

St. Margaret of York Altar Servers (Advent 2017 Update)

Name: _____

General

- Always be paying attention (to presider and deacon) for extra requests
- Please do not talk unless asking or answering questions about the Mass
- Always stand and sit *reverently* (hands folded)

WORD	DESCRIPTION	LOCATION
Alb	White “robe” worn by servers	Server closet in Work Sacristy
Altar	Center table where Eucharistic Prayer is said	Center of worship space
Ambo	Podium where Word of God is proclaimed	Behind altar
Ambulatory	Walkways/hallways	Around the outside of Worship Space; also both sides of presider chair
Chalice	Cup used to distribute Blood of Christ	Labeled cabinet in Work Sacristy
Cincture	White “rope” worn by servers around waist	Server closet in Work Sacristy
Ciborium	Metal bowl used for hosts	Cabinet in Work Sacristy and Tabernacle (large one)
Corporal	Square cloth placed on altar cloth during preparation of the gifts	Labeled pull-out drawer in Work Sacristy
Credence Table (or “Table”)	Table where vessels and other important items are placed during Mass	Near baptismal font and presider chair
Pall	Square covering for top of presider chalice	Pull-out drawer w/corporals
Processional Candles	Thin candles used for processions in and out	Table near organ
Processional Crucifix	Crucifix used by [<i>crucifer</i>] for processions in and out	Day Chapel
Purificator	White cloth used to purify chalices during Communion	Labeled pull-out drawer in Work Sacristy
Roman Missal	Thick book (red cover) used for Mass prayers	Vesting Sacristy bookshelf (server pew during Mass)
Server Closet	Closet where albs and cinctures are kept	Work Sacristy
Side Altar	Altar below the Sacred Oils where Ciborium is placed during communion	Next to Baptismal Font, Credence Table, right ambulatory
Veil	Covering over the presider chalice	On chalice in closet of work sacristy
Vesting Sacristy	Room where presider and deacons vest	Side entrance to worship space
Work Sacristy	Room where all Mass supplies are kept	Next to day chapel

Before Mass

- Be at Church ***20 minutes before Mass*** begins
- Go to the Work Sacristy and get dressed immediately (no gym shoes, alb must touch the top of your shoes, keep your collar down)
- Decide which server is which position (typically first server gets first pick; candlebearers should be close in height). Positions are as follows:
 - ***[crucifer], [candle 1], [candle 2], [captain]***
- ***Light candles 10 minutes*** before Mass:
 - Light taper using a lighter (both on hook near door to the Work Sacristy)
 - Light ***all altar candles***
 - Pull knob down to extinguish taper and push back up immediately
- 10 minutes before Mass, check
- On the credence table and organ table should be:

4:30pm, 9:00am, 11:00am Mass:	5:30pm Mass:
Organ table: Presider chalice with veil and pall One clear cruet filled with water Silver tray with 8 chalices with wine Silver ciboria, with bread (# depends on need) One silver handwashing bowl One silver handwashing pitcher filled with water One white towel for handwashing Credence table: Missal stand Empty Silver ciboria (# depends on need) 8 white purificators	Organ table: Presider chalice with veil and pall One clear cruet filled with water Silver tray with 7 chalices with wine Silver ciboria, with bread (# depends on need) One silver handwashing bowl One silver handwashing pitcher filled with water One white towel for handwashing Credence table: Missal stand Empty Silver ciboria (# depends on need) 8 white purificators

Regular Mass Procedures

- When presider walks to the back of the main aisle, do these simultaneously:

[crucifer]: get Processional Crucifix and go around outside ambulatory of the Worship Space to the back

