly – all of the people of God gathered to share together in the celebration of the Mass.

Sacristan – a minister who takes care of all the things used in Sacristy, and who helps prepare all the things needed for a Liturgical Celebration

Communion Minister – Ordinary Ministers of Holy Communion are bishops, priests, and deacons. Extraordinary Ministers of Holy Communion are lay people who have been commissioned by their pastor to help the Ordinary Ministers of Holy Communion distribute the Body and Blood of Christ to the assembly.