

ITEM INDEX

Color

■Green - Worn during "Ordinary Time." Ordinary does not mean ordinary in the sense of common or normal. Ordinary means counting, as in the 15th Sunday in Ordinary Time.

●Red - Worn on Passion (Palm) Sunday, Good Friday, Pentecost Sunday, and on the Feast Days of Martyrs including the Apostles and Evangelists.

■Violet - Worn during Advent and Lent or at Masses for the dead.

○White - Worn during the Christmas, Easter seasons and celebrations of Mary, the Angels, Saints who were not martyrs, All Saints Day, Birth of John the Baptist, Chair of Peter, Conversion of Paul, St. John the Evangelist and is the preferred color for Masses for the dead..

●Rose - Worn on the 3rd Sunday of Advent (Gaudete Sunday) and the 4th Sunday of Lent (Laetare Sunday).

●Black - Was traditionally worn at Masses for the dead. Now the preferred color is White or Violet.

Books



Roman Ritual

Contains the opening prayer, prayer over the gifts, prayer after communion, and solemn blessings, Eucharistic prayers and prefaces for all of the Masses, including special occasions.



Book of the Gospels

This book contains the gospel reading for each Sunday of the three-year cycle, plus all solemnities, feasts, and ritual Masses that are celebrated throughout the liturgical year. Carried in procession by the deacon if it is used.



Lectionary Contains the scripture readings for Mass. It is carried in the procession by the lector and placed on the ambo.



Hymnal/Missalette

Contains all the parts of the mass for a specific season in the liturgical year including instructions on when to stand, sit, or kneel.

Objects



Chalice (CHAL-is) The large cup used at Mass used to hold the wine which becomes the Blood of Christ.



Paten(PAT-en) A saucer-like disk which holds the bread which becomes the Body of Christ.



Ciborium (si-BORE-ee-um) A vessel used to hold the Hosts which will be used for communion. They are also used

to reserve the Blessed Sacrament in the tabernacle.

Decanter or Flagon (FLAG-un)

The bottle or pitcher like vessel used to hold the wine which will be consecrated at mass for the communion of the people. It is brought forth with the gifts.



Communion Cups

Chalice like vessels used at communion when the people receive from the cup. They are kept on the Credence Table and brought to the Altar at communion time.



Corporal A white linen cloth on which are placed the vessels containing the bread and wine during Mass which will become the Body and Blood of Christ.



Purificator

A white cloth use to cleanse the chalice. It resembles a napkin.



Pall (PAHL)

The stiff, square, white cover that is placed over the paten when it is on the chalice.



Tabernacle

The shrine or receptacle either round or rectangular that serves as a place for the exclusive reservation of the Blessed Sacrament. It should be of solid material, opaque, secure and inviolable, fitting the

architecture of the church in a preeminent place.



Censor & Boat

The Censor, also known as the Thurible, is used at solemn occasion to incense the bread and wine after the offertory, the priest, and congregation. The Boat holds the incense until it is place in the censor by

the celebrant.



Monstrance

A sacred vessel designed to expose the consecrated Host to the congregation either for adoration in church or carrying in procession, particularly on the Solemnity of the Body and Blood of Christ.



Sanctuary Lamp

An oil lamp or wax candle that burns near the tabernacle. It is always lit whenever the Blessed Sacrament is reserved in churches or chapels as a sign of honor shown to the Lord.

Vestments



Alb

A long white garment which can be used by all liturgical ministers. It is a reminder of the baptismal garment worn when the new Christian "Put on Christ."



Cincture

A long cord used for fastening albs at the waist. It holds the loose-fitting type of alb in place and is used to adjust it to proper length. It is usually white, although the liturgical color of the day may be used.



Chasuble(CHAZ-uh-buhl)
The sleeveless outer garment, slipped over the head, hanging down from the shoulders covering the alb and stole of the priest. It is the proper Mass vestment for the main celebrant and its color varies according to the feast.



Dalmatic (dahl-MAT-ik)
A loose-fitting robe with open sides and wide sleeves worn by a deacon on more solemn feasts. It takes its color from the liturgical feast as listed above.



Priest Stole

A long cloth "scarf." According to the manner in which it worn it is the mark of the Office of the priest or deacon. A priest wears it around the neck, letting it hang down in front.



