

# **St. Frances Cabrini Parish**



## **Altar Server Training Manual**

**Modified May, 2010**

## **St. Frances Cabrini Parish Server Instructions-Revised May, 2010**

At St. Frances Cabrini Parish, we schedule three servers for most liturgical celebrations. The server instructions are designed with specific roles for each in mind. By utilizing three servers rather than two, the servers will be placed on the roster more frequently, and it will facilitate the flow of the liturgy.

Servers A, B, and C will all have specific roles within the liturgy.

The simplest way to remember is:

A=Altar

B=Book (*Sacramentary*)

C=Cross (*Crucifer*)

### **Before Mass Begins**

Once you are properly vested as a server, check the church to see if the altar candles are lit. If not please go to the back sacristy and use a candle lighter to light them.

### **Entrance Procession and Reverencing Altar**

**Server C-Crucifer** carries processional cross

*(NOTE: CROSS FACES ALTAR NOT THE SERVER)*

**Server A** (left) & **Server B** (right )

**Reader 1** (if no deacon with Gospel)

**Reader 2**

**Deacon** (carrying Gospel book)

**Priest**

**That is:**

**SC**  
**SA SB**  
**R1**  
**R2**  
**D**  
**P**

## OPENING RITES

### Entrance procession and reverencing the altar

- **C** leads in carrying the cross. Walk slowly down isle center, and move to the left side of the socket. You will be right next to Server **A**. After the other ministers make a **profound bow**, carry the cross behind the wall on the left side of the sanctuary, and move to your chair in the sanctuary.
- **A** and **B** process side by side down the isle carrying candles or hymnals. When you reach the end of the floor, separate, and use the electrical sockets as your guides. The readers and priest deacons will be between you as you reverence the altar together by making a profound bow.
- **C, A** and **B** enter the sanctuary from the Left/Ambo side. **C** goes to place immediately. **Seating arrangement is:**

**C**  
**A B**

### Opening Prayer

- *Sacramentary (book)* is already OPEN on the table.
- **A** takes the open book and hands it to **B** in an open fashion. Wait for the signal at the end of the *Gloria*, and then **B** brings the book over to the priest after he says “Let us pray.” It should be all set. Support it with both hands. Stand in front of the priest and hold it open and steady for him to read from. (If you are tall, then stand to one side and hold it in front of the priest at arm’s length. If the priest is tall, hold the book up much higher, so he can read it.)

### LITURGY OF THE WORD

- **A** pulls out the step to the *ambo* if necessary before readings, homily or intercessions. *Please check with the reader/deacon/priest before mass to see if they need the step.*
- **A, B, C** Pray, sing, respond, stand, sit, and bow when the rest of the congregation does to model proper participation. Remember your **posture**.

## LITURGY OF THE EUCHARIST

### Preparation of the Altar (for the Eucharist): “Setting the table for our Communal meal.”

Each server will have specially assigned duties during this time. The *sacramentary* comes to the altar, along with a *chalice* covered by a *paten*, *purificator*, *pall*, and a *corporal*.



### Preparation of the Altar-----NOTE MAJOR CHANGES

- **A** brings the appropriate chalice set and the *corporal* and places it on the far left side of the altar. **YOU NO LONGER NEED TO SPREAD THEM OUT. The Priest or Deacon will do this.**

### WHILE

- **B** takes the *book* (*sacramentary*) and places it open on the far left side near the front of the altar.

### WHILE

- **C** Removes *gospel stand* from altar.

NEW: Then **A, B, C** all go to the credence table behind Father’s chair. There will be dishes with the bread pre-divided and cups with the wine already . **CAREFULLY** take these two by two to the altar and set on the right side. The Priest/Deacon will guide you in the placement (see drawing below) If there are three of you, you will each make two trips. If there are only two, servers, bring until all items are at the altar.



### Reception of the Gifts

- **A** brings over the *cruet* of water for mixing with the wine (**with handle facing priest**) and stands to the right side of the altar until the priest/deacon signals for the water. Afterwards server moves back to place, still holding water and waits.

#### WHILE

- **B** goes with the deacon/priest to receive the bread and wine. Place it on the altar on the right hand side of the *corporal* just in front of the *chalice* because it has not been blessed yet.

#### WHILE

- **C** Go with **B** goes with the deacon/priest to receive the bread and wine. Place it on the altar on the right hand side of the *corporal* just in front of the *chalice* because it has not been blessed yet.

### Washing of Hands (*Lavabo*)

- **A** continues to hold *Cruet* of water and comes forward again. When Father places his hands over the bowl pour the water. pour a moderate amount of water over his fingers. As Father returns to the altar, return the water and the wine cruet to the server's table.

#### WHILE

- **B** brings forth the **Bowl** (*lavabo*) with **finger towel** draped over the **left** arm (the one closest to Father). Father will use it to wipe his hands after they have been washed. As Father returns to the altar, return the bowl to the server's table.

#### WHILE

- **C** Pray, sing, respond, stand, sit, and bow when the rest of the congregation does to model proper participation. Remember your **posture**.

