

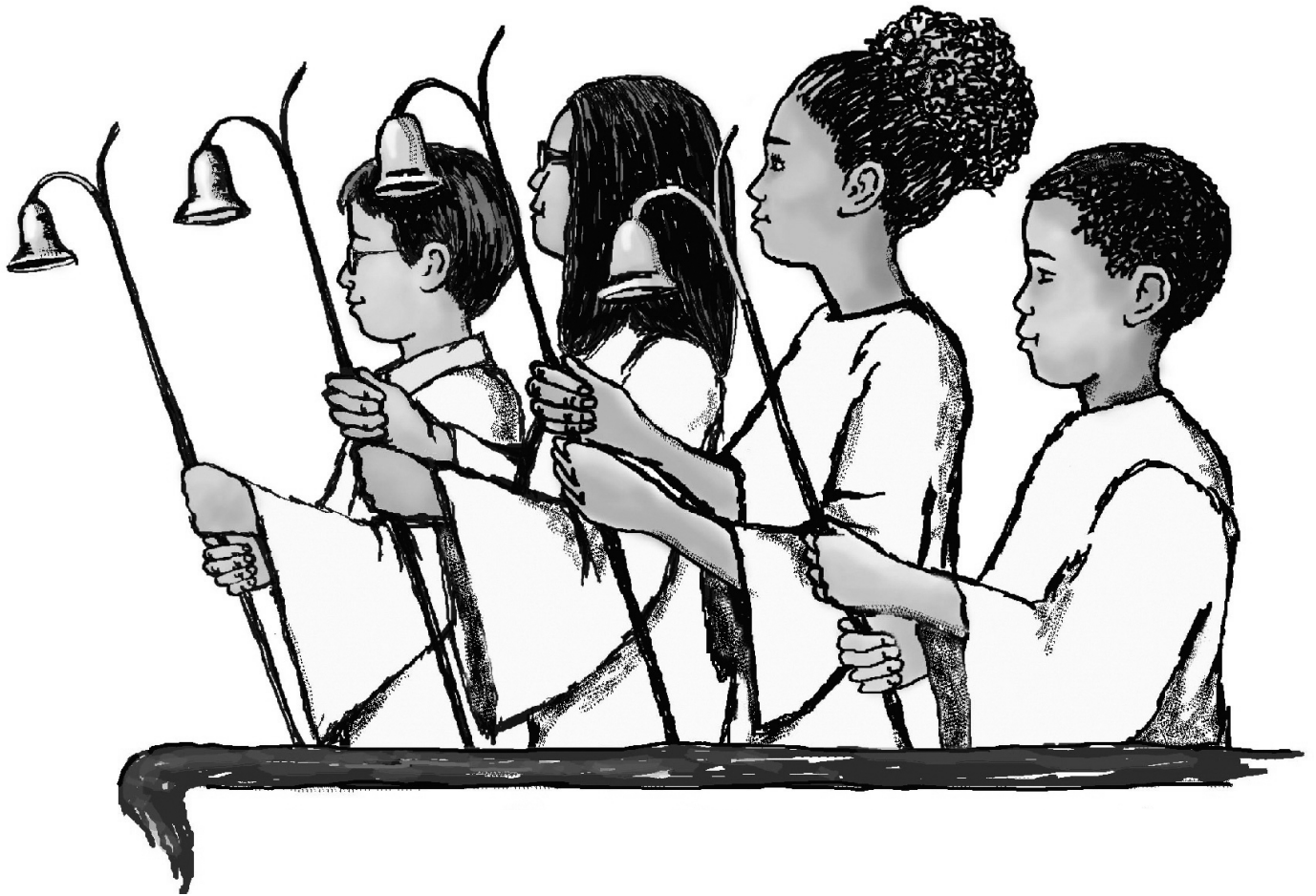
September 2022

SAINT JOHN



THE EVANGELIST

CATHOLIC COMMUNITY



*Ministry of Altar Servers
Guidance and Instruction Manual*

Introduction

Welcome to the Ministry of Altar Servers. The members of St. John the Evangelist Catholic Community are grateful for your commitment to be an altar server. Your service and dedication are important to our community.

The place of the altar server in liturgical celebrations is one of distinction requiring evidence of reverence, faithfulness, attentiveness and maturity. Getting to know so many actions and movements in the liturgy might be a daunting task at first but as you get in to the rhythm of the Liturgy of the Eucharist you will become proficient in it and begin to love what you do.