[candle 1]: get processional candle and head up the main aisle to the back

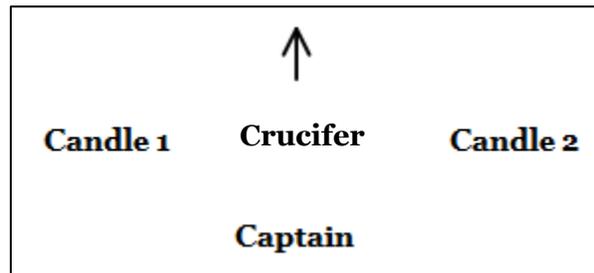
[candle 2]: get processional candle and head up the main aisle to the back

[captain]: walk around the outside ambulatory to the back

Procession

- You will always start from the back of the Church (near the back entrance) and process in from there, unless there is a special occasion
 - ***WITH THREE SERVERS:*** THERE IS NO ***[captain]*** POSITION IN PROCESSION/RECESSION
- Wait for the cantors to start *singing* before you start processing or priest tells you

- **Hold the candles upright**, so that wax does not drop on the floor
- Process in at a moderate pace—not too slow, not too fast (see picture below)



[crucifer]: go around the right side of the altar and put the Processional Crucifix away and go to the pew

[candle 1]: go to the left side of the altar to put the candle on stand, and go to the pew

[candle 2]: go to the right side of the altar to put the candle on stand, and go to the pew

[captain]: bow in front of the altar and go around the right side to the pew

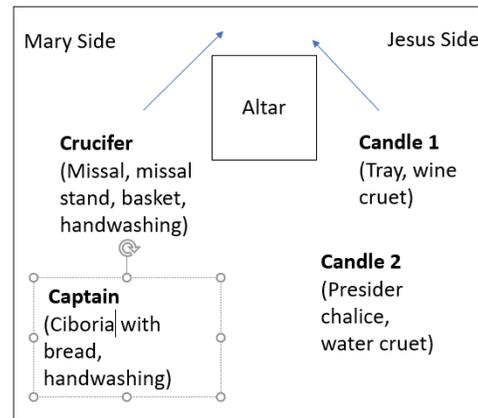
- Presider: “*Let us pray...*” **[crucifer]** bring Roman Missal to hold for presider
 - Rest it high on your chest until presider taps the corner
- Sit down for the Liturgy of the Word

Intercessions (Petitions)

- When deacon or presider moves toward the altar after petitions, go to the Credence Table and immediately take supplies to their place
- See picture to the right. Instructions are below.

Preparation of the Gifts (Offertory)

- Jesus side: right side (side w/ Jesus statue in back of church)
- Mary side: left side (side w/ Mary statue in back of church)



[crucifer]: Missal stand from credence table to Mary side of altar>> Roman Missal from pew to stand >>go with deacon and candle 1-receive gifts>>take basket and place under organ table>>help captain finish with ciboria/get handwashing>>stay on Mary side of altar for handwashing, bow to priest when finished>>take to credence table and sit at pew**

[candle 1]: Tray of chalices from organ table to altar >>place tray on Jesus side of the altar>>go with deacon to receive the gifts>>step to deacon with wine cruet>>take cruet from deacon>>wait for candle 2 to be handed water cruet back>>bow together to deacon>>take cruet back to the organ table and sit at pew*

[candle 2]: Take presider chalice, carry with one hand on top, to Jesus side>>get cruet of water from organ table, stand on Jesus side>>step to deacon with cruet>>wait for the water to be poured, take cruet back, bow with candle 1 to deacon>>take cruet to organ table and sit at pew

[captain]: Take ciboria with bread from organ table and place on Mary side of altar two at a time>>Handwashing from organ table to Mary side>>give pitcher or bowl to **[crucifer]**>bow to priest when finished>bring back to credence table and sit at pew**

- **WITH THREE SERVERS: [candle 1] DOES NOT WAIT FOR [candle 2] TO BOW AND LEAVES TO HELP [crucifer] WITH CIBORIA AND HANDWASHING; [crucifer] GOES WITH DEACON TO RECEIVE BASKET**

*If deacon takes the tray for you, go immediately to the Jesus side of the altar and continue from there