### Sign of Peace **Come FORWARD to meet the priest for the sign of peace.**

- **A, B, C** Pray, sing, respond, stand, sit, and bow when the rest of the congregation does to model proper participation. Remember your **posture**.
- **C** Bring the white purificators to the altar from the credence table.
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### Reception of Communion **CHANGES**

The priest and minister for section four will offer servers communion after they offer it to all the extraordinary ministers. Servers, please come forward to receive and then return to meditate on God's gift to you.

**Clearing the Altar (while communion is being distributed, and after vessels return to the altar)**

- **A** Leave these items in place until he returns after communion.
- The Priest or Deacon will purify the vessels at the altar.
- Bring him the water to purify his chalice and then return to wait.
- When he has finished, , return the **paten, corporal, chalice and purificator** to the server's table
- **WHILE**
- **B** brings the Sacramentary back to the server's table.

**WHILE**

- **C** prays in seat.

**CONCLUDING RITES**

**Holding the Sacramentary for the prayer after Communion/Final Blessing**

- Same as opening rites. **A** takes the open book and hands it to **B** in an open fashion. Wait for the signal from priest, then **B** brings the book over to the priest after he says "Let us pray." It should be all set. Support it with both hands. Stand in front of the Priest and hold it open and steady for him to read from. (If you are tall, then stand to one side and hold it in front of the priest at arm's length. If the priest is tall, hold the book up much higher, so he can read it.)
- **C** goes to the retrieve the processional cross and waits for the priest's signal to depart.

**Reverencing the Altar and the Recessional procession.**

- **C** leads the procession out followed by **A** and **B**.
- Instead of pausing at the bottom of the steps, **C** will continue to walk forward about three pews before stopping. **A** and **B** continue to the first pew. All turn to face the altar, and wait for the rest of the ministers to reverence the altar, before **turning to the right** and proceeding forward towards the narthex.

**After Mass: Ask Father if he wants the candles to be snuffed out or remain burning. Please do not blow them out by hand but, go to the back and use the candle snuffer.**



## OTHER REMINDERS

- Please respect the time that went into making the schedule.

# • Get a substitute if you need to.

- You are expected to finish out a schedule before quitting.
- Be at mass 15 minutes before service starts
- Please check in the sacristy to see if a sub is needed
- Make sure you have a proper:
  - Sized *Alb* Go for ankle length
    - *Cincture*
    - “Sunday Best” clothes. Footwear is very important. No flip flops please.
- Make sure you have a proper posture:
  - Stand straight
  - Be attentive
  - Sit up straight
  - Legs together
  - Do not cross legs
  - Do not hunch over
  - Hands in a position of respect
  - *Cincture*
  - “Sunday Best” clothes. Footwear is very important. No flip flops please.

## GLOSSARY

### Aspergill



- A rod with small holes in the end allowing the sprinkling of Holy Water
- The aspersion is the portable vessel filled with Holy Water
- The congregation is sprinkled with Holy Water prior to Sunday and Holydays in the Tridentine Rite

- The practice stems from Psalm 50 ('sprinkle me with hyssop...I shall be made whiter than snow')

### Burse

- The square case in which the folded corporal is placed • The term also applies to a leather packet in which a pyx is carried

### Candles

- Represents Christ as the 'Light of the World' and the purity of God
- Pure beeswax represents Christ's 'spotless' Body, the wick His soul and the flame His divine and human natures
- Candles are blessed on Candlemas Day (the Feast of the Presentation of Christ in the Temple)
- The burning up ('consuming itself') of a votive candle at shrines, images and the Blessed Sacrament, symbolizes sacrifice

### Chalice

- Holds the consecrated wine which is the Blood of Christ
- Must be gold or silver, or at least gilt inside
- Represents the 'cup' used at the Last Supper (Luke 22:17) and the 'cup' of the Passion (Luke 22:42)
- Stands for the Sacred Heart of Jesus (John 19:34) from which our redemption flows
- At the start of Mass, it is covered with the folded purificator and pall



### Ciborium



- The vessel which is used to hold the consecrated Hosts
- It must be gold, silver or gilt and the name is derived from 'cibus' (food)
- It is used to distribute the Hosts to communicants and to store the Hosts in the Tabernacle • Place where reserved Eucharist is stored

### Corporal

- The cloth ('corpus' meaning 'body') on which the chalice and Host are placed after consecration
- Represents the sheet in which the body of Christ was wrapped for burial
- It is folded in three from all sides and stored in a burse
- It is also placed underneath a Monstrance



### Cruet

- Small vessels that hold the water and wine (for the chalice) used during Mass

### Incense

- A mixture of various spices and aromatic resin burned in a censer (also called a thurible)
- The censer is filled with hot coals; incense itself is stored in a small vessel call a boat



- Incense was burned in the Jewish Temple with a precise mixture of spices, including frankincense
- Burning represents zeal of the faith, aroma the odor of Christian virtue, and smoke the rising of prayers to God
- The swinging of the censor is a mark of honor toward the person or object being incensed
- The Paschal Candles' five grains of incense represent the spices in the sheet on Christ's dead body

