



## RESPONSIBILITIES

St. Theresa Church / Our Lady of the Wayside

**Helpful Hint: Bookmark the page: <http://sainttheresa.org/parishministries/altarservers> you will reference this page many times during your ministry.**

### BEFORE MASS

1. Arrive 15 minutes before mass to fulfill your pre-mass duties.
2. Put on the server's alb and see the wall calendar for the correct color cincture. (To tie a cincture see video on website)
3. Sign in (in the sacristy).
4. Fill the water and the wine cruets if necessary. Use bottled water and wine from the cabinet. Set them out on the offertory table in the center aisle as gifts to be presented. Make sure there are hosts in ciborium (if not fill it with unconsecrated hosts in drawer).
5. Put out finger bowl and finger towel on the credence table next to the server's bench.
6. Put priest's chalice on the table to the left of the altar.
7. Make sure you have removed the communion plates from the drawer and leave them on top of the counter.
8. Light the altar candles, bowing as you cross the altar. If there are 2 or more servers serving this mass, consider carrying these candles during the procession. If there is a 3rd server who is big enough to carry the cross, ask the priest if you may do so.
9. Discuss with your partner what tasks each of you want to do during mass: (i.e. hold book/ water or finger towel / water to clean chalice / clear altar / hold book again)

### ENTRANCE PROCESSION & LITURGY OF THE WORD

When the priest is ready to begin mass, the servers will line up in the hallway next to the sacristy.

With hands in the prayer formation OR carrying candles/cross, the entrance procession begins with altar servers leading, followed by the Eucharistic Ministers, Minister of the Word (Lector) and finally the Priest. If the mass has music, wait for it to begin and be aware of the pace of the music, letting it guide the pace of your procession. If the processional cross is used, that person goes first. If you have 3 servers at this mass, one server can carry the cross. If you are carrying candles make sure the cross or image on the candles faces your chest so that when you insert the candles into the holder, you don't have to turn them around.

The procession goes down the side aisle and up the middle aisle (do not go too fast or too slow and watch out for the table in the middle aisle.)

When you reach the altar, separate. One server stands to the left facing the altar and the other stands to the right facing the altar. The priest will then come in between the servers and all of you will bow together to the altar. Use your peripheral vision and let the priest lead the bow.

Then both servers will go and **STAND** by the sacristy door to the left of the altar, in front of the bench. The introductory rites will begin. Remain standing. If the priest is standing by the presider chair, go over and hold the book when he reaches for it. He will begin by saying "Let us Pray". That is your cue. Bow at the altar on your way to and from the book. When everyone sits for the readings, both servers will sit on the bench. When everyone stands for the Gospel acclamation, the servers also stand. You will sit for the homily just like the congregation. Please keep your eyes on the priest throughout the mass so he can signal to you if he needs something. After the Creed, we pray the Prayer of the Faithful. It is the one that usually ends with "...Lord hear our prayer." Some priests will nod to you at the start of this (right after the creed), to come and hold the book. Be alert and approach him if he does. The Prayer of the Faithful concludes the Liturgy of the Word. You may now sit while the collection is taken up.

## **OFFERTORY & LITURGY OF THE EUCHARIST (your big part!)**

When the men use the baskets to take up the first collection, this is your sign that your part is coming up! The priest will get up and go to the edge of the red carpet to receive the gifts of the bread and wine. Both servers follow the priest. One server stands on his left and the other on his right. The priest will hand the one on his right the cruets containing the water and wine and he will hand the server on his left the ciborium containing the hosts.

The server with the cruets brings them to the table next to the bench (called the Credence table) and takes the tops off.

The server with the ciborium puts it on the altar, **approaching the altar from the steps by bell**. Please be reverent. No two steps at a time - no leaping. Then he gets the chalice and puts it next to the ciborium on the altar for the priest. Then he turns to help the other server bring the water and wine to the priest. All this happens with no waiting at all.