**If you are at the Credence Table when the Eucharistic Prayer begins, stand there and wait for the first song to play (“*Holy, holy, holy...*”) to go to the pew

- When the congregation kneels, kneel on the floor in front of the server pew
- When the Great Amen finishes and the congregation stands, stand up too

Sign of Peace

- Shake each server’s hand during Sign of Peace
- Communion line: two lines that begin at the bottom of the main aisle. Starts with servers, followed by Eucharistic ministers

[crucifer]: Go start the communion line

[candle 1]: Go start the communion line

[candle 2]: Go start the communion line

[captain]: Get any empty ciboria and purificators from credence table, take ciboria to the Mary side of the altar and purificators to Jesus side of altar>>communion line

- **WITH THREE SERVERS: [crucifer] GET CIBORIA/PURIFICATORS**

After Communion

- After receiving Communion, go straight to the ambo and stand between it and the altar

[crucifer]: Take the Roman Missal from the altar and put it back on the pew>>take stand and place on credence table>>wait to take stack of purified ciboria to organ table

[candle 1]: Wait for deacon to finish purifying chalices, placing them on tray>>take tray to organ table

[candle 2]:If there is a ciborium with gluten free pyx, take ciborium and stand by priest until the pyx have been distributed>>take ciboria to organ table>>stand in front of ambo and be

closest server to organ>>take purificators from Eucharistic ministers>>when have all of them, take to organ table and fold/stack nicely>>go to altar to wait for presider's chalice>>take off altar, carry with one hand on top and take to organ table

[captain]: Get water cruet as lines finishing>>when priest returns to altar and all ciboria emptied, pour steady stream of water into middle of ciborium>>priest will move fingers back and forth to clean, he will raise up ciboria when finished>>deacon will ask for cruet either before or after priest to pour in chalice>>stay at ambo with water cruet until priest starts to fold corporal in case more water is needed in chalice>>return cruet to organ table*

*If no deacon, priest will take water cruet and pour water into chalice

Closing Prayer

- Presider: “*Let us pray...*” **[crucifer]** bring Roman Missal to presider
 - After the prayer, put the Missal on the baptismal font and wait at crucifix
- When the recessional song is announced/begins (“*The recessional song is...*”)

[crucifer]: Take processional crucifix out of stand and go to the recessional position

[candle 1]: get the candle and go to the recessional position

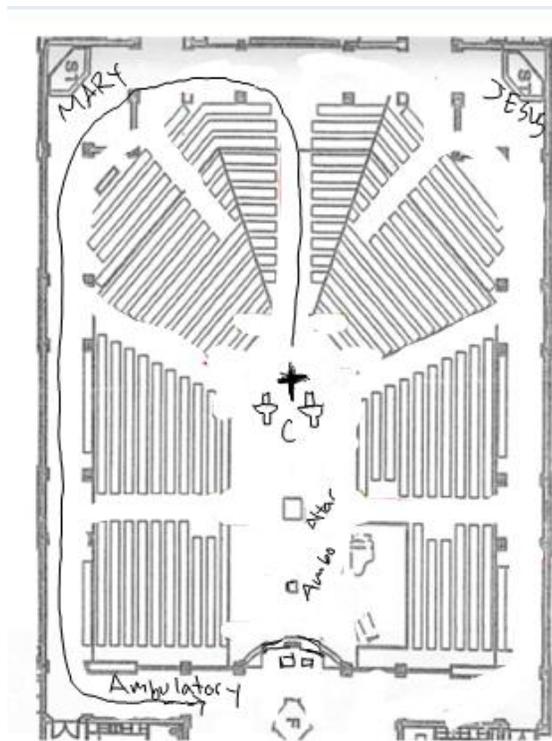
[candle 2]: get the candle and go to the recessional position

[captain]: go to the recessional position (bow when priest and deacon bow)