This manual is designed to give you guidance for participation as an altar server at St. John the Evangelist Catholic Community. Thank you for your help as an altar server during a time of great need in the Church. Altar servers share the ministry of Christ who taught us how to serve and how to love one another.

With gratitude and God's blessing,

Fr. John Britto Antony, CSC

General Requirements, Information, and Contacts

1. Who May Serve

Young persons, boys or girls, who exercise the ministry of server should be mature enough to understand their responsibilities, to carry them out well, and to adhere to a spirit of reverence. They should already have received First Holy Communion.

No distinction should be made between the functions carried out in the sanctuary by boys and those carried out by girls. Every effort should be made to include both males and females in this ministry and not to exclude either gender.

2. Training

The training sessions are scheduled as needed and for special observances throughout the year. Typically they are held on Saturday mornings or Sunday afternoons depending on the availability of the church. Notifications are sent out via email for current altar servers and posted in the weekly bulletin for candidates.

3. The Schedule

For liturgical ministry scheduling, St. John the Evangelist uses Ministry Scheduler Pro (MSP for short), an online system where ministers are able to specify exactly what times do and do not work for them to serve. Individual and overall Mass schedules can be accessed from anywhere and altar servers can cancel a scheduled serving time if unforeseen events prevent them from making their scheduled date. In addition, if an altar server is not scheduled and would like to serve, even at a Mass they do not normally attend, they can check the schedule and volunteer, or volunteer at the Mass by checking with the Lead EMHC in the Bride's Room. Access to MSP is available from any computer using the Web Terminal or a mobile device, such as a smart phone, using the Mobile App. Automatic schedule reminders are sent by the system a few days prior to your serve date.

4. Contacts List

A master schedule for altar servers as well as a database of the family names, contact numbers and email addresses is maintained for this ministry in MSP. Parents or senior servers, please keep your information current by logging on to the system and updating your information under the Profile Tab. This information is only available to a select few leaders at St. John, including the SJE MSP Admins, Altar Server Coordinator, and the Church staff. Automatic and directed emails sent out by the MSP software is sent directly to individual emails, thus no one else is on the distribution has access to other ministers email addresses.

Senior altar servers may, with parental permission, manage their own schedule within MSP. However, the Diocese of Orlando requires the parent/guardian be a part of any and all correspondence to those under 18 years of age. MSP allows multiple email addresses that can accomplish this easily.

The Altar Server Coordinator is Scott Mimbs and the Assistant Coordinator is Jeff Cabana. They will contact you via email with updates about the ministry. Please send any suggestions for social events for our servers or for improving this ministry to their attention by email (altarservers@stjohnviera.org).

5. Proper Dress

Altar servers show respect for the Mass they attend by wearing proper attire. Here are some rules to abide by when serving:

Clothing

Dress Pants/Slacks (or for ladies – knee-length dress skirts or dresses)

- Dress shirts/Blouses must have sleeves
- No T-Shirts
- No Shorts

- No Jeans

You should look dressed up - “your Sunday best”- and your knee, shoulders and everything in between must be covered.

Footwear

Dress Shoes ONLY (Heels are to be no higher than 1 inch)

- No Sneakers (athletic/sport shoes)
- No Sandals (flip-flops, slides, etc.) Heel cup with ankle straps are required.
- No Athletic Socks

All Foot Wear should look neat, presentable and dressy.

Jewelry

If worn, necklaces are to be covered by the alb. Watches are fine, although smart watches should be silenced.

- No large rings
- No dangle earrings
- No bracelets (including the rubber or string ones)

Jewelry must not be a source of distraction for the server or the congregation. If in doubt, please take it off and place it in your pocket before Mass begins.

Hair/Makeup

Hair should have a neat and clean look - out of the way of the eyes

- Hair color and makeup, if any, must be minimal and present a natural and wholesome appearance
- Long hair is to be worn so as not interfere with serving or contaminate the sacramentals. It should be tied back and away from the face

Look neat, presentable and wholesome when you serve.

6. Conduct/Demeanor

Altar servers are recognized as a member of our Church Liturgical Ministries, therefore it is important that your conduct and demeanor are always respectful and reverent. Servers must realize that their behavior sets an example to others both inside and outside of the church.

A server must want to serve. The individual decision to serve, with parental support, is always the main motivating factor. A reluctant or disinterested server is a distraction for others during Mass. Altar servers must attend every Mass they are scheduled, or cancel using the MSP scheduling software as soon as they know they cannot serve. This allows others to fill their position.

