

St. Ignatius Altar Server Welcome Guide



October 2021



On behalf of all who come to Mass at St. Ignatius, thank you for your important service to our faith community. We are delighted to have you, and I am confident that we will be blessed by your ministry!

Yours is an important role in our praying together. As an acolyte, your service at the Table, to which the Lord invites us as we are (saints and sinners alike!), is a visible reminder to us all that we are called to bring our God-given gifts and place them at the service of the community.

Thank you for that great gift. I hope that your ministry is also a source of great blessing for you, that you discover a bit more deeply how much God loves you and the satisfaction that comes from such service.

Gratefully,
Fr. Greg Bonfiglio, S.J.

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Welcome and Administration



Welcome

Hello! Thank you for being part of our special ministry in service to our Lord. Altar Service has always been a humbling, personal, and deeply rewarding experience for me. I hope it is for you too!

You are now part of a brilliantly warm and kind team, we are here for you. Feel comfortable to ask any question as you learn. We've all been there. 😊

The Pastors, Ministry Administrators, and Sacristants are all delighted to help you find joy in serving together!

People

Administrators

Matthew Lee

Altar Server Coordinator
m4tt.lee@gmail.com
731-213-3133

Maggie Warner

Director of Liturgy and Music
mwarner2@usfca.edu
415-422-6021

For all questions, Matthew is your primary contact. If he is unavailable and urgent, please contact Maggie.

When do I serve?

Great question! At St. Ignatius Parish, we coordinate our schedules digitally. This is where you can set your schedule, see who you're serving with, and update if you're unavailable or out on vacation 😊

After setting up your account, you will then get your schedule monthly. Every month, you will also receive an email reminding to update your schedule if you're out of town.

Occasionally, you may receive requests for substitutes by fellow Altar Servers that you're welcome to volunteer for!

Ministry Scheduler

September 11 - September 12	Master of Ceremonies	Altar Server	Eucharistic Minister	Mass Lead-EM	Greeter	Lector
Saturday, 5:00 PM (In-person Saturday)	Matthew Lee		Patrick Curran, Lisa Trone	Tina Caravan	Mary Ann Klipp, Mary Minard	Mary Theresa Moser, RSG - Lector 1 Mary Heisk - Lector 2 Theresa Bell - Lector 3
Sunday, 8:00 AM		Johann Buchhorn	Alice-Christine Masala			Mary Kathryn - Lector 1 Andrienne McGill - Lector 2 Rachel Dudy - Lector 3
Sunday, 10:00 AM (In-person+Livestream)		Natalia McGraw	Ross Casarely, Nick Mucchi	Mary Theresa Moser, RSG	Ariana Boyle, E. Trone	Sarah Burdett - Lector 1 Dorcas Marano - Lector 2 Theresa Bell - Lector 3
Sunday, 5:00 PM	Emma Burns		Jessyca Mueberg	John Gross		Theresa Bell - Lector 1 (Sub requested) Michelle Doty - Lector 2 Jan Remers - Lector 3

September 18 - September 19	Master of Ceremonies	Altar Server	Eucharistic Minister	Mass Lead-EM	Greeter	Lector
Saturday, 5:00 PM (In-person Saturday)	Michael Pavia		Theresa Bell, Mary Theresa Moser, RSG	Tina Caravan	Mary Margaret, Michelle N. Napa	Patrick Curran - Lector 1 Jan Heisk - Lector 2 Mary Ann Klipp - Lector 3
Sunday, 8:00 AM		Johann Buchhorn	Caro DeLaw		Opie Opedra	Michael Rasmussen - Lector 1 Jan DeLaw - Lector 2 Jan Heisk - Lector 3
Sunday, 10:00 AM (In-person+Livestream)		Shari McCavanah	Theresa Bell, Rachel Epp	Stephan St. Marie	Terry L. Pasteris (Sub requested)	Richard Leiber - Lector 1 Jeff Bachman - Lector 2 Katie Eichenbach - Lector 3
Sunday, 5:00 PM	Don Crean	Julie Kearney (Sub requested)	Maria Correa	Michelle Doty		Carolan Reyes - Lector 1 Leslie Thiel - Lector 2 Will Burns - Lector 3