- Recessional position: facing the altar; begins halfway between altar and bottom of main aisle
 - **[captain]** closest to altar
 - **[crucifer]** behind **[captain]**
 - **[candle 1]** and **[candle 2]** stand beside **[crucifer]**
- Process to top of main aisle, turn left. Process around the outer ambulatory. Turn left into the ambulatory right before the side entrance
 - Face the cross, deacon will say, “*Praise be Jesus Christ...*” Bow and respond, “*Now and forever.*” (“*nunc et semper*” in Latin)
 - Blow out candles and put them away when song ends

After Mass

- After putting candles and cross away, ***always*** complete the following clean-up process
 - Roman Missal
 - After 4:30, 9:00 and 11:00 Mass: to server pew



- After 5:30 Mass: to bookshelf in Vesting Sacristy
- Crystal wine pitcher
 - To Work Sacristy
 - Pour out excess wine through silver funnel back into an empty bottle
 - Rinse out crystal pitcher and funnel; dry both with handwashing towel
 - Place crystal pitcher in overhead cabinet labeled “CRYSTAL PITCHERS”
 - Place the funnel in overhead cabinet on far right labeled “WINE”
- Water pitcher
 - To Work Sacristy. Pour out and dry with handwashing towel
 - Place in overhead cabinet labeled “CRYSTAL PITCHERS”
- Handwashing pitcher
 - To Work Sacristy. Pour out and dry with handwashing towel
 - Place in overhead cabinet labeled “PEWTER BOWL AND PITCHER”
- Handwashing bowl
 - To Work Sacristy. Pour out and dry with handwashing towel
 - Place in overhead cabinet labeled “PEWTER BOWL AND PITCHER”
- Tray of chalices
 - To Work Sacristy. Help Mass Coordinator dry if needed.
- Ciboria
 - To Work Sacristy. Help Mass Coordinator dry if needed.

Special Masses and Mass Scenarios

Incense Mass

- Instead of [*captain*], there will be a *thurifer* (incense server) who is trained
- There are four times throughout the Mass that incense might be used
 - Procession in
 - Thurifer will lead in
 - [*crucifer*] stay about five feet back to avoid smoke
 - Gospel
 - **Candlebearers** may have to process with thurifer (see separate manual)
 - Offertory
 - Thurifer will be ministering with incense during offertory
 - **Candlebearer 2** help [*crucifer*] with handwashing after returning the water pitcher
 - Procession out
 - Same as Procession in

Sprinkling Rite

- The Sprinkling Rite is when the presider/deacon sprinkle(s) the congregation with holy water
 - One server accompanies each, holding the large copper bowl

- Before Mass, decide who will carry the bowls (cannot be **[crucifer]**)
 - Take into account the weight of the bowl filled with water
- Takes place after procession in. Procedures:
 - The blessing before:
 - **[crucifer]** take crucifix to stand and go immediately to the side of the font closest to the Credence Table. Pick up the Roman Missal and stand near the presider. Hold the Missal for him during the blessing.
 - **Server** (carrying a bowl) stand on side of font near Credence Table
 - **Server** (carrying a bowl) stand on the side of the font farthest from Table
 - **Server** (not carrying) stand by the pew
 - During the Rite:
 - **[crucifer]** stand behind pillar near Credence Table, holding the Missal
 - **Server** (carrying a bowl) follow presider/deacon somewhat closely
 - **Server** (carrying a bowl) follow presider/deacon somewhat closely
 - **Server** (not carrying) stand by the pew
 - After the Rite:
 - **[crucifer]** follow presider to chair and hold Roman Missal for him. Return to the pew for Gloria. At “*Let us pray...*” take the book back up like normal for the opening prayer
 - **Server** (carrying a bowl) place bowl on font and brush on towel (go to pew)
 - **Server** (carrying a bowl) place bowl on font and brush on towel (go to pew)
 - **Server** (not carrying) stand by the pew