7. Hand Position and Prayer

Believe it or not, what you do with your hands is very important! When you're standing or sitting and your hands are busy, or if you can't seem to sit or stand still, you will be a source for distraction for your friends and family in the pews, the other altar servers, and most surely, the priest.

Folded Hands - Your hands are to be “folded” during most parts of the Mass. What this means is to put your open hands together, palms facing each other, and fold your thumbs one over the other. Point your fingers up, not straight up, but at a slight angle that is comfortable. Also, you need not apply pressure on your palms and wrists. Just keep them together, comfortably. Placing your hands in this way is a sign of prayer, not of tension.

During Mass, our presiding priest prays on behalf of the attending faithful “with hands extended,” as prescribed in the *General Instruction on the Roman Missal (GIRM)*. This open, extended hands gesture is called the “oran posture,” which we should not use. We are to model the most appropriate way to celebrate Mass, so please use the folded hands for all prayers while on the Sanctuary.

8. Genuflecting

With your back straight and your hands folded prayerfully, lower yourself onto your right knee, and hold that position briefly. You will almost always make the sign of the cross when genuflecting.

Never genuflect when carrying anything, such as the cross or candles.

You genuflect at the beginning of the Mass as you come to the Sanctuary and when you leave at the end of the Mass.

9. Bowing

Never bow when carrying the cross, candle, or other sacramentals. There are two types of bows.

- The Simple Bow: Lower your chin to your chest and hold the position briefly. There are several times in the Mass when this is done. Also, anytime a priest bows to you, return the bow with a brief head bow.
- The Profound Bow (full bow): Bend at the waist and bow forward about 30 degrees. This is used during the Profession of Faith and a few other times.

While serving on the Sanctuary during the Mass, your bow is directed to the altar and not the tabernacle, as the altar is the focus of the Mass.

10. Remember

When you are dressed in your alb, you are now “in uniform” to serve the Lord, so remember these thoughts at all times.

- When moving around the church, whether it be in the Narthex, Nave, or Sanctuary, servers should keep their **hands folded as if in prayer**. This will show you are aware of being in a sacred place, which sets an example for the congregation to follow.
- Always give an appropriate bow when entering the Sanctuary. When moving with another server, bow, or genuflect in unison.
- When on the Sanctuary, always show reverence with a bow when passing in front of the altar.

The Mass

For Catholics, nothing is more important than the Mass because we are fed and empowered to be disciples of Christ. The Catholic Church places an obligation on all of its members to take part in Mass each Sunday and Holy Days of Obligation.

The Mass is a sacred meal called Eucharist (from the Greek meaning “thanksgiving”). In the Mass, we give thanks for all that God has done for us and we all eat the same food – “the bread of life and the cup of eternal salvation.”

The Mass is a memorial of the Last Supper when Jesus instituted the Eucharist and said to his followers, “*Do this in memory of me.*” The way in which Mass is celebrated has developed over 2,000 years. Despite its development, two elements have always been the same: the Liturgy of the Word and the Liturgy of the Eucharist.

As an altar server, you should actively participate in the Mass **at all times** by listening to the prayers and reading and singing the hymns.

The following is the basic outline of the Order of Mass, followed by instructions for the altar server for each part of the Mass.

The Order of Mass (Summary)

1. Introductory Rites

- Entrance Procession
- Greeting
- Penitential Rite
- *or Rite of Blessing and Sprinkling Holy Water [This rite is commonly celebrated during the Easter Season, but may also be used at other times, when used, the Penitential Rite is omitted]*
- Gloria: *[This ancient hymn of praise is used on all Sundays and Solemnities outside of Advent and Lent]*
- Opening Prayer (also referred to as the “Collect”)

2. Liturgy of the Word

- First Reading
- Responsorial Psalm
- Second Reading: *[There is a second reading on Sundays and Solemnities, but not for most weekdays]*
- Alleluia/Gospel Acclamation: *[The Gospel Acclamation is a small verse of Scripture or hymn]*
- Gospel: *[This is always proclaimed by the Bishop, a priest or a deacon]*
- Homily: *[The bishop, priest, or deacon then speaks to the people, on that day’s scriptures, on the feast or special occasion being celebrated or on any liturgical text from the Mass]*
- Profession of Faith: *[On Sundays and solemnities, the Nicene-Constantinople Creed is normally recited by everyone after the homily. The Apostles’ Creed may be used instead.]*
- General Intercessions (Prayer of the Faithful)

