

SAINT JOAN OF ARC

Altar Server Manual



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I. - Introduction

This manual is not a theological study course or a substitute for the Catechism of the Catholic Church. It is a manual to assist in the formation of altar servers. This manual is limited in scope to the duties during the Holy Sacrifice of the Mass at St Joan of Arc Catholic Church. This manual is intended as a general guide.

The primary role of the altar server is to assist the Presider and Deacon in the celebration of the Mass. This is done through active participation in the liturgy and performance of specific activities. These activities may include: carrying the processional Cross and candles, holding the book for the Presider or Deacon, dressing the Altar, responding to prayers, being alert, performing reverently, and sitting/standing at the appropriate times.

Altar servers are chosen from those faithful who display a desire to participate in an intimate way during the Holy Sacrifice of the Mass. It is an extreme privilege to be so close to the Altar as our loving Savior, Jesus Christ, becomes truly present in Body, Blood, Soul and Divinity.

II. - Requirements

1. General

It is wise and necessary for servers to perform all duties with attention, dignity and reverence. Just as Jesus “emptied Himself, taking the form of a servant” servers should set aside their own preferences and attend to every action of the Divine Liturgy.

All actions of the server are woven from signs and symbols whose meanings are rooted in the works of creation and in human culture, specified by events in the Old Testament and revealed in the New Testament. It is imperative that all servers reverently perform their assigned tasks in the prescribed form and manner.

2. Specifics

A. Who may serve?

The Altar Server ministry is open to registered youth and adults of St. Joan of Arc parish. Youth servers must be in the 5th grade or higher and must have received the Sacraments of Baptism and Eucharist. Adult servers must have also received the Sacrament of Confirmation.

It is the duty of the liturgical minister responsible for the formation of altar servers to discern why a candidate wishes to serve at the altar. He/she must be reasonably certain that the motivation to serve is internal to the candidate and is not due to parental pressure. It is not uncommon for a parent to want a child to be an altar server; a reluctant or disinterested server

may be a distraction to the Presider, Deacon, congregation and other servers. A poor attitude can have a negative effect on the overall parish faithful.

B. Required Basic Knowledge and Procedures of the Mass

1. Prior to serving at the Altar, candidates must know and understand the flow of the Mass.
2. Altar servers must actively participate in the Mass. This includes a good knowledge of the principal prayers such as the: Gloria, Creed, Our Father, Holy, Holy, Holy, and Lamb of God.
3. Servers should understand the use of all the liturgical items they will be handling and the purpose of each item. (see attachment 13).
4. All servers will be able to handle appropriate liturgical vessels/candles SAFELY.

Note: New altar server candidates will not be permitted to serve alone.

C. Proper Dress

The server should dress in clothing (including footwear) appropriate for the celebration of the Mass. Servers should avoid clothing with bold stripes and designs of any kind. What you wear underneath an alb will show through. It is recommended you wear solid colors, but white would be the most appropriate choice of shirts and blouses. Likewise pants, dresses and skirts should also be of some solid color.

Dress shoes should be worn. Sneakers, no matter how expensive, are for casual dress and sporting events and have no place at the Altar of Our God. This goes the same for Crocs, flip-flops, or other type footwear that are noisy when walking.

Personal hygiene is also a necessity. Make sure your hands and face are clean and hair is groomed. It would not be appropriate to show up for Mass looking like you just completed yard work or came from an athletic event.

D. Genuflection & Bowing

Genuflecting is reserved for and to the Real Presence of the Lord Jesus Christ, whether exposed on the altar or reserved in the Tabernacle.

When should a server genuflect? Whenever you are facing or passing the Tabernacle.

1. Genuflecting to the Tabernacle is required when the Blessed Sacrament is reposed within the Tabernacle.


Note: The church sanctuary light, hanging by the Tabernacle, will indicate when the Blessed Sacrament is reserved in the Tabernacle.

2. To the altar whenever Christ is present on the altar – i.e. Consecration, or Eucharistic Adoration.

Note: If the Blessed Sacrament is not exposed, we make a profound bow to the Altar because it is the table of the Christ's Saving Sacrifice as The Lamb of God.

When entering a pew and the Tabernacle is not visible, you should make a profound bow to the Altar.

Servers should remember there is an exception to genuflecting. Whenever a server is carrying liturgical items like the procession Cross, sacred vessels, books, candles or other objects you should not genuflect but rather pause momentarily and subtly bow acknowledging the presence of the Lord. Your job requires you to carry these items in a dignified manner and not endanger yourself or the object by losing your balance or dropping these items.

Bowing of the head is done for a Presider after holding the Sacramentary during opening/closing prayer, after washing of hands, or exchanging ~~another~~ item to the Presider. Servers do not bow to Sacristans/Mass Coordinator (MC). 

If standing, we bow to the Altar when the Presider genuflects after the elevation as he offers the Body and Blood of Our Savior. If kneeling no bow is necessary as you are already in a reverent posture.

Bowing is done before you receive the Body and Blood of Christ. Then say "Amen".

How and When to Genuflect

There are two prescribed times to genuflect.

1. When the Tabernacle is closed and Jesus is not present on the Altar during the consecration or exposed during adoration, genuflect in this manner:
 - a. Stop, then turn and face the Tabernacle.
 - b. Genuflect on the right knee so the right knee touches the floor.
 - c. Pause with the right knee on the floor and bow your head to Jesus.
 - d. Rise from the floor, still facing the Tabernacle.
 - e. Turn and continue in the direction you were heading.
2. When the Body of Jesus is present on the Altar or Jesus is exposed (in a monstrance or ciborium) during Eucharistic Adoration genuflect in order:
 - a. Stop and face Jesus.
 - b. Double genuflect by placing both knees on the floor, the right knee first.
 - c. Pause with knees on the floor and bow your head to Jesus.
 - d. Rise from the floor, still facing the Tabernacle.
 - e. Turn and continue in the direction you were heading

It is sometimes difficult to genuflect when everybody else continues to walk by without paying the proper respect to the Lord. Avoid the walking or moving "drive-by" genuflects. Come to a stop and pay the proper respect. A server must set the example.