September 25 - September 26	Master of Ceremonies	Altar Server	Eucharistic Minister	Mass Lead-EM	Greeter	Lector
Saturday, 5:00 PM (In-person Saturday)	Don Crean		Beth Hagar, Robert Pavia		Mary Margaret	Katy Brown - Lector 1 Mary Heisk - Lector 2 Jan Heisk - Lector 3

Preferred frequency of scheduling: normal

Service Preferences

1. Saturday, 5:00 PM (Vigil)
2. Sunday, 10:00 AM (In-person+Livestream)
3. Sunday, 5:00 PM

Schedule me only at these times

Can't serve dates / times

Oct 22, 2021 - thru Oct 24, 2021

Oct 30, 2021 - thru Oct 31, 2021

Please make sure to click the "Submit" button at the bottom of this page when finished.

The full schedule view! Find additional service times you can volunteer for here.

Update your service preferences and your vacation calendar in *My Profile*.

How do I start?

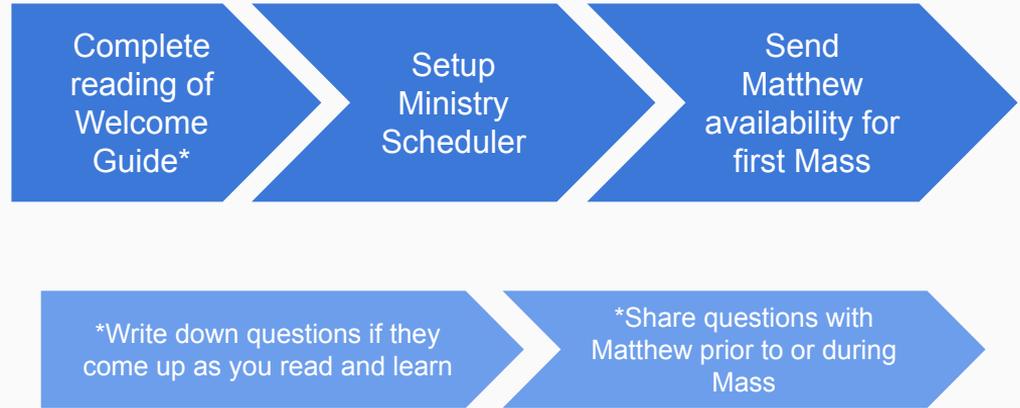
Woohoo. We are grateful for your eagerness! 😊🙏

Start first by reading this [Welcome Guide](#) fully. Then, Matthew will be in touch to schedule your first Mass where you will serve together.

During this time where social distancing and quarantine policies are in place, we are having two Altar Servers serve during Mass. As you are learning, you will be serving with an experienced Altar Server (Master of Ceremony) who is there to help guide you.

Soon enough, we trust you'll be leading and teaching others yourself soon! 🙌

Onboarding Steps



Glossary of Terms

Here's a quick guide with photos for terms we commonly use to describe things you will be interacting with during service!

If you need a reminder before or during Mass, don't be shy to ask 😊
It may take a while to get used to all the new terms.

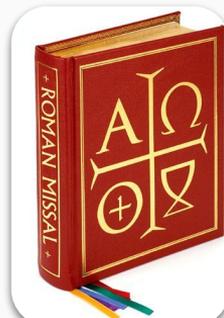
If there's something you found not captured here that you believe to be helpful, do share with Matthew and he will add it to the list!

Terms, Part I



Alb

A white robe for altar servers and a sign of our baptismal identity.



Roman Missal

Book for use of reading text and prayers during Mass.



Lidded Ciborium

Vessel for reserved Hosts. Kept in the Tabernacle.



Ciborium

Vessel used during Communion to take the Body of the Lord to the assembly.

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Terms, Part II



Chalice

Vessel used during Communion to take the Blood of the Lord to the assembly.



Purificator

Small white cloth used to wipe the edge of chalices.



Cruet

Small pitcher of water added to wine before it becomes the Blood of the Lord



Corporal

Larger square white cloth placed on altar center. Used to catch crumbs or spilled Precious Blood.

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Terms, Part III



Incense Boat

Vessel for incense grains that are placed in the thurible.



Thurible

Object filled with charcoal and incense to create fragrant smoke during Mass.



Charcoal Briquettes

Round charcoal pieces placed in the thurible.



Thurifer

Altar Server who carries the thurible.