3. Liturgy of the Eucharist

- Presentation of the Gifts/Preparation of the Altar
- Prayer over the Gifts, Sanctus (*Holy, Holy, Holy*)
- Eucharistic Prayer: *[There are four regular Eucharistic Prayers, plus two Eucharistic Prayers for Masses of Reconciliation, plus three Eucharistic Prayers for Masses with Children, and four recently approved Eucharistic Prayers for Various Needs and Occasions. Each prayer has a similar structure.]*
- Memorial Acclamation: *[One of three different options is “We proclaim your Death O Lord...”]*
- Great Amen

4. Communion Rite

- The Lord’s Prayer (Our Father)
- Sign of Peace
- Communion
- Prayer after Communion

5. Concluding Rite

- Greeting
- Blessing & Dismissal (may include a Solemn Blessing)
- Recessional and Closing Song

Altar Server Mass Procedures

Before Mass

- Arrive *20-30 minutes prior* to your scheduled Mass. There is a possibility you may be replaced if you arrive later than 15 minutes prior to Mass.
- Check in with the Lead EMHC in the Bride's Room or in the Narthex, so you can be signed-in using the MSP Kiosk iPad.
- Choose the proper sized Alb in the Altar Server Room and the appropriate colored cincture. If in doubt, check with the presider or deacon. After fastening the cincture, the alb should come approximately to the top of your foot, without causing you to trip.
- The Lead or most senior server will help divide the roles for the server team. The roles are thurifer (if required), crucifer, book (when appropriate), bell ringer, candles (2 for Gospel Proclamation), offertory (2 to go with presider), and hand washing (2-3 if available).
- Two servers light the altar candles 5-10 minutes prior to the Mass start time. Process together, side by side, up the center aisle, bow or genuflect together in front of the Sanctuary before proceeding to light the candles. When finished, exit the Sanctuary, bow or genuflect, then process together back to the Narthex.
- Pray the Altar Server prayer as a group prior to leaving the Altar Server Room.

Entrance Procession

- Crucifer and assistant servers process in front of the deacon and the priest:
- Bow to the altar on arriving near the steps (a simple bow if you are carrying anything, such as books or the incense boat, and a profound bow otherwise).
- Crucifer enters the sanctuary to the left of the altar and other servers to the right.
- The crucifer places the cross on the stand.
- All servers take their places and stand with folded hands.
- The deacon and the priest genuflect/bow, then proceed to venerate the altar before taking their respective places.

Introductory Rite

- The priest welcomes everyone, then, after the Kyrie and Gloria, invites people to pray.
- The opening prayer (Collect): When the priest says: *Let us pray*, an altar server comes forward to hold the book. After the prayer is said the server returns the book to its place and takes their seat.

The Liturgy of the Word

- Remain seated for the first two readings and the psalm, focusing your attention on the lector or cantor at the ambo.
- Stand for the Alleluia, hands folded.
- Gospel Proclamation:
 - At the beginning of the Alleluia (right after the lector leaves the sanctuary), two servers go to the right (Mary or choir side) and left side (Joseph side) of the altar, prepared to pick up the candles. Stand with hands folded, facing toward the center of the altar.
 - When the priest or deacon picks up the Book of Gospels, the servers reverently lift up the candles. The server on the right side of the altar (Mary or Choir side) *immediately* moves to the left side (Joseph side) of the altar to stand side-by-side with the other server.
 - The two candle bearers will lead the procession to the ambo, moving around the front of the altar. The deacon or priest will follow with the Book of Gospels raised.

- The two candle bears will take positions on the right and left side of the ambo, facing inward toward the ambo.
- After the Gospel Proclamation is complete, the servers return the candles to the altar and reverently place them in their respective stands, then return to their seats.
- During the Gospel, the other servers are to listen to the Proclamation and be vigilant in tracing the sign of the cross etc.
- During the Profession of Faith, bow at the time when we pray:
 - Nicene Creed, “...and by the *Holy Spirit* was incarnate of the *Virgin Mary*, and became man.”
 - Apostles Creed, “...he was born of the virgin...”
- During the Prayers of the Faithful, turn and face the ambo.

Preparation of the Altar (during Offertory collection)

The credence table holds all sacred vessels. Work as a team to accomplish the following tasks, in the given order, to prepare the altar. During the setting of the altar, **do not rush** and always remain reverent!

