

SERVER MANUAL



**RESURRECTION
CATHOLIC PARISH
ALLENTON, WI**

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GENERAL TIPS FOR SERVING

- Use restroom if needed before you put on your alb (remember to wash your hands).
- Wear lightweight tops. It gets warm under the alb.
- Do not wear pants with frayed hems.
- No gum chewing. No cell phones.
- Do not play with cincture or Alb while serving.
- No talking unless server related.
- Sit and stand straight. Keep feet flat on the floor while seated.
- Fold hands in lap while sitting.
- When standing, fold hands in prayer at all times.
- Pay attention to the Priest and Lectors.
- Be an example to the parishioners in the church.
- If Mass has started and you are needed to sub, please enter the sanctuary from the right side aisle. If you need to leave because you are ill, please exit from the same aisle.
- Above all, remember you are a model of prayer and an example to all those in attendance.

PRAYER HAND AND RESPONSES DURING MASS

- Priest: The Lord be with you. Response: And with your spirit.
- Penitential Rite: Strike your chest 3 times and say "through my fault, through my fault, through my most grievous fault."
- Gospel: Sign yourself with your thumb on your forehead, your lips, and your chest.
- Profession of Faith (Creed): Bow from the waist when the Priest says "Holy Spirit. became man."

BEFORE MASS

1. Dressing appropriately for Mass

- You should be clean and have your hair combed. Girls with long hair should wear it off their face with a band or other accessory.
- Shoes with laces must be tied so you don't take the chance of tripping on them. Girls, do not wear high heel shoes. No flip flop sandals. Dress sandals are okay.
- It is best to come to church dressed appropriately in case you are needed to substitute.

2. Always arrive at least 15 minutes before Mass begins .

3. Go to the servers' sacristy so that Father knows that you are there. If you have a jacket, hang it on the hooks in the server sacristy closet. Sign in on the sheet on the counter.

4. In the servers' sacristy you will change into your altar clothes:

- **An Alb** (White robe): Typically, the hem line should brush the shoe laces. You want to make sure that the vestment isn't so long that you will trip over it. A little shorter is better than too long.

The ALBS are in the server sacristy closet, in order from shorter to taller.

- **The Cincture (Rope)**: The calendar in the server sacristy has a color code on the date that tells you what color to wear.

If you are unsure, choose white. All cinctures are hanging in the closet next to the Albs.

The Cincture is tied on your left side. Ask your partner or an adult server if you need help tying your cincture.

5. Remember that your actions as an altar server should set an example of respect and dignity for God's Home. Remember to genuflect (kneel or bow) anytime you pass the tabernacle.

6. **Light the Candles:** About 10-15 minutes before Mass, you will need to light the candles. Start with the candles near the tabernacle, then at the altar, and finally the ambo. Be careful carrying the candle lighter. When walking with the candle lighter, always hold and keep the flame upright, except when lighting candles. After lighting the candles, put out the candle lighter placing it back in its holder. Please push the wick out to keep it from sticking next time. (Father will advise you if you need to light additional candles.)
7. Check the neatness of yourself and your partners' alb and cincture one final time. Go to the Priest sacristy using the hallway behind the sanctuary. (Do not forget the cross if used for the Mass you are serving).

THE CELEBRATION OF MASS

Entrance Procession

Right before Mass, you will need to make sure you are in the back of the church and ready to proceed into the church. The Priest, Lector and two altar servers will line up in this order.

1. **Server 1 the cross bearer.**
2. **Server 2**
3. **Lector**
4. **Priest**

NOTE: If there are additional servers or person(s) (Deacon, Bishop ...), Father will advise the order for the procession

The Priest will let you know when to start moving down the aisle to the altar. (Normally you can start when they start singing the words to the opening hymn).

The cross bearer should lift the cross up HIGH!

At the foot of the altar:

Once you reach the altar you will be standing in the following order: Starting from the left, Server 1, Lector, Priest, Server 2.

When Father Genuflects, the cross bearer will bow while the others should genuflect.

Server 1 with the cross goes to the left and places the cross on its hanger. Server 2 will go to the seat next to the credence table.

Server 1 will go to the seat next to the Priest. If the Deacon or two priests are presiding, Server 1 will go to the seat next to Server 2.

Collect (opening prayer)

The Priest will often say "Let us pray" to indicate for the server when he needs the Roman Missal (red book) held for the Collect. Watch the Priest for a signal to pick up and/or hold the Roman Missal for him.



Roman Missal for Collect

LITURGY OF THE WORD

Servers stay seated for the first two readings. Both Servers stand when Father stands for the Gospel. When the Gospel is read servers should face ambo while the Gospel is being read. Servers can then sit for the Homily.

