

# PROCEDURES FOR ALTAR SERVERS

THE MOST IMPORTANT THING IS THAT YOU ACT REVERENTLY AND WITH RESPECT FOR THE EUCHARIST, THE SACRED VESSELS, MISSALS AND THE PEOPLE FROM THE TIME YOU ENTER THE CHURCH UNTIL MASS IS OVER.

## Before Mass

- You will receive a schedule for serving by e-mail.
- Arrive 15 minutes before Mass, sign in, and vest
  - All Middle School aged children will vest in alb and cincture.
  - All High School aged children will vest in cassock and surplice.
- Check with the sacristan to see if you are needed to help with anything extra.
- Plan duties, mark the instruction card if necessary. You will not be able to have discussions during Mass.
- After the prayer with the other ministers, form the Entrance Procession. The Order of Procession is:

Cross Bearer  
Other Servers  
Lectors  
Deacon/Lector with Book  
Presider

- For special liturgies using more ministers in the Entrance Procession, the line up is as follows:
  - Note for these liturgies, the MC will be there to assist/direct movement of ministers. MC's are trained/invited to serve by the Director of Liturgy and Music.

Incense Bearer  
Cross Bearer  
Two Servers with Processional Candles  
Other Servers  
MC  
Lectors  
Deacon/Lector with Book  
Concelebrating Clergy  
Presider

- When you reach the sanctuary, move to the left. Ministers bow.  
Exception: The cross bearer does not bow.
- The Processional Cross is placed behind the ramp.
- Other servers move to their seats.

## Mass Begins

- After the *Gloria*, the priest will say, "Let us pray." Bring the Chair Missal to the presider. After the prayer, take the missal to your seat.

### At the Offertory, (during collection)

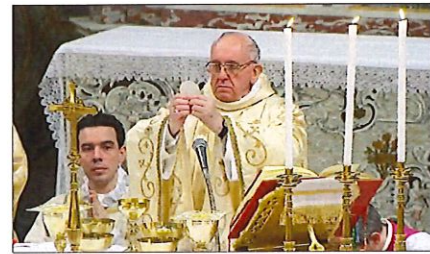
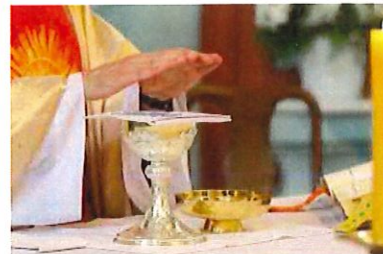
- Bring to the altar:
  - Corporal and unfold it only if Deacon is not present
  - Presider's Chalice with Purificator
  - Roman Missal (Red Book) on Missal stand
  - Water cruet
  - Ciboria (8 in total); on credence table by ramp
  - Additional Chalices and Purificators (8 in total); on credence table near organ

### As the gifts are being brought forward

- Priest will move to bottom of Sanctuary. Two servers accompany to receive gifts. One on each side of the clergy.
- Servers carry the gifts to the Altar and hand them to the priest or deacon.
- Remove water cruet from altar after the priest pours
- Use pitcher, bowl, towel to wash presider's hands
- Return to seat

### During the Consecration

- When the priest extends his hands over the Chalices and Ciboria (Communion bowls), as shown in the first picture, you ring the consecration bells once.
- When the priest elevates (raises) the Host and Chalice, as show in the second picture, you will ring the consecration bells three times. Be sure to it clear that there is a break between each ring, but not a incredibly long pause either.



### After all have received Communion and the Priest/Deacon places the larger Ciboria in the Tabernacle

- Get the remaining Ciboria (communion bowls) using trays; place them on credence table
- Fold the corporal; place it on credence table
- Remove Missal and stand
- Bring water to presider for purifying the presider's chalice
- Return to seat
- When the priest says "Let us pray", bring the Missal to the priest. After the prayer, take the book back to your seat.
- After the closing prayer, follow the cross bearer to the main aisle. The priest comes down the steps and the cross bearer leads the procession to the sacristy.

### After Mass

Hang cassocks, surplices, albs and cinctures in the closet; make sure all 3 closures on albs are fastened.

## ALTAR SERVER'S GLOSSARY

**ALB:** A long, white garment worn by priests, deacons, and lay ministers. It is a reminder of the white garment given in Baptism.

**ALTAR:** A dignified place from where the sacrifice of our Lord is offered and made present to us. It represents Christ. The Altar is covered with an Altar Cloth.

**AMBO-LECTERN-PULPIT:** A dignified place from which the readings are proclaimed. It is the focal point for the Liturgy of the Word.

**BOOK OF GOSPELS:** Ritual book containing the readings of the Gospel. A deacon or priest reads from the Book of Gospels.

**CHALICE:** The cup used to hold the wine which becomes the Precious Blood.

**CIBORIUM:** Vessel (communion bowl) which holds the bread (small hosts) which become the Body of Christ. There is also a large ciborium with a lid which holds consecrated hosts. It is kept in the tabernacle.

**CORPORAL:** The corporal is the large white cloth that is unfolded and placed in the center of the altar prior to the presentation of gifts. The corporal is meant to catch any fragments of the precious body of Jesus that may spill or fall.

**CREDENCE TABLE:** The table where the Mass vessels are kept.

**CRUET:** A small pitcher used to hold wine or water.

**LAVABO:** A pitcher and basin used for the washing of the presider's hands.

**LECTIONARY:** The book which contains the first and second Scripture reading. The lectors read from the lectionary.

**PATEN:** Plate or bowl which the priest uses to hold the larger host.

**PRESIDENTIAL CHAIR:** The chair in the sanctuary which the priest uses as he presides over the liturgy.

**PURIFICATOR:** This is the smaller white cloth used by the presider and the Ministers of Holy Communion to wipe the Blood of Christ.

**ROMAN MISSAL:** The Missal contains most of the prayers the priest will need for Mass. At St. George, one Missal is placed on the altar when it is set for the Liturgy of the Eucharist before the presentation of the gifts. The other is brought to the priest for the opening and closing prayers when he says, "Let us pray."

**SANCTUARY:** The elevated part of the Church in which the altar, the ambo, and presider's chair are located.



# CM ALMY

## HOW TO TIE A ROPE CINCTURE



Fold cincture in half



Wrap around waist with knots on your right side



Grab end of loop made by the fold and overlap as shown



Using right hand, slip loop over left hand, keeping hold of cincture



Grab knotted end with your right hand



Slip knotted ends through loop (where left hand is making sure that single loop is on top of double cincture.) Feed knotted ends through loop from top to bottom



Drop loop and then tighten around waist



Knot is on left hip