1. If there are three or more altar servers, the crucifer will take the Crucifix to the rear of the church in time to lead the Offertory Procession. The Lead Usher will provide guidance on when to start.
2. Place the corporal in the center of the altar. **Reverently and carefully** unfold the corporal, taking care when smoothing it out, as there may be tiny pieces of the Blessed Sacrament still on it from the last Mass. **Do not shake the the corporal!**
3. Place the Sacramentary (large Roman Missal) and stand in the center of the altar, on the front side of the center Corporal.
4. The cup trays are to be placed on the right side of the altar (Mary or choir side). If the server is not tall enough, let the deacon or priest assist. Although they are empty, take care, as these are sacred vessels.
5. Place the two wine carafes on the left side of the tray of cups. When the deacon or priest finishes pouring the wine into the cups, take the carafes back to the Credence table.
6. Place the presider’s Chalice and purificator on the right corporal.
7. Place the cruet of water between the Corporals, next to the tray of cups.
8. Place the ciboria of unconsecrated hosts on the left Corporal of the altar (Joseph side). It is preferred you carry one ciborium at a time, although never carry more than two ciboria, one in each hand. Place the ciboria in neat rows. Again, **do not rush!**
9. If finished before the Offertory Procession, return to your seat and wait for the procession of the gifts.
10. When the gifts are ready to process, two servers accompany the priest to receive the gifts, one to his right and one to his left. Stay by his side, stepping down the steps next to him.
11. When the priest receives the gifts, he will give the wine flagon and the bread bowl, one to each of the servers.
12. The servers take the bread and wine to the altar and present it to the deacon or priest. If there is no deacon and the priest has not come back to the altar yet, wait until he returns and takes the ciborium or wine flagon from your hands.
13. After the prayer is said over the bread, the deacon or priest will pour some of the wine into the Chalice, followed by the water. A server should be available to take the flagon and cruet back to the credence table.
14. Two servers prepare for the Washing of the Hands. One server carries the Lavabo (basin) and towel (draped over their **extended** left forearm) and the other server carries the water pitcher.

15. When the priest turns for the washing, one of the servers pours the water while the other holds the Lavabo and the towel. Pour and adequate amount of water for the priest to rinse his hands. After the washing, return the Lavabo, towel, and pitcher to the credence table.
16. For the rest of the prayers the servers stand and focus their attention to the altar with folded hands.

Liturgy of the Eucharist

- Kneel after the singing of the Sanctus (*Holy, Holy, Holy*) is complete. Continue to kneel through the entire Eucharistic Prayer. Bow when the priest genuflects.
- The Sanctus Bells are rung four times, with the first three during the Eucharistic Prayer, the fourth at the beginning of Communion.
 - The first time is at the *Epiclesis* when the priest's hands are extended over the ciborium. The *Epiclesis* is the celebrant praying to God, through the power of the Holy Spirit, to consecrate the gifts into Christ's Body and Blood. **The bells are rung one time.**
 - The second time is when the priest elevates and presents the Body of Christ. **The bells are rung three times.**
 - The third time is when the priest elevates and presents the chalice filled with the Precious Blood. **The bells are rung three times.**
- After the singing of the Great Amen, all stand, with hands folded.

Communion Rite

- All stand and pray the Lord's Prayer (Our Father).
- During the Sign of Peace, servers will extend a sign of peace to each other and the deacon and the priest.
- All servers except the Bell ringer will move quickly and purposefully to form a line between the ambo and altar.
- The bells are rung a fourth time when the priest consumes the Precious Blood, whether by consuming from the chalice or by intinction (dipping the consecrated host into the chalice). **The bells are rung once.**
- As the bells are rung, the Extraordinary Ministers of Holy Communion (EMHC) will enter the Sanctuary and line up behind the Altar in two lines.
- The priest or deacon will distribute the Body of Christ and Precious Blood to EMHCs and altar servers. ***If for any reason, you cannot receive either species of Communion, please fold your arms across your chest as the minister approaches you.***
- Servers will remain standing in line until all EMHCs have left the Sanctuary.
- All servers will help clear the altar, taking everything carefully back to the credence table. **Again, do not rush.**
- If there is a ciborium/pyx with the Body of Christ or a cup with Precious Blood, **do not remove them from the altar.**
- At the conclusion of the Communion Rite, each EMHC will bring their ciborium back (possibly empty), so two servers should be stationed near St. Joseph to receive the vessels and take them to the credence table. **Be reverent during this time.**
- The EMHCs should take the cups for the Precious Blood back to the Working Sacristy for the Sacristan to purify.
- The deacon or priest will purify (cleanse) the other vessels at the credence table.
- Those altar servers not actively engaged should be kneeling (**facing toward the Tabernacle**) in prayer at their seat.