The two servers bring the water and wine cruets to the priest (each holding one). Go up 2 steps. Do not wait for him to call you over. Be there ready with water/wine when he turns to use them. It's okay to be early. (Make sure the handles of the cruets are facing out so the priest can take them by the handle). After the priest takes the cruets and pours the contents into the chalice, he gives them back to the server and then **TOGETHER YOU BOW TO THE PRIEST**, turn and go back to the credence table. The server who held the water, keeps it and gets the finger bowl. The other server exchanges the wine for the finger towel. Together the servers go back to the second step of the altar. The priest will place his fingers over the bowl and the same server who holds the finger bowl will pour some water over the priest's fingers. The priest will then reach for the finger towel from the other server and dry his hands. He will then hand the towel back to that server. Then **TOGETHER YOU BOW TO THE PRIEST**, turn and go put the water, finger bowl and towel back on the side table and stand in front of the bench by the sacristy door.

After that, the entire congregation says the Sanctus:

*“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.”*

the servers **kneel** on the bottom step next to the altar. (congregation kneels too). The epiclesis is the name of the prayer that the priest uses to call down the Holy Spirit. He will bring his palms up to face the ceiling and then down to the altar. As he does this, **RING THE BELL ONE TIME.** Remain kneeling.

During the consecration when the priest says:

*“TAKE THIS, ALL OF YOU, AND EAT OF IT, FOR THIS IS MY BODY, WHICH WILL BE GIVEN UP FOR YOU.”*

**THEN** the priest will hold the host up. **IT IS AT THIS MOMENT WHEN A SERVER RINGS THE BELL THREE TIMES.** Then quietly pass the bell to the other server.

The priest will continue with the Eucharistic Prayer ending with these words:

*“TAKE THIS ALL OF YOU, AND DRINK FROM IT, FOR THIS IS THE CHALICE OF MY BLOOD, THE BLOOD OF THE NEW AND ETERNAL COVENANT WHICH WILL BE Poured OUT FOR YOU AND FOR MANY FOR THE FORGIVENESS OF SINS. DO THIS IN MEMORY OF ME.”*

**THEN** he will hold the chalice up. **IT IS AT THIS MOMENT WHEN A SERVER RINGS THE BELL THREE TIMES,** then put the bell back in its place on the floor near the altar.

The Eucharistic Prayer continues and concludes with “The Great Amen”. You remain kneeling until you hear AMEN. Then you rise and will join in praying the Our Father. As with all mass responses, please pray this out loud.

After you exchange a sign of peace with the priest and anyone else on the altar, one server will go into the sacristy to get the communion plates/patens. Keep the communion plates still. Do not spin them.

The priest will conduct the fraction rite. The congregation says:

*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.*

**Kneel here.** Allow room for the Eucharistic Ministers to kneel beside you. Either the priest or the Eucharistic Minister will give you communion. After you receive communion, follow the priest or Eucharistic Minister and assist by holding the paten or plate under the people’s hands just in case the host falls. If it ever does fall, let the Eucharist Minister or the Priest handle it or instruct you. After the last person receives communion, some Eucharistic

Ministers will turn to you so they can brush any crumbs from the patent into the ciborium. Be prepared for this to happen but not all of them do this.

## **AFTER COMMUNION**

After communion, put the communion plates/patents back inside the sacristy and **IMMEDIATELY** go bring the water to the priest so he can clean his chalice.

The priest will hold the chalice in front of you and the server will pour the water into it until he tells you to stop. Bow before you turn away. Then put the water back on the table by the bench. The priest will reassemble the chalice with the linens and move the chalice to the side of the altar nearest the server. Take the priest's chalice, using one hand to hold the chalice and the other to hold pall from blowing off and return it to the sacristy. Also bring any empty ciboria from the altar and place it on the vesting cabinet in the sacristy. If necessary make 2 or more trips. The altar should be cleared of all vessels.

You may now be seated on the bench.

Rise when the priest rises to recite the Prayer After Communion. If he is reading this from the Presider Chair in front of the altar, go and hold the book.

## **RECESSIONAL**

After the final blessing, the servers follow the priest and stand facing the altar on either side of him. (Just like the beginning of mass). You will bow to the altar. Turn when the priest turns. The altar servers will lead the recessional down the center aisle and around the side aisle and back into the sacristy. If there is music, let it set your pace.

