

## Ministry of the Instituted Acolyte

1. The acolyte is instituted to serve at the altar and to assist the priest and deacon. In particular, it is his responsibility to prepare the altar and the sacred vessels and, if it is necessary, as an extraordinary minister, to distribute the Eucharist to the faithful (GIRM, no.98).
2. The duties that the acolyte may carry out are of various kinds and several may coincide. Hence, it is desirable that these duties be suitably distributed among several acolytes. If, however, only one acolyte is present, he should perform the more important duties while the rest are to be distributed among several ministers (GIRM, no.187).
3. Through the entire celebration, the acolyte is to approach the priest or the deacon, whenever necessary. **Move only if and when is necessary and appropriate** (GIRM, cf. no.189).

### Before Mass

4. *A drop of water is added to the wine in the main chalice only.* **Acolytes should NOT** pour a drop of water into secondary chalices before Mass; nor should priest or deacon do so during Mass. (Bishop's letter, Feb. 13, 2015).
5. 20 minutes before Mass, Acolytes should check the Liturgical Setting, such as, chalice, paten, corporals, purificators, cruets (wine and water), ciboria, sufficient hosts to be consecrated, ewer, towel, Roman Missal, tabernacle key at the credence table with and an open corporal (Diocesan Norm).
6. Before Mass begins, the following prayer is said by priests, acolytes, readers, extraordinary ministers of Holy Communion and altar servers in a proper place:

**God our Father,  
 You have called us  
 to stand next to Your altar and serve You.  
 Pour forth into our hearts the grace of the Holy Spirit.  
 that our every word and gesture  
 may draw Your People deeper  
 into the saving Mysteries of Your Beloved Son.  
 Through Christ our Lord. Amen.**

**Presider: Mary, Mother of the Church,**

**Ministers:** pray for us.

**P: St. Joseph, M:** pray for us.

**P: St. (Patron of parish), M:** pray for us.

## Introductory Rites

### Entrance and Procession

7. Procession (GIRM, cf. no.120):
  - a. If no altar servers are present, he may carry the cross.
  - b. If altar servers are present, the Acolyte takes his position in the procession behind candle bearers and before the readers.

### Collect

8. The Acolyte is to approach the priest or the deacon, whenever necessary, in order to present the book to them and to assist them in any other way required. Thus it is appropriate, insofar as possible, that the acolyte occupy a place from which he can conveniently carry out his ministry either at the chair or at the altar (GIRM, cf. no.189).

## Liturgy of Eucharist

### Offertory

9. Nothing is on the altar. When the ushers begin the collection, the acolyte goes to the credence table and brings the chalice to the altar (Diocesan Norms).

### Preparation of the Altar

10. The acolyte places the Chalice covered by the chalice veil and burse in the center of the altar. Then the Presider or deacon unveils the chalice and prepares the altar. The veil and burse are taken to the credence table, and the Roman Missal is brought to the altar (Diocesan Norms).
11. When is necessary, the Acolyte approaches the Presider and receives from the Presider the collection (if no other altar server is present) and wine. Then he places the collection basket near the altar and takes the wine at the credence

table if it is necessary in order to help the preparation of the altar (Diocesan Norms).

12. When the Presider returns to the altar and sets ciborium down on the corporal, acolyte(s) bring(s) the small chalice(s) filled with wine (Diocesan Norms).
13. Then, the Presider receives from the acolyte the wine and water to prepare the Chalice.
14. After the Presider bows profoundly, the altar server unfolds the towel and drapes it over his left arm before he takes the pitcher and dish to the Presider. Pour water over the priest's hands, then raise his left arm, still holding the dish, so that the presider can take the towel and dry his hands. The presider takes the towel back on the arm, bows, and returns to the credence table (Ceremonies Explained for Servers, no.217).

If there are two altar servers, one takes the bowl and the pitcher, and the other one takes the towel (Diocesan Norms).

If there are no altar servers, the acolyte performs this action (Diocesan Norms).

### Eucharistic Prayer

15. The Acolytes kneel when people kneel during the Eucharistic Prayer (Ceremonies Explained for Servers, cf. no.308).
16. The Acolyte rings the bell softly three times at each elevation at the elevation of the Body and Blood of Christ (Ceremonies Explained for Servers, cf. no.230).

### Lamb of God

17. The Acolytes **DO NOT** distribute Hosts to the secondary ciboria; this is the task of the Bishop, Priest and Deacon (Bishop's letter, February 13, 2015).
18. **The ciborium from the Tabernacle should *not* be brought to the altar as a matter of course at the Lamb of God.** Rather, the faithful should receive Communion from bread consecrated at the Mass they attend, and sufficient hosts should be set out beforehand to accomplish this. The priest should go to the Tabernacle for more consecrated hosts only when the hosts consecrated at Mass have been consumed. Having to break hosts at Communion is a liturgical

disaster, and priest should take great care to avoid it (Bishop's letter, October 18, 2016).

19. After Lamb of God and breaking of the Host, acolyte kneels (Ceremonies Explained for Serves, cf. no.313)

### Communion

20. An instituted acolyte, as an extraordinary minister, may, if necessary, assist the priest in giving Communion to the people. When no deacon is present, the acolyte administers the chalice to the communicants (GIRM, cf. no.191).
21. If a host or any particle should fall, it is to be picked up reverently. If any of the Precious Blood is spilled, the area where the spill occurred should be covered with a purificator and after Mass should be washed with water, and this water should then be poured into the sacrarium in the sacristy (no. 280).
22. When the distribution of Communion is completed, the acolyte helps the priest or deacon to purify and arrange the sacred vessels. When no deacon is present, an acolyte carries the sacred vessels to the credence table and there purifies, wipes, and arranges them in the usual way, if this is necessary GIRM, (no.192).
23. The Presider veils the chalice at the center of the altar. Then, the acolyte may take it to place it at the credence table (Diocesan Norm).

### Exit Procession

24. When people say "Thanks be to God" in response to "Go in peace", the Cross bearer and servers immediately take the processional cross and candles (without waiting for a cue from the priest) and descend to stand facing the altar in the middle of the center aisle, ten to fifteen feet back from the sanctuary followed by the Acolyte(s) (Bishop's letter, February 13, 2015).
25. The Presider and Deacon reverence altar, descend to center aisle, and genuflect with the other concelebrants already in the middle aisle. As Presider turns around, Cross bearer leads procession to doors of church (Bishop's letter, February 13, 2015).