Concluding Rite and Recessional

- The congregation and servers will keep kneeling until the remaining consecrated hosts are repositioned in the Tabernacle. At this time, you may sit.
- All stand when the priest calls the assembly for prayer by saying, “Let us pray.”
- The server assigned to the Book comes forward and holds the book for the priest for final prayer.
- The priest says the closing prayer and gives the final blessing (*May almighty God bless you...*).
- After the prayer, place the book on the table. Join the other altar servers and wait for the priest to move or signal.
- After the blessing and the dismissal the deacon and priest will go to the altar to reverence it. The servers move to take the cross and the candles (if required) and go down the stairs to the front of the Sanctuary.
- Standing in front of, and facing, the Sanctuary, all servers take their processional place until the priest and deacon join them.
- All will give a Profound Bow when the priest bows, except those carrying candles or the cross. When the cue is given the server with the cross leads the procession out.
- When the cross reaches the Narthex doors, one server behind the cross will assist in opening the doors for the cross bearer.
- Cross Bearer should take extreme care while moving through the doors.

After Mass

- Be sure your alb is hung properly and securely held with the appropriate velcro fasteners.

Reference Information

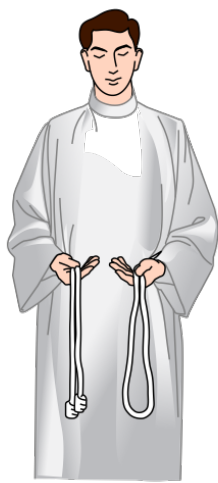
Altar Servers Prayer

My dear loving Father, thank you for the precious gift of my life. Thank you for the many blessings of my family, friends and my faith. Above all thank you for planting in me a desire to serve you at your Altar. Fill me with your Holy Spirit that I might be freed from distractions to serve you with great devotion and faithfulness. May I be the channel of your love and grace to the people who come to worship at St. John's. Through my active participation in the Eucharist may I offer you fitting honor and glory which is the sole object of my service. In imitation of St. Tarcisius and St. John Berchmans, the patron saints of the Altar Servers, may I fall in love with you and your immense gift of the Eucharist. This I ask in the name of Jesus Christ, who is Lord forever and ever. **Amen.**

HOW TO TIE A ROPE CINCTURE



Fold cincture in half



Wrap around waist with knots on your right side



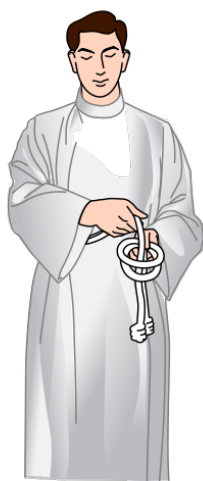
Grab end of loop made by the fold and overlap as shown