### Luna

- Round (from the Latin 'moon') hinged case with glass front and back, in the center of the Monstrance
- The lunette is a circular case which fits in the luna and holds the Host

### Missal

- The 'mass book' containing the prayers, Scriptures and ceremonies of the Church



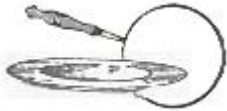


### Monstrance

- Large metal object (also called ostensorium) used to display the Blessed Sacrament
- It is usually made of gold and often decorated with jewels
- Used in processions as well as exposition and benediction of the Blessed Sacrament

### Pall

- Small square piece of starched linen (sometimes with cardboard inside) that covers the chalice
- Represents the stone rolled against Christ's sepulchre (tomb)
- A larger cloth, also called a pall, covers coffins at funerals



### Paten

- The plate/dish (Latin patena) on which the Host is laid
- Must be gold, silver or gilt inside
- Communion patens may be attached to sticks and held beneath the chin of communicants
- Like the chalice, it must be consecrated by a bishop

### Purificator

- Oblong piece of linen folded three times and placed over the chalice
- Used by the priest to wipe the inside of the chalice, his fingers and his mouth (when needed)

### Pyx

- Small container (Greek meaning 'box') that holds the consecrated Host taken to the sick



### Veil

- A small cloth which covers the chalice, paten and pall
- The veil is the same liturgical color, material and design as the vestments of the priest
- Ancient method of covering/concealing, particular holy things (i.e. the Holy of Holies)

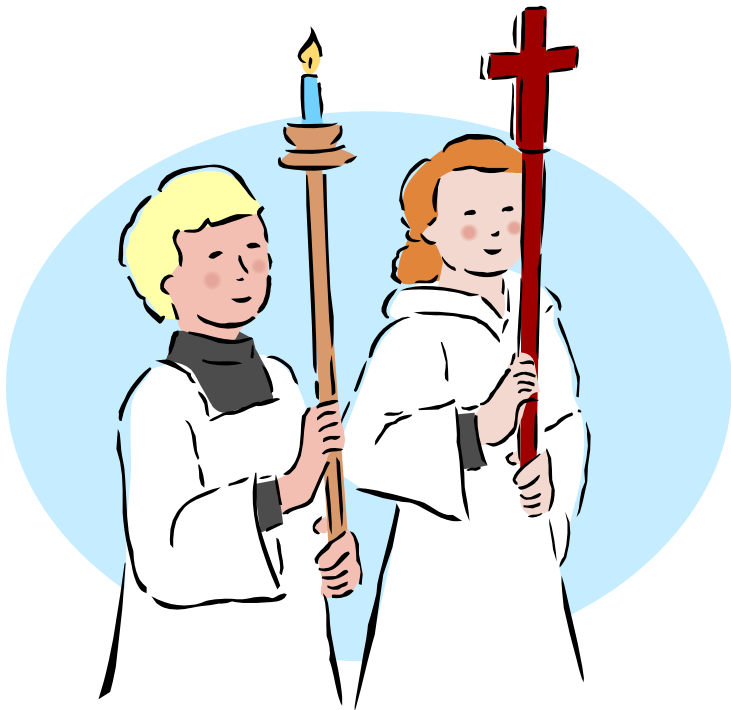
## Altar Server's Prayer

Loving Father, Creator of the Universe, you call you people to worship to be with you and on another at Mass.

I thank you for having called me to assist others in their prayer to you.

May I be worthy of the trust placed in me and through my example and service bring others closer to you.

I ask this in the name of Jesus Christ, who is Lord forever and ever. Amen.



**BEFORE MASS. ARRIVE EARLY. VEST. Check Candles**

	<b>A-altar</b>	<b>B-book</b>	<b>C-cross, cups</b>
<b>Entrance Procession</b>	Beside B	Beside A	CROSS LEADS
<b>Opening Prayer</b>	Hand open book to B	Receive open book Bring to priest Bring to priest	
<b>Liturgy of the Word</b>	Pull out step		
<b>Liturgy of Eucharist</b>			
<b>Preparation Altar</b>	Chalice Set	Book/Stand	Remove gospel stand
	Bring Bread/Wine	Bring Bread/Wine	Brings Bread/Wine
<b>Reception of Gifts</b>	Water Cruet right away	Receive gifts	Receive gifts
<b>Washing of Hands LAVABO</b>	Water Cruet /wine	Lavabo/towel	
<b>Sign of Peace</b>			Bring purificators
<b>Receive Communion</b>	A	B	C
<b>Clearing Altar</b>	Wait to receive chalice, paten, corporal, purificator	Bring Sacramentary back to server's table	
	Bring water and return		
	Carry set back to servers		
<b>Concluding Rites</b>	Hand open book to B	Take Book from A Wait for signal	Retrieve Cross
<b>Reverencing/Departure</b>			Leads Procession
	Follows with A	Follows with B	
	walk to first pew	Walk to first pew	Walk to third pew
	face altar/ reverence	face altar/ reverence	face altar/ reverence
	Turn right/depart	Turn right/depart	Turn right/depart

**AFTER MASS Snuff out candles if necessary.**