E. General Guide Lines

Servers are primarily there to assist the Presider and Deacon. Here is a list of server general guidelines.

1. The server's first duty is to prepare for the Mass at home. The server should arrive at Church no later than 20 minutes before Mass unless otherwise directed.
2. Servers must remain in the worship area during the entire Mass and are not to leave for any reason other than illness or the direction of the Presider, Deacon or MC. Altar servers are on duty from the time they vest in their Alb and until the Alb is removed. You are expected to behave as a mature individual during this time.
3. Servers have many specific duties. They will be performed reverently and gracefully. If you have a free hand while holding an item you should place the other hand at your side or place it across your heart. All servers must be able to fulfill their duties safely without endangering themselves or others. This may require servers to perform only certain duties. For example; if a server cannot safely remove or replace the procession candles from the candle stands then the server will not be allowed to handle them. Adults will handle torches if used during Mass.
5. In any standing position your hands should be held in the praying position. The preferred method is your inner palms together with fingers extended upward at your chest level. The knuckle grip is also acceptable. Hands should always be held at chest level and not at or below the waist. Lead servers set the example.
6. While kneeling, hands should be folded reverently. You must kneel upright, not slouching or sitting on your heels or on the edge of your seat. You should not lean on the chairs in front of you especially on the Presider/Deacon's chair. However, there may be extenuating circumstances that require you to use the chair in front to adjust your posture.
7. When sitting, the hands should be held on your lap or at your side. Never slouch. Never play with your Cincture (rope), missalette, or handouts that will otherwise cause a distraction. Remember, you are always seen by the congregation.
8. Servers must attend every Mass and formation session they are scheduled for. When a server cannot be present, that server is responsible for arranging a replacement.

III. - Responsibilities

1. Preparation Before Mass

- a. Vesting in the Alb and Cincture (rope) is done in the Lower Sacristy. Albs are kept in the closet and cinctures on the wall hooks. Taller servers can use the longer cinctures and others may have to use the short cinctures. Attachment 12 provides instruction for tying the knot for long cinctures. There is also a diagram hanging in the Lower Sacristy depicting instructions. The shorter cincture uses a square knot. All knots are placed on your left hip and never touch the ground.
- b. In preparation to serve our Lord, servers are asked to pray Alb/Cincture vesting prayers as well as the before/after Mass prayers located in lower sacristy (see attachment 11).

- c. Make sure all electronic devices are stored accordingly. Do not carry electronic devices on your person. Standby, vibrate or any other mode is not acceptable.
- d. No later than ten minutes before Mass, the lead Altar Server will light the six (6) Altar Candles. During certain liturgical seasons/services like Baptisms and funerals it may be necessary to light the Paschal candle as well. Because the candle is heavy it may require two servers or an adult. Coordinate with the MC. Candle lighter and taper are kept on wall behind Tabernacle.
- e. After the candles are lit, lead server gets the procession Cross and puts on the lead server chain pendant. These items are located across from the candle taper stand behind the Tabernacle. Walk along the outer arc/wall of the Church (organ side) to return to the Commons. Wait in the Commons near the entrance of the worship space with the candle bearers.
- f. No later than five minutes before Mass, two candle bearer servers get the two lit processional candles behind the Ambo. Walk along the outer arc/wall of the Church (organ side) and proceed to the Commons. Do not play with candle flame or holders. Do not cut through Sacristy.
- g. While waiting in the Commons show proper reverence and behavior. It is ok to briefly greet someone but no disruptions, no playing with candles, Cross or cinctures.

Note: If short servers or there is only a Cross bearer, make sure all six Altar and Ambo candles are lit before Mass. Process in without candles. Check with MC.

2. Responsibilities During Mass

A. Entrance Procession (attachment 2):

- The liturgical team will line up in the Commons outside the worship space.
- The order of procession will be Crucifer (Cross bearer) followed by the two Candle Bearers, any extra servers or MC's, readers, and finally the Deacon (if present) and Presider. When Fr. Mike is presiding most of the time there will be an MC escorting him.

NOTE: If incense is going to be used at Mass, the Thurifer (incense bearer) will lead the procession.

- The MC will notify the Crucifer or Thurifer to start the procession. The entire procession walks reverently and keeps hands in a prayerful position.
- The Crucifer will raise the Cross high enough for the congregation to see it. But not too high to lose your balance or lose your grip. The front of the Cross (Jesus' body) will be facing the direction of the procession. If there is a Thurifer allow extra room for the thurible (incenser) to swing.
- The two candle bearers will hold the candles vertically as to avoid any wax dripping. There is no reason to process with your hand protecting the candle flame. If the candle goes out it will be lit again once candle is back in the stand. This should be done by the MC.

