

This is an updated instruction sheet. Feel free to contact
Fr. Tom or Fr. Timothy if you have further questions.
Or contact Steve Burt at 252-5118. Thank you!

Serving at Liturgy

- Arrive 10-15 minutes before the liturgy.
- Cassocks are located in a closet in the sacristy (near the organ). The cassock you choose should go to your feet but not touch the floor. Also choose a surplice of the appropriate size. (*Neat, clean shoes should be worn. Feet should be covered. PLEASE: NO flip-flops! These make noise and do not belong in the sacred space of the sanctuary!*)
- Assist the Sacristan, if needed - Put the Chalice with the purificator and the empty containers for the hosts on the Credence Table. Put the large container of altar breads and the cruets of water and wine on the table near the entrance of the church, to be brought up to the altar at the offertory. Light the candles.
- Take the Crucifix from its stand to the sacristy off the Gathering Place. The Sacristan or Father will give you any special instructions if there is a baptism or special blessing.
- 5 minutes before the start of the Mass, all the lay ministers, including servers, will pray together.
- When Father and the Lector are ready, go with them into the gathering space to prepare for the procession.
- When the Musicians have finished the greeting, the server carrying the Crucifix leads the procession down the center of the aisle followed by the second server, the lector, and/or the deacon if present, and then Father.
- At the foot of the Altar step to the side (1st server to the left, 2nd server to the right) so that the Priest, Deacon and Lector can stand between the 2 servers. The priest should be in line with the center of the altar; please leave adequate room. Wait for the Priest and then **facing the tabernacle, (that is toward your right) genuflect together (the server carrying the Crucifix and the Lector will bow instead of genuflecting).**
- Server carrying the Crucifix – place it back in its stand, ensuring that it is standing straight with the Body on the cross facing the people. Go to your chairs and remain standing, one server on each side of the Priest and Deacon. Use the hymnal and sing with the congregation.

Part I - Prayers and Readings

Greeting

Penitential Rite

Gloria

Opening Prayer: Father will say “**Let us pray.**” Server on Father’s right brings the book to him and holds it for him so that the words may be easily read and the pages do not turn. When he’s finished, place the book on the Altar and return to your place. Sit and stand as the people do.

Liturgy of the Word

Homily

Nicene Creed

General Intercessions (petitions)

Part II - Preparation of Gifts and Eucharistic Prayer

1. When the collection is nearly complete, the priest or deacon will direct you to prepare the Altar. One server removes the book holder from the Altar and both go to the credence table. Set the book holder on the table and both servers bring ALL the chalices and the purificators to the Altar. Please keep the purificators on top of each chalice.
2. Then go with the Priest or Deacon to the bottom of the steps, standing one on each side, to receive the water and wine from the Gift Bearers.
3. Follow the Priest back to the Altar carrying the cruets/flagon of water and wine. Stand at the corner of the Altar on Father’s right close enough to him so he doesn’t have to come to you. Remove the stoppers and present first the wine, then the water, **WITH THE HANDLES TOWARD THE PRIEST.**
4. After the Priest pours the water and wine into the Chalice, he will hand the cruets back to you. BOW, turn toward each other, and walk together to the credence table. Set the wine cruet/flagon down on the table.

5. One server can bring the water and the dish (lavabo) to Father. The other brings the finger towel.
6. Go to the altar together. Pour a little water over Father's fingers while holding the lavabo underneath to catch the water. Give Father the towel to wipe his hands. Bow to the priest and, walking together, return the items to the credence table.
7. Go together to the bottom of the steps near the piano and stand until the congregation kneels. Keep your attention on Father, and participate in the singing.

Our Father: Stay at your place.

Sign of Peace: Greet Father (if he comes to you), the deacon (if there is one), and each other with the Sign of Peace. Then go to the credence table and bring the rest of the vessels (bowls) to the Altar. Return to your places at the bottom of the steps.