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Terms, Part IV



Ambo/Pulpit

Ambo means "table of the Word". This is where readings are read during Mass



Credence Table/Alcove

Area in Sanctuary where Altar Servers gather and prepare during Mass

Glossary of Terms

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Terms, Part V



Tabernacle

A fixed, locked box in which the Eucharist (consecrated communion hosts) is stored.



Altar Service



If you're not sure about something, **ask** someone.

If you can't ask, **look** at them for direction.

Use your judgement.

If you're still not sure what to do, make a decision, do the action **calmly** and **confidently**.

Chances are no one but you will know something was wrong, so **follow-up** after Mass to **confirm**.

You are a **worship leader**, respond and sing the songs with a **full heart!**

Thank you for being an important part of the celebration,
making things run smoothly so the congregation
can concentrate on worship!



Before Mass

If running late with arrival estimated at 5-10 mins before Mass, please let Matthew know by texting or calling him.

Arrival and Setup

- ❖ Arrive 30 minutes before Mass.
- ❖ Please wear dark shoes that are neat, presentable, and that allow you to walk comfortably and safely.
- ❖ Wear minimalist light colored shirts as those with bright colors or printing will show through the alb.



- ❖ Check in with the MC/Lead Altar Server or yourself on the iPad when you arrive in the Sacristy.
- ❖ If needed, use restroom and put on alb when ready.
- ❖ Ask the Lead Altar Server how you can help with the following setup tasks.

Before Mass

If running late with arrival estimated at 5-10 mins before Mass, please let Matthew know by texting or calling him.

Arrival and Setup

- ❖ Ensure that all items needed for Mass are in their proper places.
 - Missal on table by pulpit.
 - Hand sanitizer on credence table.
 - Small glass water cruet for chalice.
 - Tray with ciboria.
 - Check altar candles are lit.

- ❖ Ensure the number of ciboriums out are enough for the checked-in Eucharist Ministers (“EM’s”) for mass.

- ❖ Ensure the key for the Tabernacle is in place.

- ❖ Check-in with the Sacristan or the Priest if there are any special instructions for the day’s Mass.

Before Mass

If running late with arrival estimated at 5-10 mins before Mass, please let Matthew know by texting or calling him.

Arrival and Setup

- ❖ If there are two Altar Server's, place the extra candle used for the Gospel Reading in the Alcove.
- ❖ Check with the Priest where the Gospel reading will be read (Pulpit or in front of Altar)
 - This will determine your Gospel Procession path
- ❖ Decide who is carrying the cross and candle for the Procession (start of Mass) and Recession (end of Mass).

During Mass

Overview

- I. Introductory Rites
- II. Liturgy of the Word
- III. Liturgy of the Eucharist
- IV. Concluding Rites

During Mass

Part I. Introductory Rites

- I. Procession
- II. Special Instructions

During Mass

Part I. Introductory Rites

Form Procession

1. Thurible (If needed)
 2. Cross (MC/Lead Altar Server)
 3. Candles (Altar Server 2)
 4. Eucharistic Ministers
 5. Lectors with Book
 6. Priest
- ❖ When the Priest is ready, lead the procession from the Sacristy and proceed to the cross aisle by the Holy Water fountain and wait until the start of Mass.
 - ❖ When the entrance hymn is sung (not music playing) start walking and keep a slow steady pace as you proceed up into the sanctuary.

If there are special additions to Mass for the Introductory Rites, such as a blessing of Holy Water, the MC will share instructions prior to Mass

During Mass

Part II. Liturgy of the Word

- I. First Reading
- II. Psalm
- III. Second Reading
- IV. Gospel Acclamation and Gospel Procession
- V. Gospel Reading
- VI. Homily
- VII. Creed
- VIII. Prayer of Faithful