- The Crucifer will walk to the right (their view) of the Ambo and take a position directly in front of the right votive candle stand. The candle bearers will split forward of Ambo. The left server will go to the left stand and the right server will go to the right stand and immediately put your candle in the stand. After the candle is in position turn and face Tabernacle. Extra servers and MC's will fill in next the candle bearers. The readers will move directly behind Ambo and face the Tabernacle. The Cross bearer will execute a subtle bow and candles bearers, readers and MC will genuflect (readers may bow as the exceptions) then turn around (candle bearers will turn to the left) and face the Altar.
- The Presider will be in front of the Altar facing the large Crucifix. He will genuflect/bow to the Altar then walk around to the opposite side and reverence the Altar with a kiss. After the Presider kisses the Altar and moves toward his chair, the Cross bearer and candle bearers, readers and MC will proceed to their seats. At the same time the Crucifer will secure the Cross in the stand located in the back behind the concrete support and proceed to the lead server's chair.
NOTE: If incense is being used, stand in place until Presider/Deacon is done incensing the Altar and moving to their seats before moving to your seats.
NOTE: The primary route for the Crucifer to return to their seat is to use the area behind the servers. If there is an extra occupied row then proceed around the back and come down the side ramp to the lead server's chair. Never walk across the front of the Presider.
- Remaining servers and MC's will proceed to their seats. The two candle bearers should sit closer to the Ambo if there are several servers.

B. Opening Prayer:

- After the *Gloria* (*no Gloria during certain liturgical seasons*), the Presider will say, *Let us pray*, the lead server will pick up the Presider's "Chair" book (prepositioned between the Presider and Deacon's chair).
- The lead server will proceed directly in front of the Presider and present the book for the Presider to open. Hold the book firmly so the Presider can read the prayer. Keep the pages flat. Keep your fingers off the text and do not move about while the Presider is reading. *Remember Fr Mike is reading Braille so the book needs to be steady.*
- When the Presider is finished, take one step back and close the book. Execute a subtle bow and return book to the table between chairs. Sometimes the MC will extend their hand to receive the book. In this case hand the book to them and return to your seat. NEVER close the book on your own. Wait until instructed

C. Liturgy of the Word:

- Servers will sit prayerfully and listen to the readings and participate in ALL responses and the Responsorial Psalm.
- 1. *Gospel Reading procedures – Normal procession (attachment 3): Is the primary procession when a sighted Presider or Deacon is present. A visible reminder for this procession is the wooden book stand on altar.*
 - When the Presider and Deacon stand for the pre Gospel blessing, two candle bearers get up and walk to the Ambo candle stands and pick up their candles. Keep the candles vertical to avoid dripping.
 - The servers will move out in front of the Presider's chair and wait for the designated reader (~~visiting Presider or~~ Deacon). When the Presider or Deacon is ready, proceed side by side facing the Commons. Walk reverently to the right side of the Altar but inside the Altar candle stands. You will be out in front of the **Presider/Deacon**. Candle bearers will turn left as they pass the far edge of the Altar and take a position on either side of the Altar and centered on both sides of the Book of the Gospels. (Keep in line with the candle stands as a visual aid). The **Presider/Deacon** will turn to position himself in front of the Book of the Gospels.
 - The **Presider/Deacon** will pick up the Book of the Gospels and hold it up high and turn and show the book to the congregation.
 - When the **Presider/Deacon** is done he will turn and face the congregation (organ/choir side). The two candle bearers will form up side by side and lead the **Presider/Deacon** back to the Ambo using the organ side of the Altar. With a visiting **Priest** it may be necessary for servers to go ahead early to allow the Priest to follow them to the Ambo.
 - As the candle bearers approach the Ambo, the left candle bearer will proceed to the left side of the Ambo (looking at Ambo from their position) and the right candle bearer will go to the right side. Each candle bearer will take a position on opposite sides of the Ambo and turn and face the Ambo. Make sure you are lined up with the Ambo candle stands. Be careful of extra floral arrangements or decorations around the Ambo. Hold candles straight up and slightly away from your body. The servers will remain in this position until the end of the Gospel. Do not sign with your thumb during Gospel response.

NOTE: *The server near organ must move in toward the Ambo to allow the **Presider/Deacon** to get behind/around you.*
 - At the end of the Gospel response or if the ~~Celtic~~ Alleluia is sung again, return the candles to the stand next to you and go to your seat.
 - Keep an eye out while returning the candles you do not collide with the **Presider/Deacon**. Allow room for the **Presider/Deacon** to get from behind the Ambo out to the main floor. Fr. Mike does not stand behind

the Ambo during his homily. A visiting Presider may stay back behind the Ambo.

***NOTE:** The emphasis on this procession is for the servers to maintain a side by side posture while walking.*

NOTE: If incense is being used during Mass. **The Thurifer will lead the Gospel procession.** The Thurifer will move to the LEFT side as they approach the Ambo. Incense will be used to bless the Book of the Gospels before it is read. This will be done while the Book of the Gospels is sitting on the Ambo. Servers will NOT wave their hands to clear the incense smoke especially if holding candles.

- *If there are only two servers (lead server and candle bearer), the lead server will fill in for the candle bearer during the Gospel procedures. Turn and walk behind your chair and NOT in front of Presider.*
- 2. *Gospel Reading procedures –short procession (attachment 3): Is the primary procession with Fr. Mike and no Deacon or visiting Priest:*
 - When Fr. Mike stands for the pre Gospel blessing, two servers will get up and walk to the procession candles on the Ambo stands and pick up their candles.
 - Once Fr. Mike is behind the Ambo, each candle bearer will move forward and take a position alongside of the Ambo. Line up with the Ambo candle stand.
 - Once in position candle bearers will turn and face the Ambo. Make sure you are lined up together. Do not get too close to the Ambo especially if there are decorations. Hold candles straight up and slightly away from your body. The servers will remain in this position until the end of the Gospel response. Do not sign with your thumb during Gospel response.
 - At the end of the Gospel response or the ~~Celtic~~ Alleluia is sung again, return candles to your stand and return to your seat.
 - Keep an eye out while returning the candles you do not collide with Fr. Mike. Allow room for Fr. Mike.