Deacon Stole

A long cloth "scarf." According to the manner in which it worn it is the mark of the Office of the priest or deacon. A deacon wears it over his left shoulder, fastening it at his right side.



Cassock (KASS-uhk)

A long black garment worn by Altar Servers under the Surplice. Also worn by Diocesan Priests (Black), Monsignors (Rose), Bishops (Violet), Cardinals (Red), and the Pope (White).



Surplice(SIR-plis)

This is a wide-sleeved garment, slipped over the head, covering the shoulders, and coming down below the hips. It is worn over the cassock.

ALTAR SERVER'S PRAYER

Loving Father, Creator of the universe, you call your people to worship, to be with you and each other at Mass. Help me, for you have called me also. Keep me prayerful and alert. Help me to help others in prayer. Thank you for the trust you've placed in me. Keep me true to that trust. I make my prayer in Jesus' name, who is with us in the Holy Spirit. Amen.

DEFINITION OF ALTAR SERVER

It is a great privilege to serve at the Altar of our God and therefore Servers are chosen from those who display a desire for a more intimate union with our Lord and God, Jesus Christ. Our loving Savior becomes present on the Altar, just as He was at the Last Supper and Calvary. Accordingly, Servers have a solemn responsibility to do their assigned duties with dignity and reverence.

Our parish has Altar Servers, who start after their first communion and continue for as long as we can keep them. All people of good faith are welcome and those who think they may desire to serve are encouraged to do so. All that is required is a desire to serve at the Altar of Our Lord and Savior, Jesus Christ.

DRESS CODE FOR ALTAR SERVERS

- **SHOES** – dress shoes (preferably black or brown shoes for boys and brown, black or white for girls) should be worn.
- **HAIR** – Hair should be neat and trimmed, appropriate for boys and girls. Girls should have their hair tied back so that it is not in their face.
- **JEWELRY** – Do not wear anything that will make noise and/or will be distracting, or that will cause you to have problems serving. Girls may wear “appropriate” earrings to serve.
- **VESTMENTS** – Cassock and Surplice

ALTAR SERVER RULES

- ❖ Attend Altar Server Training Classes
- ❖ Altar Servers should not leave the sanctuary after the start of Mass for any reason except bathroom emergencies, illness, or when directed to do so by the priest.
- ❖ Serve at every mass that you scheduled for, or make arrangements to have someone cover the mass
- ❖ Arrive at least 15 minutes before the Mass starts to get dressed and make sure that the Altar is prepared
- ❖ Make sure the candles are lit, bread, wine, water, towels, bowl, prayer book, and any other sacramentals are in their proper place
- ❖ Perform the duties assigned during the mass in the prescribed orderly manner
- ❖ Maintain a prayerful posture during all times in the Sacristy (if you are not doing something your hands should be folded in your lap)
- ❖ After the mass, return to the Sanctuary, Sacristy, and preparation areas to ensure that everything is set up for the next mass
- ❖ Be quiet and respectful when on the Altar, you are role models
- ❖ Be attentive and respond immediately when the priest asks for help
- ❖ Make sure that your Cassock and Surplice are returned the way you found them
- ❖ PAY ATTENTION!!!!

ALTAR SERVERS STEP-BY-STEP GUIDE

BEFORE MASS:

1. Arrive and be dressed 15 minutes before the Mass begins
 - a. Make sure the cassock and surplice are the RIGHT SIZE, the bottom should be right above the tops of the shoes
2. Check to make sure that everything is set up, on the altar, for the mass (If there is a visiting priest, talk to him ahead of time to see if you need to do anything differently for him)

3. Gather in the hall by the sacristy with the priest, lectors, Eucharistic ministers, and anyone else who will be in the entrance procession.
 - a. Make sure you talk to the other servers to determine who will be the cross-bearer
 - b. Also make sure to assign all responsibilities (bell ringer, chalice, cruets, etc.) before mass starts.
 - c. Say Altar Server's Prayer as a group.