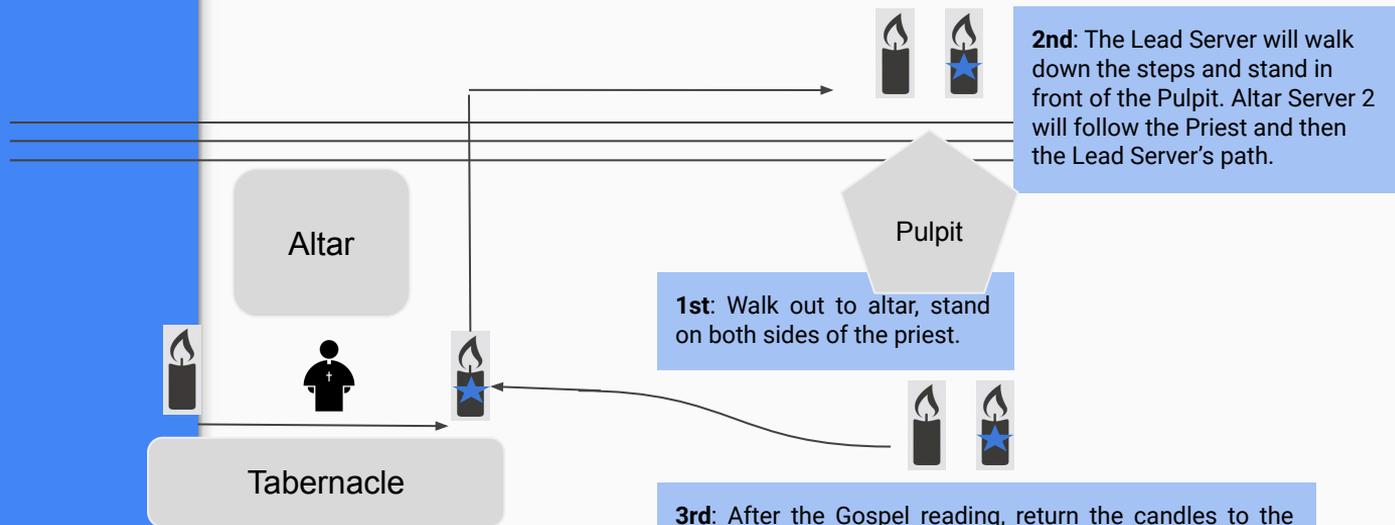
During Mass

Part II. Liturgy of the Word

- ❖ Sit for the **First Reading** (Old Testament) and the **Psalm**
- ❖ As the **Second Reading** concludes, if there are two altar servers, prepare for the Gospel Procession:
 - If only one altar server, stand at your seat for the **Gospel**.

Gospel Procession: Pulpit Path

When the *Alleluia* begins and everyone rises, follow:



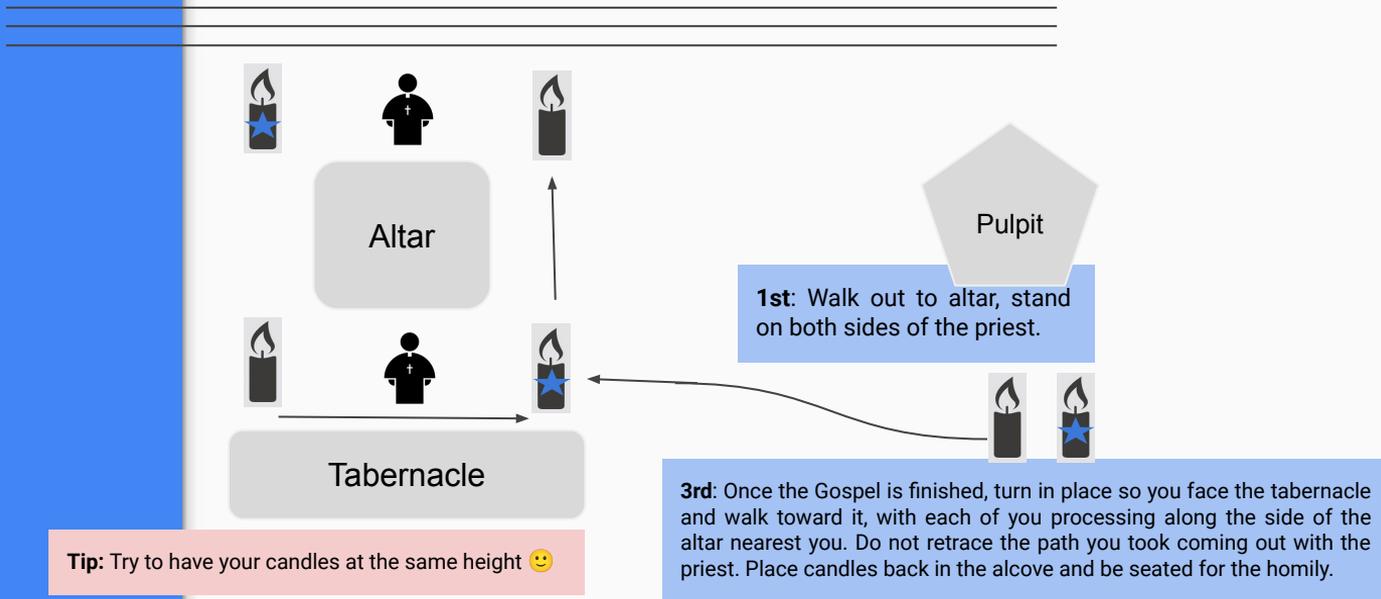
Tip: Try to have your candles at the same height 😊