NOTE 1: If incense is used, it will be to incense the Book of the Gospels. The Thurifer will be position near the candle stand closest to Presider's chair.

NOTE 2: Gospel processions are subject to change throughout the liturgical year. Always check with the MC

- 3. *Gospel Reading procedures – Extended “Long” procession (certain times of the liturgical year)*
 - Procession begins and ends like the normal Gospel procession.

- Approaching the Ambo execute a **LEFT** turn and process around the worship space candles stand (stay between candles stands and pews)
- This is not a race. A slow reverent procession. Must be done SLOWLY.
- Approaching the Ambo (like the entrance procession) candle bearers will move to appropriate side

NOTE: If incense is used, it will be used to incense the Book of the Gospels. The Thurifer will be position near the candle stand closest to Presider's chair.

- 4. *Gospel Reading procedures – Partitioned “Half” Church Filled – No procession (same for funerals and daily Mass and Holy Days of Obligation)*

D. Offertory/Preparation of the Altar (attachments 4/5):

1. Crucifer (Cross Bearer) duties (once Presider is done praying/speaking and sits down):

- i. If the Book of the Gospels stand is on the Altar, lead server will go up to the Altar on the right side facing the Altar and get the stand and return it to the rear table using the organ side of the Altar. If there is no book stand on the Altar, move as usual.

NOTE: If a procession candle went out MC should relight it.

- ii. Take the procession Cross and proceed toward the Commons via piano aisle. Walk reverently with the Cross raised and walk between the Altar candles and the pews. **DO NOT USE THE OUTSIDE ARC OF THE CHURCH** and do not walk straight through between Altar and Altar candles. Walk around the Altar candle stands and proceed up the right side of the Baptismal font. Wait at the edge of the baptismal font and face the Altar. Wait until the gift bearers and collection basket are ready (first collection only). Once ready, walk down the left side of the Baptismal font toward the Presider/Deacon or MC. As you approach the Presider/Deacon or MC turn left and go around the Altar candle stand and takes a position behind the Presider facing the Baptismal font. Line yourself up with forward edge of the Altar. **DO NOT LINE UP TOO CLOSE BEHIND PRESIDER.** Once the gifts have been exchanged, the Presider/Deacon or MC will turn around and proceed to the rear of the Altar. The Crucifer will turn around and walk straight back toward rear credence table via piano aisle and put the cross back in the black stand.
DO NOT WALK DIRECTLY IN FRONT OF FATHER MIKE.
- iii. The lead server will proceed immediately back to their chair.

2. Candle Bearer responsibilities (Presider is done praying and sits down):
 - Move to the credence table behind the Tabernacle.
 - Pick up the Cups (full of wine) and proceed to the Altar using the (piano) side of the Altar and place the Chalices on the front of the Altar. The Cups need to be approximately 3-4 inches from the front

edge of the Altar (at least on the other side of Altar cloth seam). Return back to the credence table the same way (piano side) you came to the Altar. While walking back to the credence table, server hands will be in a prayerful posture. Place all Cups (typically eight) from the credence table on the Altar unless otherwise directed. Make sure the Cups are spaced evenly on the Altar.

- One server will bring Purificators (small linens) to the Altar. Normally there will be eight Purificators. Starting on organ side of Altar, move left and place Purificators in-between Cups. Each Cup needs a Purificator. Place folded edge of Purificator toward center of Altar. Do not let Purificators hang over the edge of the Altar. Do not spend too much time at the Altar. This is seen as a distraction. Once complete move to the left and stand near the rear candle stand (piano side).
- Once at the candle stand, wait to collect the two cruets from the Deacon/MC. It's important to be in place when incense is used. Deacon needs to escort Presider to incense Altar and congregation. The water cruet (usually the small pewter pitcher) will need to return to the small table next to Presider's chair. It will be used later to purify Presider's Chalice. Bring the water cruet back to credence table. Once you returned cruets, return to your seat.

NOTES:

- i. Certain times of the year, Cups may have plastic lids. Lids are picked up during Communion.
 - ii. If you can't carry two Cups than carry only one.
 - iii. Always walk slowly and reverently while carrying the Cups. This will avoid any spillage.
 - iv. Cups should be held chest high and few inches from your body.
 - v. If you spill any wine on your Alb, continue as if nothing happened. After Mass put the Alb in the dirty linen hamper in the lower Sacristy.
 - vi. If you spill wine on the floor, you will need to get a spare Purificator from the bottom of the credence table and wipe it up.
 - vii. Do not travel on the other side of the Altar as to avoid any traffic conflicts with the Presider/Deacon or MC.
 - viii. If there are additional Chalices for the Altar (during Christmas/Easter) put the extra Chalices on the organ side of the Altar
- One server will pick up the wash towel and drape over left forearm. Pick up the Lavabo bowl and large pitcher and proceed to Altar. As long as the Presider is back behind the Altar, proceed to the Altar and

take a position near the left side of the Altar. When the Presider turns and faces the servers hold the bowl under his hands and gently pour the water over his hands. When done pouring, move your left forearm so Presider can get to the wash towel. After the Presider is done drying his hands, he may bow to the server. Server will gently bow at the same time toward the Presider. Turn and proceed back to the credence table the same way you went to the Altar. Then return to your seat.

NOTE:

- a. *When Fr. Mike is the Presider, ensure the bowl is placed directly under his hands before pouring water.*

SPECIAL NOTE: If incense is being used, stand back from the Altar (toward rear candle stand) because the Presider/Deacon will be circling the Altar with the Thurible (incenser). Hand washing will occur after the incensing and may not be done in the normal position. Be alert.

