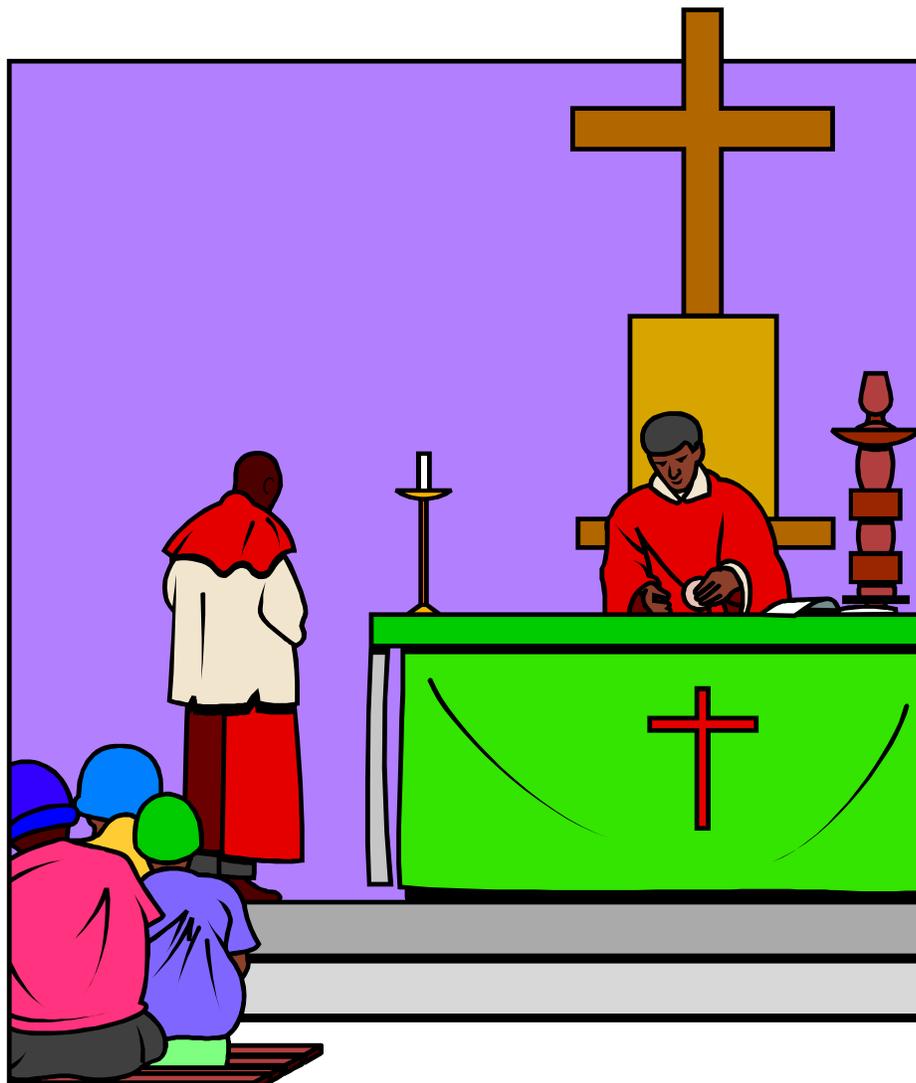


# SAINT BENEDICT CHURCH

MARGUERITE, PA



## ALTAR SERVER'S MASS HANDBOOK

2015

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# Server's Prayer

Lord Jesus Christ,  
You are the eternal High Priest.  
You lead all your saints in heaven  
And your people on earth  
In praising God, our Father.

**Thank you, Lord Jesus,  
For letting me come before your altar,  
So that, with your help,  
I can praise my Father in heaven as his  
server.**

Help me find joy in serving at your altar.  
Help me find gladness  
In knowing and doing your will in all things.

Glory to you, Lord Jesus,  
And to the Father and the Holy Spirit,  
As it was in the beginning, is now  
And will be for ever. Amen.

# **PSALM 100**

## **A psalm of thanksgiving**

Cry out with joy to the Lord, all the earth.

Serve the Lord with gladness.

Come before him, singing for joy.

Know that he, the Lord, is God.

He made us, we belong to him,

We are his people, the sheep of his flock.