## **AFTER MASS**

Bring the water and wine cruets into the sacristy and prepare them for the next mass.

Refill the ciborium with hosts if there is a mass right after yours. You can ask your parents or the priest if you aren't sure.

Put away the communion plates.

Lock any cabinets you may have opened with a key.

Extinguish the candles

Change out of your alb and cincture. Please hang your alb on the hanger and close BOTH velcro tabs at the shoulders otherwise the alb will slip off the hanger and fall on the floor.

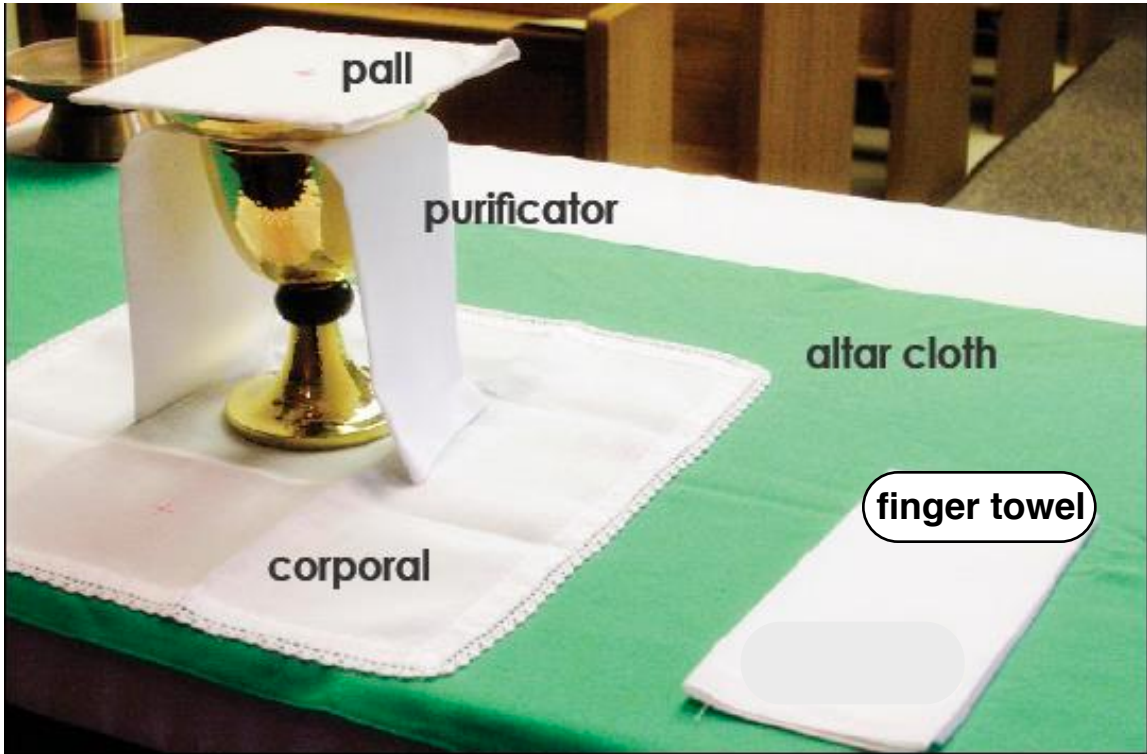
Say goodbye to the priest and see if he needs anything else before you leave.

### *Reminders:*

*Please remain reverent and prayerful during mass and join in the responses and prayers if you know them. If you don't, please work toward learning them.*

*When seated, please keep your hands on your thighs and do not swing your feet or fidget. Please try to resist the temptation not to play with your cincture. Please do not wave to your family members.*

*Please wear appropriate pants and shoes -- no sneakers, crocs, etc. THANKS FOR SERVING. WE ARE ALL SO GRATEFUL!!!!*



**Ciborium**



**Chalice**



**Paten**



**Communion paten/plate**



**Cruets and Finger Bowl**



**Boat and Thurible (Censer)**



**Aspergillum (Sprinkler) & Holy Water bucket**



## Server Alb



## Cincture



## Priest's Chasuble



## Candle Snuffer and Lighter