E. Eucharistic Prayers:

- Lead server is responsible for ringing the Altar “Sanctus” bells:
 - 1st ring – Presider places his hands over the Altar gifts “The Epiclesis” (single ring for about 1 sec.)
(wait until Presider hands have stopped above Chalice)
 - 2nd ring – Presider elevates Host -3 rings with a momentary pause in-between each ring
 - 3rd ring – Presider elevates Chalice – same as 2nd ring
 - 4th ring – Presider consumes the Precious Blood (Chalice) {single twist of bells} shorter than 1st ring
- NOTE: put bells down on cushion holder after each ring
- **DO NOT LEAN OVER IN A CONTINUOUS HUNCH WAITING TO RING THE BELLS.**

F. Lord’s Prayer:

- Stay in place. No holding hands.

G. Sign of Peace:

- Lead server will remove Presider’s book from the Altar and return it to the rear credence table. If there is a visiting Priest double check with MC. Return to your seat.
- *Lead may retrieve book while Communion is being distributed.*
- Servers will not leave chair area to shake hands with family

H. Communion:

- When the Presider/Deacon is done distributing the Blessed Sacrament to the **LAST** Extraordinary Ministers of Holy Communion (EMHC), the lead server will get up from kneeling position and move to the right toward the front pew and line up. Other servers will follow.
- After communion return to your seat and kneel. Do not fuss over which chair to go to. Move into the row and avoid blocking the aisle.
- If plastic lids were used on Cups, one candle bearer will go up to Altar and retrieve lids. While at the Altar don't slid the lids across Altar cloth. Pickup lids and stack them. Return to credence table and place lids in "coaster holder".
 - If lids are found with Precious Blood on them, notify MC.

NOTE: In certain liturgies, the worship space will be partitioned "half". Typically the congregation will sit on the same side as the organ. In this case, lead server will proceed to the congregation side for communion. Walk in front of Ambo. After communion return to seating area the same way. Do not use the back of the worship space. Pickup lids if appropriate after your prayers.

I. Vessel Purification:

- When Presider/Deacon call for Ministers of Sick & Homebound, lead server will bring water cruet (small pewter pitcher) up to Presider/Deacon. Wait at rear candle stand until Presider/Deacon is done with ministers.
- Return water cruet back to Presider table or credence table.

J. Closing Prayer:

- Lead server will hold the book for the Presider. Same book that is between Presider/Deacon chairs.
- When the closing prayer is complete, take a step back and close the book. Execute a reverent bow then move left to put book back on table between the chairs. Sometimes the MC will extend their hand to receive the book. In this case hand the book to the MC and return to your seat.

K. Recessional Procession (attachment 8):

- When the Presider departs from his chair toward the Altar, the candle bearers will proceed reverently to the Ambo candle stands and face the Tabernacle. Server closest to MC will go to far candle stand (organ side). If there are extra servers or MC's they will stand to the side of the candle bearers.
- The lead server will flow behind the lead server's chair and follow the other servers. The lead server will retrieve the processional Cross from its stand and proceed to the area in front of votive candle stand (organ side). This is the same location during the entrance procession.
- The readers will also return to the Ambo area and stand directly behind the Ambo.
- **Once** everybody is lined up and facing Tabernacle, Lead server will **IMMEDIATELY** perform a gentle yet **DISTINCT** head bow and everybody will genuflect to Tabernacle then immediately turn around (candle bearers will turn to the left) and face the Altar. (Some readers may bow). DO NOT WAIT FOR PRESIDER/DEACON TO GENUFLECT.
- The Presider/Deacon will kiss the Altar and proceed around to the front of the Altar and face the large Crucifix.
- Once the Presider/Deacon genuflect/bow, the lead server will slowly move to the right and behind Ambo toward the Presider's chair to begin exit procession. The candle bearers (WITHOUT CANDLES) will move to the right **BEHIND** the Ambo and line up side by side as they follow the lead server.
- The remaining servers, MCs and readers will move to form up side by side behind the candle bearers. Sometimes there may be just an odd number and in that case the person will walk in the center.
- The procession order is the same as the entrance procession. Cross bearer first, then primary servers (WITHOUT CANDLES), other servers, MC's, readers.

○ ***NOTE: If incense is used the Thurifer will lead the procession.***

- The procession travels between the outside of the Altar candles and the pews then to the right of the Baptismal font ending in the same location the entrance procession started.
- The Presider/Deacon and/or MC (now standing at front of the Altar) will join the procession as the liturgical team passes them.
-

***NOTE:** Partitioned "Half" church Masses designated to occupy the organ side of the Church, the recessional procession will exit to the left*

and go up the **left** side of the *Baptismal font*. Procession order is the same.

- Stop about 15 feet into the “Commons” and turn around to receive the Presider’s blessing. Respond with a reassuring AMEN!

3. Duties After Mass

- Lead server will return the Cross and pendant behind the Tabernacle .
- Lead server will check with the MC and see if anything else needs to be done.
- One candle bearer will return to the worship space through the Sacristy to extinguish all candles, and if applicable the paschal candle (check with MC).

NOTE: Do not blow the candles out. Use the snuffer cup on the end of the candle taper to extinguish the candles. Do not press the snuffer cup down to tightly as wax may spill over the top

- Once the server tasks are completed, proceed to the Lower Sacristy to remove Albs and Cinctures. Do not start undressing on the way to the Lower Sacristy. Remember you are still reverent and prayerful and additionally the parishioners will still notice you.
- Carefully hang up your Albs and Cinctures.
- Make sure you have signed the server book.
- Pray the “Server After Mass Prayer”.
- Check the schedule on the Lower Sacristy door before departing.