During Mass

Part II. Liturgy of the Word

Gospel Procession: Front of Altar Path

When the *Alleluia* begins and everyone rises, follow:



During Mass

Part II. Liturgy of the Word

- ❖ Homily, Creed and Prayer of Faithful
 - Listen attentively to the homily
 - At the end of the homily, stand when the priest does
 - Pray the Creed along with the congregation
 - Listen to the intercessions and respond with “Lord, hear our prayer.”

During Mass

Part III. Liturgy of the Eucharist

- I. Preparation of Gifts
- II. Liturgy of the Eucharist

During Mass

Part III. Liturgy of the Eucharist

Preparation of Gifts

- ❖ While ushers gather the collection, set the altar for the Liturgy of the Eucharist.
- ❖ Sanitize your hands and set the Table.



- ❖ Return back to seats and participate in all responses.
 - When the priest bows or genuflects, you should bow as well.

During Mass

Part III. Liturgy of the Eucharist

Liturgy of the Eucharist

- ❖ During the Lamb of God, the Lead Altar Server goes to the tabernacle, brings the lidded ciborium and gluten-free reserved hosts container, and places it on the credence table.
 - The Lead Altar Server will genuflect as they approach and depart the tabernacle as a sign of reverence.
 - Ensure the EM's have enough hosts for communion.
- ❖ Stand in the semi-circle with the Eucharistic Ministers and wait to be served communion.
- ❖ During communion, clear everything off the altar to its origin.
- ❖ The Lead Altar Server will watch with the lidded ciborium if the Priest and EM's require additional consecrated hosts. If signaled, they will then go to them to provide more hosts.

During Mass

Part III. Liturgy of the Eucharist

Liturgy of the Eucharist

- ❖ As communion concludes, the Priest and EM's will return back to the altar with their ciboriums and any remaining hosts.
- ❖ The Lead Altar Server will then be waiting at the altar to consolidate into the lidded ciborium.
- ❖ Upon receiving their ciborium, kindly remind them to wait as you consolidate the hosts from their bowl. Then, hand them back their empty ciborium and direct them to return the ciborium in the alcove.
- ❖ Once finished, the Lead Altar Server will then return the covered lidded ciborium in the tabernacle.
 - The Lead Altar Server will genuflect as they approach and depart the tabernacle as a sign of reverence.
- ❖ Return back to the alcove, stand and respond in worship.

During Mass

Part IV. Concluding Rites

Recession

- ❖ After the announcements, the priest will share a closing prayer. That will be the cue to prepare your recessional.
- ❖ All altar servers take up their cross, candles, and incense and form single-file line in the alcove.
- ❖ When the priest kisses the altar, stay in your place. He will then begin to walk from the altar down to the steps. That is the cue to start walking down.
- ❖ Stop at the communion rail opening, turn, and face the altar.
- ❖ The priest will turn to the crucifix. After he bows, turn and process to the center or back of church and into the sacristy.
- ❖ Stay in reverence until you are in the sacristy; thank you!! 😊

After Mass

Clean-up

- ❖ As Mass concludes, the Lead Altar Server will divide up the following tasks between you both and the Sacristant:
 - Bring all used items in the Sanctuary to the Sacristy.
 - Blow out the altar candles.
 - Purify the chalice and ciborium.
- ❖ If your time permits, offer to help the Sacristant with the purification process of cleaning the vessels.
 - The Lead Altar Server will show you how to properly cleanse and purify during your live training process.

That's it! Thank you again for helping be an honored part of a loving tradition that our community depends on and looks forward to! 😊🙏