ENTRANCE PROCESSION:

1. After prayer, the altar servers will line up in the following order:
 - a. ALTAR SERVER #1-Cross-Bearer
 - b. ALTAR SERVERS #2 and #3
 - i. If there is only one server, that person will carry in the cross
 - ii. If there are only two servers, then that server will line up behind the cross-bearer
 - iii. If there are three or more servers then servers will line up two by two behind the cross bearer
2. Once the choir or cantor has begun to sing, the altar servers will begin to process in
 - a. WALK AT A MODERATE SPEED, Do not run down the aisle
3. The servers line up to the right at the steps of the altar and wait for the priest to bow/genuflect. All bow with priest.
4. The servers go to their chairs on the left or right, and stay standing
 - a. Cross-Bearer places the cross in its stand behind the ambo.

GREETING:

1. The priest begins the mass with the Sign of the Cross
2. The Priest begins with an introduction explaining the readings, or welcoming people to the mass
3. Penitential Rite-the priest asks us to recall our sins and ask God for forgiveness, we then respond with the "Lord Have Mercy, Christ Have Mercy, Lord Have Mercy"
4. The Gloria will then be recited or sung
5. After the Gloria, the priest will say, "Let us pray" and read the opening prayer.
6. After the priest is done with the prayer everyone will be seated to listen to the first reading, the psalm, and the second reading.

LITURGY OF THE WORD

1. First Reading-The Lector will come forward to read the First Reading (No action is required by the altar servers)
2. The psalm will be recited or sung (No action is required by the altar servers)
3. Second Reading-The Lector will come forward to read the Second Reading (No action is required by the altar servers)
4. Gospel Acclamation (Alleluia)
5. The priest/deacon will read the Gospel and then end with "The Gospel of the Lord," and everyone responds with "Praise to you, Lord Jesus Christ."
6. The priest/deacon will then give his Homily
7. After the Homily, the priest/deacon will go back to their seat, then the priest will stand for the Profession of Faith. Everyone stands to recite the Creed.
8. The priest will start the Prayers of the Faithful, and then lector or deacon will read the petitions of the church (Everyone responds "Lord, hear our prayer"). After the lector or deacon has finished the petitions, the priest will say a prayer. All will respond with "Amen," and the congregation will sit down.

LITURGY OF THE EUCHARIST

1. OFFERTORY COLLECTION-After everyone has been seated, the ushers will walk forward with the baskets to collect money.

- a. One of the other servers will bring forward the Chalice, and put it on the altar. Place chalice on the corner of the altar, or hand to priest directly if he asks for it. The server will then sit down and wait for the priest to accept the gifts.
- b. The Cross Bearer will go get the cross and go to the back of the church to lead the procession of the gifts.
- c. The priest will then get up and go to the bottom of the steps to receive the gifts.
 - i. The servers will go up and stand on either side of the priest (If there is a deacon, then on either side of the priest and deacon)
 - ii. The Cross Bearer will then be instructed (the priest will normally gesture for the cross bearer to come forward) to lead the gifts. The cross bearer will walk slowly forward, bow their head when they get in front of the priest and then proceed up the steps and put the cross back. They will then go get the cruet with water and wait on the outside of the altar.
 - iii. The servers standing on either side of the priest will take the gifts after the priests accept them.
 1. The server on the right of the priest will take the wine cruet and join the Cross-Bearer by the altar.

2. PREPARATION OF THE GIFTS

- a. Wait for the priest or deacon to take the cruet and mix the water and wine, and then hand them back to the servers. Hand it to them with the handle facing the priest or deacon. When the cruets are returned to the servers, they will bow to the priest in unison and put them back on the Credence Table.
- c. The servers will then bring forward the small pitcher of water, the bowl, and the towel. The server will pour a small amount of water onto the hands
 - i. One server will hold the bowl and pitcher
 - ii. The other server will hold the towel (open the towel up fully and hold open)
- d. The servers will then return their seats and remain standing, because the priest will then invite the congregation to stand as well to enter into the Eucharistic prayer