4. Partitioned “Half” Church (90 degree orientation, flow out same way came in):

ii. **Mass:**

- There should not be a Gospel procession
- Wash bowl & pitcher – still go to edge of Altar but 90 degrees different
- Collect Cruets - 90 degrees shift
- Communion process to/from in front of Ambo to get to organ side to receive
- Recessional Procession (Same way you came in) organ side

iii. **Weddings:** are very similar to a Half Church Mass with unique parts:

- The bridal party will be seated in front of the congregation between candle stands

iii **Funerals:** are very similar to a Half Church Mass with unique parts

- The procession comes down the left side of Baptismal font (from Commons) and the casket will follow down left side. Turn right at bottom of font.

- Process will initially stop at right forward candle stand for blessings and sprinkling rite then normal procession
- Exit procession will go up the left side of Baptismal font (as you approach it)
- Procession may flow out to the traffic circle for the casket to be loaded in hearse.

IV – Contingencies:

1. If you are short a server, look to the congregation for an available server.
2. If still short servers or if there is only a Cross bearer, Process in without candles.
NOTE: During the rest of Mass the lead server will assist the other server dressing the Altar since the candles are lit. The MC may assist with server duties once finished assisting the Deacon. Lead will not do offertory procession.
3. If there are additional Priests celebrating Mass it may be necessary for the lead server to sit in the second row. The lead server will need to sit behind their normal chair but is still responsible for holding the Presider's book. Move the Sanctus bells.
4. If processional candles go out during the entrance procession they will be re-lit once candles are back in the stand. This should be done by the MC.
5. Keep the candles as vertical as possible while they are being carried especially when lifting the candles into the candle stands. In the event wax drips on you, do your best to discreetly remove the wax while back in the server seating area.
6. If there is a Baptism or other special liturgies, the lead server may be required to hold the Presider or Deacon's book during particular parts of the ritual. In some cases more than one server may be required to assist with additional duties.
7. Special liturgies like Palm Sunday, Easter Vigil, and Pentecost typically start outside and process into the worship space. On these occasions it's important for the servers to arrive early and understand their assignments. Some of these liturgies may require mandatory rehearsals. These special requirements should be posted on the server schedule and in the lower Sacristy.
8. Ensure you are well hydrated and have had something to eat before Mass however keep in mind your fasting restrictions of one hour before Mass. This will help alleviate any nausea/feeling sick during Mass. If you do feel sick during Mass, let the lead server or MC know. If you have to leave, excuse yourself as reverently as possible and leave using the rear part (arc) of the worship space. Once you feel better you are welcomed to join the liturgy.
9. For most partitioned "half-filled" church Masses, there is no Gospel procession.
10. There are times during the year cups may not be used (for example flu season, etc.) Lavabo bowl/towel are still used and cruets need to be picked up at Altar.
11. Remember if you can't make your scheduled Mass, it's the server's responsibility to find a replacement.

Attachment 1

Definitions

Alb - A long tunic like garment which reaches from the neck to the heels which is worn by some servers and clergy

Amice – A vestment piece, which may be the first item to be put on by the Priest/Deacon in vesting for the Mass. The amice is used to cover the shoulders, and originally also the head, of the wearer. Typically it is worn to cover clothing not wanting to be visible.

Ambo - The platform, lectern or pulpit from which the Gospel is proclaimed.

Ambry – The shelf where the sacred chrism and oils are displayed in the worship space.

Biretta - A square cap with three ridges or peaks on its upper surface, worn by clerics of all grades from cardinals downwards.

Burse - A square container for holding the corporal. It is selected for the liturgical color of the day. Used Corporals should always be placed in the proper container for sacred cloths after Mass. (Not used at St Joan's)

Chalice - A cup of precious metal that holds the wine which becomes the Blood of Jesus after the consecration. If the Chalices were left unpurified by the Presider/Deacon for some reason they should be left out in the Sacristy for purification by lead EMHC/Priest or Deacon. Never leave an unpurified chalice unattended or store an unpurified chalice.

Chalice veil - A cloth covering used to hide the chalice and paten up to the offertory and after Communion. It is selected by the liturgical color for the service. (Not used at St Joan)

Chasuble – The outer vestment ~~put~~ over the Alb and Stole.

Ciborium - A large cup or container of precious metal with a cover of the same material which will hold the Body of Jesus after the consecration for distribution of Holy Communion to the faithful.

Cincture – The cord that is tied around an Alb.

Communion Paten - A small saucer shaped plate of precious metal with a handle, usually wooden, used by the altar server to protect the Body of Jesus from falling to the ground if a minister or communicant accidentally drop a fragment of the Host. (Not used at St Joan)

Cope - A vestment resembling a cape described as a long liturgical mantle, open in front and fastened at the breast with a band or clasp. Used during Exposition, adoration, and ~~benediction~~

Corporal - A white linen cloth, with a Cross in the center, used to protect any particles of the Precious Body and Blood of Jesus from falling to the altar cloth. It is always folded and unfolded as to protect any particles from being lost.

Credence Table - The table used to hold sacred vessels and articles.

Crosier – The Bishop's staff.

Dalmatic – The outer liturgical vestment of the Deacon. This has sleeves unlike a Chasuble.

Humeral Veil – A liturgical vestment usually equipped with pockets and used by Priest/Deacon to carry Monstrance. It's so that his hands do not touch the monstrance, as a mark of respect for the sacred vessel.