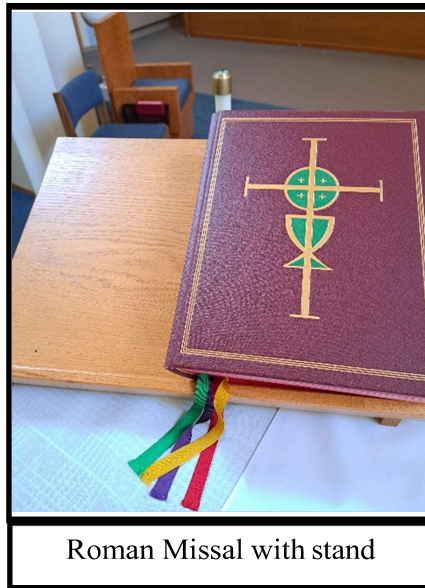
LITURGY OF THE EUCHARIST

Offertory (preparation of the altar)

Depending on the Priest, things may differ slightly.

When Father indicates, bring items from the credence table to the altar in this order. Always use two hands to carry any item.

1. Roman Missal & stand (if not on the altar already)



- 2. Bring the stand for the Book of the Gospels from the altar to the credence table.**
- 3. Bring the chalices to the altar** (Priest's chalice and 2 chalices for Holy Communion).
When carrying the priest's chalice, place one hand around chalice and one hand on top to hold firmly



4. Other chalices or ciboria



Various ciboria (which hold bread, which becomes the Body of Christ) and chalices (which hold wine, which becomes the Blood of Christ)

*****Go with Father to help receive the gifts.*****

- 5. If you have the ciborium with bread (server 1), bring it to Father at the altar right away**
- 6. If you have the wine (server 2), remove the stopper. Bring both wine and water to Father, with handles facing Father.**



Different cruets, filled with wine and water



Lavabo dish & towel: One server should hold dish & pour water; other server holds the towel.

- 7. Server 1 should be ready to bring the towel to Father to wash his hands**
 - 8. Server 2 brings wine and water cruets back to the credence table, sets down wine cruet, and picks up lavabo dish.**
 - 9. Both servers approach Father for him to wash his hands.**
 - 10. Both servers should move to the sanctuary step, facing the altar, and standing to the left of the bells.**
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Eucharistic Prayer

Both servers should kneel, on the sanctuary step, before the altar. Server 2 should be ready to ring the bells. Prayers change depending on which one Father chooses.

The bells are rung loudly one time when Father puts the palms of both hands over the bread and wine and calls on the Holy Spirit.

The Bells get rung loudly **three times** for the next two times:

>CONSECRATION- Father lifts the host and says "Take this all, of you, and eat of it, for this is my Body, which will be given up for you."

Ring three times while the Host is being held up.

>CONSECRATION- Father lifts the chalice and says "Take this, all of you, and drink from it, for this is the chalice of my Blood, the Blood of the new and eternal covenant, which will be poured out for you and for many for the forgiveness of sins. Do this in memory of me."

Ring three times while the chalice is being held up.

At the end of the Eucharistic Prayer, when "Amen" is sung, the servers stand with the people for the *Our Father*.

Sign of Peace

At the Sign of Peace, servers return to the sanctuary. They may offer Father a sign of peace with a handshake.

Servers stay standing toward the right side of the altar during the Lamb of God and until they receive Holy Communion.

Both servers should sit next to the credence table and wait until distribution of Holy Communion is over.



Ring the bells ONCE when both of Father's hands are over the gifts; THREE TIMES when he holds up the Body of Christ; THREE TIMES when he holds up the Blood of Christ.

One server may be needed to hold the tray with the low-gluten Hosts. The server will stand next to Father until all the Eucharist from the tray have been distributed to any parishioners. That server can then return the tray to the credence table and take a seat.

After Communion

After the distribution of Communion is over, and the Priest returns to the Altar, one server will get up and get the water cruet from the credence table. The server will pour water into the chalice over the Priest's fingers. (Father will usually lift the chalice slightly or tell you when to stop). Server will then return the cruet to the credence table. Father might then hand you different things such as the chalices, the ciboria, and other items, to return to the credence table. Servers may return to their seats when Father does.

Servers stand for the Prayer after Communion (closing prayer). Father will have one server hold the Roman Missal for the prayer after he says "Let us pray".

RECESSIONAL

After the announcements, final blessing and dismissal, the Priest goes to the Altar to reverence it before leaving the sanctuary. Server 1 goes to get the cross from its stand. Server 2 goes down the steps with the Priest and faces the Altar in the same location as when you entered the church. Server 1 will stand next to the Priest facing the Altar.

The closing hymn will start. Father will genuflect with Server 2 and the Lector following his lead. Server 1 bows with his/her head keeping the cross upright. When Father turns for the recessional, Server 1 turns and starts down the aisle followed by Server 2, the lector, and Father.

Once you reach the back of the church, wait for the closing song to end. Return to the front and extinguish the candles. Remember to go in the reverse order that you lit them. Hold the extinguisher over the candles without actually touching the candles. After that is done, remove your cincture and alb. Neatly hang the cincture on the wall next to the albs. Use the hook on the wall with a hanger to carefully hang your Alb up and button all three buttons. Neatly place the Alb into the closet.

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(Updated for Resurrection Parish Sept. 2023)