EUCCHARISTIC PRAYER

1. The priest then begins with the preface and then will enter the congregation into the HOLY HOLY, which will be sung or recited
2. The congregation, along with the altar servers, will kneel and the priest will continue with the Eucharist prayer by recalling the Last Supper
 - a. Ring the bell once for the first time. At the beginning of the Epiclesis when the priest brings his hands down above the bread and wine and says, "Make holy, therefore, these gifts, we pray, by sending down your Spirit upon them like the dewfall..." (This wording is from Eucharistic Prayer II which is used most often, but please note: there are four different Eucharistic Prayers with different wording.) So ring the bell once quickly when the priest moves his hands over the bread and wine at the beginning of the Epiclesis.
 - b. The priest will first pick up the host, to be consecrated, by saying "...take this, all of you and eat it; this is my body which will be given up for you." The priest will raise the Body of Christ above his head, and the server will ring the bells with 3 short rings.
 - c. The priest will kneel and then pick up the chalice and say, "...take this and drink from it, this is the cup of my blood, the blood of the new and everlasting covenant. It will be shed for you and for all so that sins may be forgiven, do this in memory of me." The priest will raise the chalice above his head, and the server will ring the bells with 3 short rings.
3. The priest will then proclaim the mystery of faith, which will be sung or recited
4. The priest will then finish up the prayer by remembering the saints, all those who have departed before us, and chant or recite, "Through Him, with Him, and in Him...."
5. The Great Amen will be sung or recited
6. All members will rise to recite the Our Father
7. After that the priest will then ask the congregation to share with each other a Sign of Peace

COMMUNION

1. The Lamb of God will either be sung by the choir or recited by the priest, and the congregation will join in
2. The congregation will kneel, while the servers and Eucharistic ministers will be lined up to receive communion.
3. The bells are to be rung once more when the priest drinks from the chalice.
4. The priest will distribute the Body of Christ
 - a. Once the altar servers have received, they will go back to their pew to kneel
5. Once the priest is done distributing communion, he will return to the altar to purify and clear the altar (The servers will line up, like they did to receive communion, to receive items. When a server takes something back to the table, the next server will slide over, and this will continue until the altar has been cleared.)
 - a. The first thing that needs to be brought up to the altar is the cruet of holy water
 - b. The priest will then instruct the server to pour the holy water into the chalice. When the priest is done, the server will bow his head and take the cruet back.
 - c. The priest will then begin to hand things for the servers to place on the Credence Table. When the priest gives you something, bow your head and place it on the table. Then return to the altar to receive the next item
 - d. The cross bearer will get up and go stand by the cross.

CONCLUDING RITE

1. Then the priest will ask everyone to stand and pray (the closing prayer)
2. The priest will then conclude the mass with the Sign of the Cross
3. The choir will then start the final song
 - a. When the final song begins the cross bearer will take the cross and leave the altar and stand in the center aisle of the church facing the altar.
 - b. The other servers will stand next to each other in front of the cross bearer
4. The priest will then go to the altar and come to the bottom of the steps
5. The priest will then bow and turn (the servers will bow at the same time as the priest and turn around and process out)

**REMINDERS

- When you are standing or sitting, and not doing anything, keep your hands folded. Do not play, look around, or do anything else but have complete focus on the altar and priest.
- PAY ATTENTION, especially to the priest, you never know when they may call you over.
- If you are assigned to serve, please follow the Dress Code



**KEEP
CALM
AND
BE AN
ALTAR SERVER**



ALTAR SERVERS



ST. FRANCIS XAVIER HANDBOOK



Dear altar servers:

Welcome to St. Francis Xavier Catholic Church and thank you for joining a very active and important service group at our church. Service at Mass is a very special opportunity. The schedule rotates through the Masses on Saturday and Sunday. Server participation at Christmas (Midnight) Mass and during Holy Week is strongly encouraged for all servers. Weddings and other Sacraments are completely voluntary. This is a great opportunity to provide service to the community of St. Francis Xavier.

Many High Schools require community service as does the National Honor Society so as you continue into your High School years this could be counted toward those hours. The servers at St. Francis Xavier stand out for their maturity, commitment to the community and personal responsibility. Active service participation is a very fulfilling aspect of Catholic life that strengthens the character of every individual.

Throughout the year there will be training sessions lasting no more than one hour. As a group, the Altar Servers at St. Francis Xavier provided more than 1,000 hours of service during the past year at Saturday vigil and Sunday Mass, Holy Week, Christmas, Holy Days of Obligation, Weddings, Confirmation and First Eucharist.

For more information about St. Francis Xavier Catholic Church Altar Servers or if you are interested in joining the High School Youth Group or the Middle School Youth Group please call the DRE of the parish at 239-246-2635.

God bless,

Father Anthony R. Hewitt, J.C.L.

Pastor