Lunette - A thin, circular receptacle, having a glass face that holds the Consecrated Host used in a monstrance during Adoration and **Benediction.**

Lectionary - Book of readings used for the liturgy of the word.

Mitre – The headware for a bishop.

Monstrance - This is a large, ornate vessel used to hold the Blessed Sacrament for Adoration, Benediction and solemn Eucharistic processions.

Pall - A square piece of cardboard or plastic which is covered by linen and used to cover the chalice. (Not used at St Joan). Also funeral pall used to cover a casket.

Paten - A small saucer shaped plate or container made of precious metal that holds the Host. Servers should be very careful if they have to handle it while performing their duties.

Purificator - A linen cloth used by ministers distributing the Precious Blood to wipe the edge of the Chalice and also after purifying a Chalice. Used Purificators must always be placed in the proper container for used/soiled sacred cloths. This is done in the Sacristy.

Pyx - A small vessel Communion is carried to those who are sick and homebound.

Sacramentary - The book containing the prayers said by the Priest during the Mass.

Sacrarium - A sink with its drain going directly into the ground. The sacred linen wash and rinse water, used holy water, used baptismal water and blessed ashes. No other use is allowed.

Stoup - The holy water fountains or bowls at the entrances of the church.


Surplice - A wide sleeved, linen worn over a cassock by clergy and altar servers in some parishes.

Taper – Device used to light and extinguish candles

Thaborstand - The ornate stand used to support the Monstrance during exposition of the Blessed Sacrament.

Zucchetto – A saucer-shaped flat skullcap worn on the crown of a monsignor's, bishop's, cardinal's or the pope's head.

Note: Many of these items can be seen in attachment 13 but are not necessarily used at St Joan of Arc.



Entrance Procession

Attachment 2

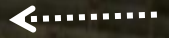


Gospel Procession - Normal

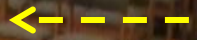
Attachment 3



Flow to Altar



Return route



Gospel
Reader

Servers walk
side by side

Servers walk
side by side

Gospel Procession – Extended
(starts as normal – turn at carpet)

Attachment 4



Turn

Carpet

Book Stand

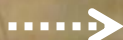
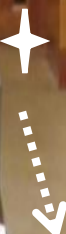
Offertory Procedures

Attachment 5



← Procession to
Commons

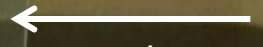
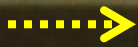
←.....
Return route



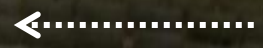
Cruets

Altar Dressing

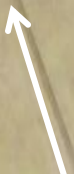
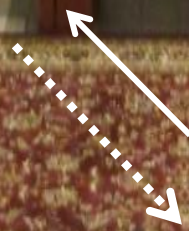
Attachment 6



To Altar

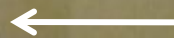


Return route

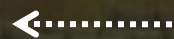


Hand Washing

Attachment 7



Flow to Altar



Return route



Incense
Wait Area



White:

The symbol of innocence and triumph. It is used on all feasts of the joyful and glorious mysteries of our Lord's life (e.g. Christmas and Easter), on Feasts of our Blessed Mother, on the Feasts of angels and of all saints who were not martyrs. |

Red:

The color of blood is used on all feasts of our Lord's Cross and Passion, on the Feasts of the Apostles and of all martyrs. Red is also used on Pentecost and in Masses of the Holy Spirit, in memory of the tongues of fire of the First Pentecost. Also used during Confirmation.

Purple:

A symbol of penance. It is used during the penitential seasons of Advent, and Lent.

Green:

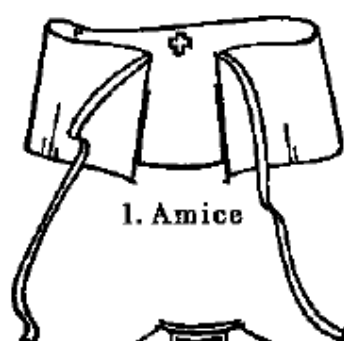
The color of budding and living vegetation, it is the symbol of hope. It is used on the Sundays after Epiphany and after Pentecost (Ordinary Time).

**Rose**

This color is permitted, in place of purple, on the third Sunday of Advent (Gaudete) and on the Fourth Sunday of Lent (Laetare), when the Church tempers the sadness of the penitential seasons with an invitation to rejoice in the goodness of God our Savior.

Black:

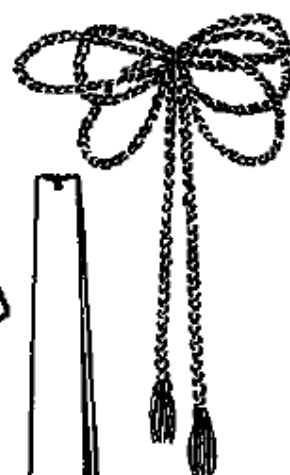
The color of death and mourning. This color may be used for the services of Good Friday and may be worn at funeral services and at other Offices and Masses for the Dead in the dioceses of the United States of America. Black is permitted for requiem Masses, but it is very rarely used. Red is now used on Good Friday, and white or purple is now used in funerals.