Part III - Communion

- After Father has given the Eucharist to the Extraordinary Eucharistic Ministers, stand and move to the front of the line near the piano to receive Communion. Return to the steps and kneel. Reflect on the Eucharist and participate in singing the Communion Song.
- After Communion, when the Priest has returned the ciboria to the Tabernacle and is returning to the altar, stand together. One server will go to the credence table and bring the cruet of water to the altar for Father to purify the vessels. The other server waits by the altar to Father's right. As the vessels are purified, the servers return them to the credence table one-by-one until the altar is clear except for the book and the corporal that remains on the corner of the altar.
- Go back to your chairs - the book holder will take the book (if Father has not already) from the Altar – be seated.

Part IV - Prayer After Communion and Final Blessing

Prayer after Communion: Stand when Father stands. He'll say "Let us pray." Hold the book for him. After the prayer, place the book back beside his chair unless he asks you to stay.

Announcements

Final Blessing: If there is a solemn blessing, Father or the deacon will say "Bow down for the blessing." A server will need to hold the book for him.

Recessional (walking out)

Sing the closing hymn. Move to leave when Father moves. He will kiss the altar. Wait for him. The server who carried in the Crucifix takes it from the stand. Then all move to leave, one server on either side of the Altar. Stop with Father at the foot of the Altar, turn around together, **genuflect together toward the tabernacle**, (the server carrying the Crucifix will again bow instead) and then servers leave first.

Clean-up

When you can get back into the church return the Crucifix to its stand and help the sacristan by carefully and reverently bringing the chalices, purificators and ciboria from the credence table back to the sacristy. The sacristan may ask you to snuff out the candles: only do so with the snuffer. **Do NOT** blow them out because ash and wax can fly onto the altar cloth. Hang up your cassock and know that you have served your parish community well.

THANK YOU FOR SERVING!

We truly appreciate your help in making the liturgy a prayer to praise and thank God for all the blessings we have received.

****** Please use the restrooms before or after Mass and not during so as not to be a distraction during Mass. However, if you should begin to feel weak or ill while the Mass is going on, you may always go to your place and sit or leave the altar area and go to the Gathering Space. Father will understand and your partner will carry on without you.***

SERVER VOCABULARY LIST

Altar – the table on which the Mass is celebrated

Ambo – the lectern where the Word of God and sermon are proclaimed

Book of the Gospels – the book used by the deacon or priest to proclaim the Gospel

Cassock – the long, black garment used to cover street clothes worn by the altar servers

Chalice (CHAL liss) – the cup that holds the Blood of Christ

Ciborium / Ciboria (suh BORE e um / sih BORE e uh) – the small, round, closed container/s that hold the Body of Christ

Corporal (CORE pore uhl) – each of the square cloths placed at the middle and right side on top of the altar

Credence Table – the small table off to the side of the sanctuary where the chalice, cruet, lavabo bowl, and towel are kept during the Mass when they're not being used

Cruet (CREW it) – the small glass container holding the water

Flagon (FLAG un) – the large pitcher holding the wine to be consecrated during the Mass and carried to the altar for the preparation of the gifts

Lavabo (luh VAH bo) – the basin over which the priest's hands are washed

Lectionary (LEK shun air e) – the book from which all the readers proclaim the Word of God

Processional Cross – the cross carried into the church at the head of the procession

Purificator (PURE if ih kate er) – the cloth used to wipe the chalice after receiving the Precious Blood

Roman Missal – the book containing all of the prayers used for the Mass

Sacristy – the room where the vestments and sacred vessels are kept

Sanctuary – the raised platform where the altar and ambo are located

Surplice – the loose white outer garment worn by the altar servers over the top of the cassock

Tabernacle – the ornamental, locked box where the consecrated Eucharist is kept

Vestments – the clothing worn during the Mass by the priest, deacon, and altar servers

Prayers and Responses

The Roman Missal allows for certain variations in prayers and responses at certain times during the Mass. Below are those most commonly used. Bold words indicate words spoken by the altar server/congregation while words of the priest/celebrant are in italics.