Using right hand, slip loop over left hand, keeping hold of cincture



Grab knotted end with your right hand



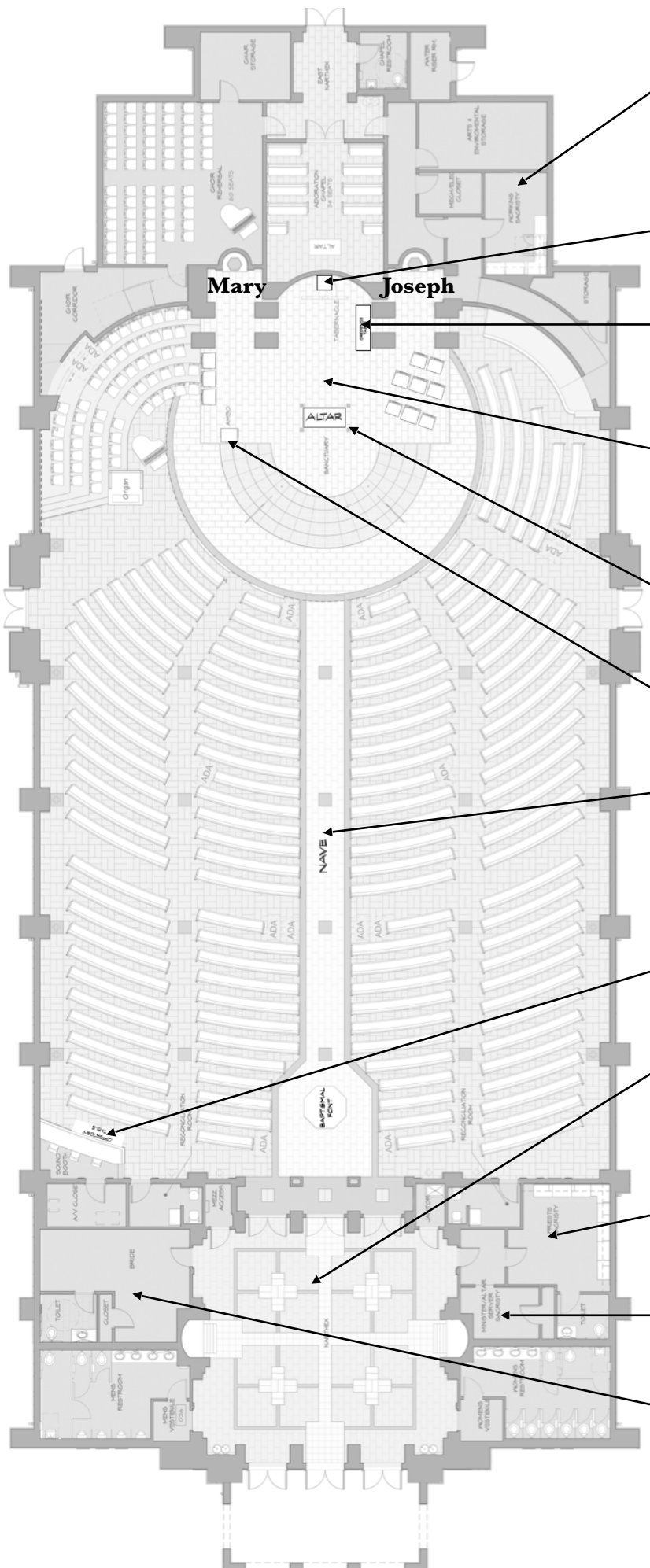
Slip knotted ends through loop (where left hand is making sure that single loop is on top of double cincture.) Feed knotted ends through loop from top to bottom



Drop loop and then tighten around waist



Knot is on left hip



Working Sacristy: The room where the Sacred Vessels and all things used in the Mass are kept. The Sacristan prepares these for Mass in the Sacristy.

Tabernacle: The container that holds the Blessed Sacrament (consecrated Eucharist).

Credence Table: The small table near the altar where the sacred vessels are kept during Mass when they are not being used at the altar.

Sanctuary: The open space immediately around the altar. It is a raised platform with steps, where you find the presider's chair, altar, ambo, cross, and candles.

Altar: The table for the Sacrifice of the Mass.

Ambo (Pulpit/Lectern): The raised stand from which the Scriptures are read.

Nave: The main area of the church where the people sit for Mass. The term "nave" comes from the same word as "navy" and represents the ship of our salvation, like in Noah's Ark.

Offertory Table: The small table near the Media Center that holds the Offertory Gifts.

Narthex: The room between the outside doors and the nave that provides access to the Clergy vesting and Altar Server room, the Bride's Room and the restrooms.

Clergy Vesting Room: The room where the Priest and Deacon's vestments are kept.

Altar Servers Room: The room where the altar server's albs and cinctures are kept.

Bride's Room: The room used for minister check-ins for Masses and a bride's changing room for weddings.

Glossary of Terms

The most Important Terms

- **The Blessed Sacrament:** Christ's Body and Blood, the Eucharist
- **Sacred Host** is another term for The Body of Christ: once the Priest says, "This is my body..." Though it still appears to be bread it is now the Body of Christ
- **Precious Blood** is another term for The Blood of Christ: once the Priest says, "This is my blood..." Though it still appears to be wine it is now the Blood of Christ

Objects

- **Altar:** table for the Sacrifice of the Mass
- **Ambo** (Pulpit/Lectern): stand from which the Scriptures are read
- **Ambry:** is the locked cabinet that stores the blessed oils used for Baptism, Confirmation, Holy Orders, and the Anointing of the Sick
- **Candles:** These are lit before the Mass
- **Candlelighter (Snuffer):** is a long hollow tube with a wick in it for carrying the flame to light the altar candles. Some also have an extinguisher (snuffer)
- **Credence Table:** small table for holding the sacred vessels and books
- **Presider's Chair:** chair for the Priest-celebrant
- **Sacrarium (Piscina):** is a sink with its drain going directly into the ground usually fitted with a cover and lock. It is used to dispose of sacred linen wash and rinse water, used holy water, used baptismal water and blessed ashes
- **Sacristy:** room for storing items for Mass
- **Stoup:** the holy water fountains or bowls at the entrances of the church
- **Tabernacle (and Vigil Light):** the ornate container for reposing the Blessed Sacrament. The vigil light is a candle in a red holder that is lit when the Blessed Sacrament is present within the tabernacle. Proper reverence by genuflection is to be given to the tabernacle at all times the vigil light is lit