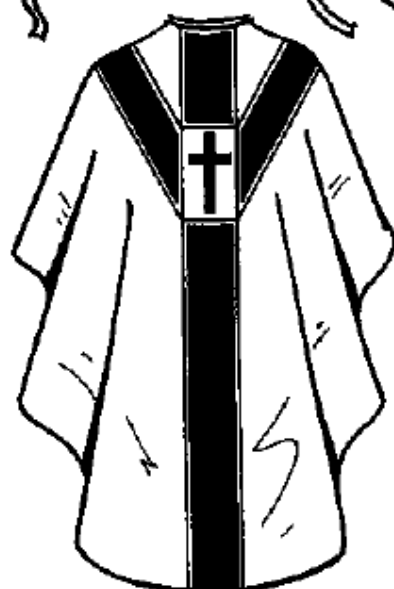
1. Amice



2. Alb



3. Cincture



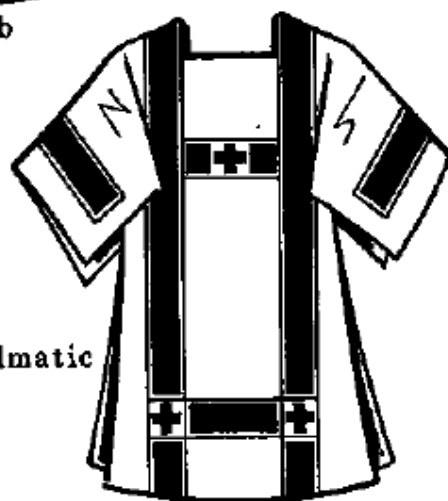
5. Chasuble



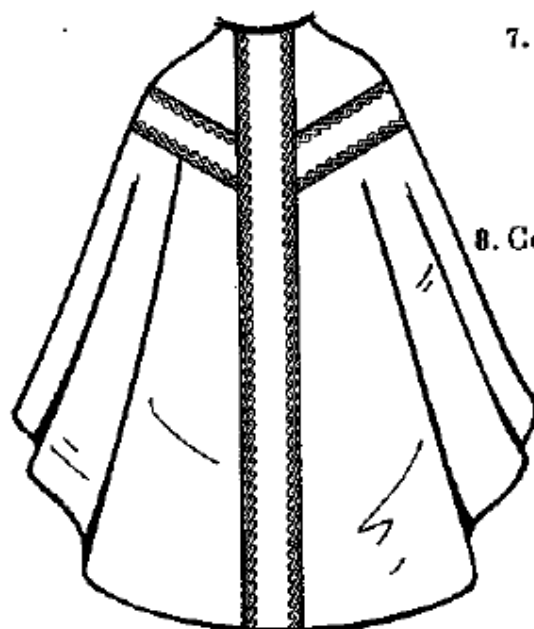
6. Biretta



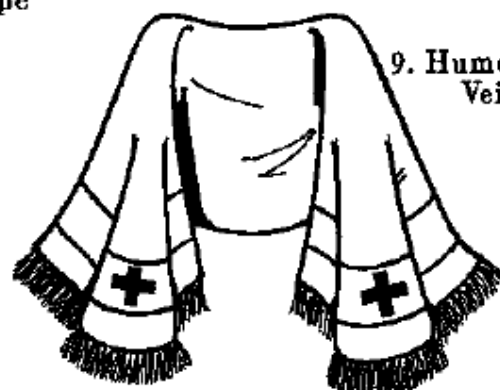
4. Stole



7. Dalmatic



8. Cope



9. Humeral Veil

Alb Vesting Prayer

Lord Jesus, you have called me to draw near to your perfect sacrifice at Holy Mass. Cleanse me, O Lord, and purify my heart, that being made white in the blood of the Lamb, I may have the fulfillment of everlasting joy.

Cincture Vesting Prayer

Secure me, O Lord, with the cincture of purity. I am yours. Extinguish in me all evil desires, that the virtue of chastity may abide in me.

Server's Prayer Before Mass

Open my mouth, O Lord, to bless Your Holy Name. Cleanse my heart: from all evil and distracting thoughts. Enlighten my understanding, inflame my will, that I may serve worthily at Your Holy Altar. O Mary, Mother of Christ, the High Priest, obtain for me the most important grace of knowing my vocation of life. Grant me a true spirit of faith and humble obedience so that I may ever behold the Priest as a representative of GOD and willingly follow Him in the Way, and the Truth and the Life of Christ. Amen.

Server's Prayer After Mass

O Lord Jesus Christ, Eternal High Priest, I thank you for the privilege of having served at the Holy Altar of Your sacrifice. Now, as I put aside the garments of that service, I ask that I may at all times think of You. May I ever seek You and find You; may I always follow You; may Your Priestly spirit be in my heart and Your Holy Name on my lips; and Your praise and glory may every work of mine be done. Ever ready in Your service, may I always know and do Your Will in all things and, by Your grace, preserve unto the end. Amen.



CM ARMY 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

Ciborium



Cruets



Purificators



Corporal



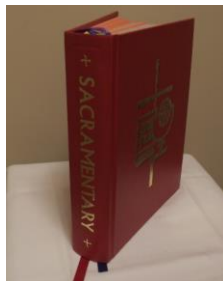
Pyx



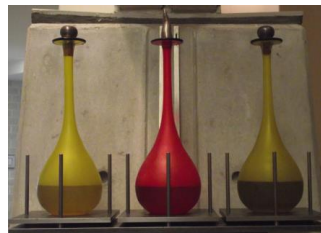
Lavabo Bowl
& Towel



Roman Missal



Ambry



Processional
Cross



Holy Water Bucket
& Asperger



Monstrance



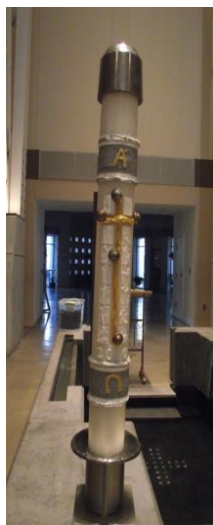
Thurible (Incenser)



Candelabra



Paschal
Candle



Thurible & Boat
Stand



Candle
Taper