Greeting

Make the sign of the cross...

In the name of the Father, and of the Son, and of the Holy Spirit.

Amen.

The grace of our Lord Jesus Christ and the love of God and the communion of the Holy Spirit be with you all.

And with your spirit.

Penitential Act

I confess to almighty God, and to you, my brothers and sisters, that I have greatly sinned, in my thoughts and in my words, in what I have done and in what I have failed to do, through my fault, through my fault, through my most grievous fault; therefore I ask blessed Mary ever-Virgin, all the Angels and Saints, and you, my brothers and sisters, to pray for me to the Lord our God.

May almighty God have mercy on us, forgive us our sins, and bring us to everlasting life.

Amen.

Kyrie

These are repeated first by the priest and then by the congregation...

Lord have mercy

Christ have mercy

Lord have mercy

Gloria

Glory to God in the highest, and on earth peace to people of good will.

We praise you, we bless you, we adore you, we glorify you, we give you thanks for your great glory, Lord God, heavenly King, O God, almighty Father.

Lord Jesus Christ, Only Begotten Son, Lord God, Lamb of God, Son of the Father, you take away the sins of the world, have mercy on us; you take away the sins of the world, receive our prayer; you are seated at the right hand of the Father, have mercy on us.

For you alone are the Holy One, you alone are the Lord, you alone are the Most High, Jesus Christ, with the Holy Spirit, in the glory of God the Father. Amen.

Liturgy of the Word

After the first reading...

The word of the Lord.

Thanks be to God

Prior to reading of the Gospel, stand...

The Lord be with you,

And with your spirit.

A reading from the holy gospel according to...

Trace a small cross with your thumb on your forehead, lips and heart

Glory to you, O Lord.

At conclusion...

The gospel of the Lord.

Praise to you, Lord Jesus Christ.

Nicene Creed

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible.

I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages.

God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made.

For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man.

For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father.

He will come again in glory to judge the living and the dead and his kingdom will have no end.

I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the Prophets. I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

Offertory Response

Pray, brethren, that my sacrifice and yours may be acceptable to God, the almighty Father.

May the Lord accept the sacrifice at your hands for the praise and glory of his name, for our good and the good of all his holy Church.

Prayer over the Gifts

The Lord be with you.

And with your spirit.

Lift up your hearts.

We lift them up to the Lord.

Let us give thanks to the Lord our God.

It is right and just.

Sanctus

Holy, Holy, Holy Lord God of hosts.

Heaven and earth are full of your glory,

Hosanna in the highest.

Blessed is he who comes in the name of the Lord.

Hosanna in the highest.

Memorial Acclamations

1. We proclaim your Death, O Lord, and profess your Resurrection until you come again.

2. When we eat this Bread and drink this Cup, we proclaim your Death, O Lord, until you come again.

3. Save us, Savior of the world, for by your Cross and Resurrection you have set us free.

Lord's Prayer

Our Father, who art in heaven, hallowed be thy name; thy kingdom come, thy will be done on earth as it is in heaven. Give us this day our daily bread, and forgive

us our trespasses, as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil.

Sign of Peace

Lord Jesus Christ, who said to your Apostles: Peace I leave you, my peace I give you; look not on our sins, but on the faith of your Church, and graciously grant her peace and unity in accordance with your will. Who live and reign for ever and ever. Amen.

The peace of the Lord be with you always.
And with your spirit.

Agnus Dei

Lamb of God, you take away the sins of the world, have mercy on us.

Lamb of God, you take away the sins of the world, have mercy on us.

Lamb of God, you take away the sins of the world, grant us peace.

Behold the Lamb of God, behold him who takes away the sins of the world. Blessed are those called to the supper of the Lamb. Lord, I am not worthy that you should enter under my roof, but only say the word and my soul shall be healed.

Closing Rite

The Lord be with you.

And with your spirit.

Blessing with all making the sign of the cross.

Go forth, the Mass is ended.

Thanks be to God.