Sacramentals

- **Aspergillum:** used to sprinkle holy water. It may be a type of brush, or it may be a ball on a handle with holes in it
- **Aspersorium:** the bucket for the holy water where the aspergillum is dipped
- **Boat:** container which holds the Incense
- **Book of the Gospel:** the book containing the Gospels and is usually carried in the entrance procession by the deacon or lector
- **Burse:** a receptacle in which the folded corporal is carried to and from the altar
- **Chalice:** larger cup for holding the Precious Blood used by the priest
- **Ciborium (plural: Ciboria):** container holding the Sacred Host
- **Cruet:** small container holding water or wine

- **Corporal:** white linen cloth for the Altar used because of reverence for the **Blessed Sacrament**. It is usually a square piece of cloth. The purpose is to ensure that any small particles or crumbs from the Sacred Host can be cleaned easily
- **Cup:** smaller cup used for distributing the Precious Blood
- **Finger Towel:** for drying the Priest's hands
- **Flagon or Flask:** the large glass decanter that holds the wine at Mass
- **Funeral Pall:** covers the casket at funerals
- **Lavabo:** is the small bowl that catches the water poured over the priest's hands at the ceremonial washing. The name comes from an ancient prayer in Latin which begins, "I will wash" (lavabo, in Latin)
- **Lectionary:** is the book of Scriptures from which the First and Second reading, and sometimes the Psalms are read
- **Lunette:** is a small, circular windowed box that holds the Blessed Sacrament in the Monstrance
- **Monstrance:** is a large, ornate, often gold covered vessel to display the Blessed Sacrament for Benediction
- **Pall:** is a square stiff linen cloth used to cover the chalice
- **Paschal Candle:** large, white Easter candle
- **Paten:** is a small ornate plate which is sometimes used to sit on top of the Chalice and hold the Host at consecration
- **Processional Cross:** used to lead processions
- **Pyx:** a small round vessel, which is the size of a small host that is used when a minister carries the consecrated host to the sick or homebound
- **Purificator:** white cloth used to care for the Precious Blood i.e. to wipe the chalice
- **Sacramentary** (officially called the Roman Missal): contains the prayers and instructions for the priest which includes all Masses, special prayers, and rites
- **Thurible (censor):** is a metal container on a chain which holds the lit charcoal, where the incense is burned

Vestments

- **Alb:** white robe worn by liturgical ministers
- **Cassock:** black robe sometimes worn by servers
- **Chasuble:** a sleeveless outer Priest vestment whose color corresponds to the liturgical season, the symbol of pastoral love
- **Cincture:** rope-like belt worn about the waist to confine the alb and all else.
- **Dalmatic:** a wide-sleeved outer Deacon vestment whose color corresponds to the liturgical season
- **Humeral Veil:** a long, narrow, shawl like vestment used at Benediction and in processions where the Blessed Sacrament is carried
- **Stole:** vestment worn over Priest's shoulders, the symbol of his Priestly authority
- **Surplice:** white garment worn over cassock

Ministers at Mass

- **Presider/Celebrant:** the priest who presides over the celebration of the Mass. Sometimes, at what is called a concelebrated Mass, there may be more than one priest. The one who presides, the presider, is the one you will watch closely.
- **Deacon:** when present, the deacon usually proclaims the Gospel, preaches, prepares the gifts for Eucharist, helps to distribute communion and gives direction to the people.
- **Sacristan:** works before and after Mass, making sure that everything that is needed is where it belongs.
- **Extraordinary Ministers of Holy Communion (EMHCs):** assist the clergy with distribution of Holy Communion.
- **Altar Servers:** a younger minister that serves the altar
- **Lector:** is the person(s) who proclaims the first two readings.
- **Cantor:** leads the hymns, acclamations and the responsorial psalms.
- **Choir Members and Musicians:** supports the music in the liturgy by leading our songs and playing the various instruments that accompany the music.
- **Music Director:** manages the music in the parish. Usually, this person is also the choir director.
- **Ushers/Greeters:** greets the community as they arrive for Mass, take up the collection, keep communion lines orderly and distribute the bulletins after Mass.