Go within his gates, giving thanks.

Enter his courts with songs of praise.

Give thanks to him, and bless his name.

Indeed, how good is the Lord,  
eternal his merciful love.

He is faithful from age to age.

## **GLORY BE TO THE FATHER**

Glory be to the Father and to the Son  
and to the Holy Spirit. As it was in the  
beginning is now, and ever shall be,  
world without end. Amen.

# SAINT JOHN BERCHMANS

## Patron Saint of Altar Servers



John Berchmans was born on March 13, 1599, over 400 years ago. He died on August 13, 1621 at the aged of 22. While as a young boy, he wanted to be a priest, and he would serve at five Masses a day in his native country of Belgium.

This son of a shoemaker began studying to be a Jesuit priest at the age of 17. He liked simple devotions like praying before a crucifix and saying the rosary. In school he rose to the top of his class and was sent to the Jesuit College in Rome, Italy.

While at college, he won a debate with another college, but the day after his victory, he fell ill and died at the age of 22. By that time he was already known for his holiness in everyday living.

Saint John Berchmans is the patron saint of Altar Servers, and his feast day is November 26.

**Prayer to Saint John Berchmans** – *“Help me to be an Altar Server, to imitate you in my service at Mass and to imitate you in the way I treat other people. Amen.”*

## **“I Have Called You.”**

**You have been called to become a part of a very special group** (Parish Altar Servers). You were probably asked by the pastor, but remember that it was God who called you. God wants you to help your parish worship by being a server.

### **Servers help get things ready by:**

- Lighting candles,
- Placing the Gifts on the Gift Table.

### **Servers also help during the Mass by:**

- Holding the book,
- Carrying the water and wine,
- Ringing the bells,
- Saying the prayers.
- Being a “Prayer Leader”.
- Being a part of the celebration,
- Listening all of the time and responding in prayer and song.
- Leading the church community in listening, praying and singing.

**It is not what the servers do that is most important, but the example that they give.**

# **MANY THINGS HAPPEN AT MASS.**

## **Many People Prepare for Mass.**

The priest prepares the homily. Lectors go over the readings. The sacristans and servers make ready the space. Some parishioners write the petitions. Greeters and ushers assist people in arriving and leaving. Musicians practice the songs and psalms. Ministers prepare the Children's Liturgy of the Word. The people prepare themselves to come to church, to pray together and to worship God.

## **We Pray Together.**

At Mass we join our voices in prayer. We respond "Amen" to the prayers said by the priest. We proclaim our belief in God in the Creed. We sing songs of praise such as the "Gloria" and the "Our Father." We pray for the Church, also for those in need, for ourselves and for the entire world. We join together in silent prayer.

## **We Listen to God's Word.**

At every Mass we read from Bible. At Sunday Mass the priest always explains the readings and relates them to our own lives. We listen to God's Word and receive it into our hearts where it becomes the **Living** Word of God.

## **The Mass is a Reenactment of the Last Supper.**

At Mass we celebrate a very special meal with other members of God's family. We bring and share gifts of bread and wine. In the sacrament of the Holy Eucharist, the bread and wine become the Body and Blood of Christ.

## **The Mass is a Calling Down of the Holy Spirit.**

We ask the Holy Spirit to come down upon the gifts of bread and wine to make them holy as the Body and Blood Christ. We ask the Holy Spirit to descend on ourselves, to join us to the holy gifts and to make us holy.

## **The Mass is a Sacrifice.**

When we celebrate Mass, we remember that Jesus gave his life for us by being born of Mary, by teaching us and living with us; by dying on the cross for us and by rising again from the dead. Every time we participate in the Mass, this saving sacrifice becomes real in our lives.

## **The Mass is a Memorial.**

At Mass we remember and enter into the suffering, death and resurrection of Jesus. He forgives our sins and gives us the gift of eternal life. -- (We 'remember' that our parents love us, their love continues in the present. In the same way the action and love of Jesus continues in our lives.)

## **The Mass is an Offering of Ourselves.**

We offer the sacred gifts to God the Father. We pray that the Holy Spirit join us to the Body and Blood of Jesus. When we offer these sacred gifts to God, we also offer ourselves, our entire lives: our time, talent and our treasure.

## **The Mass Is The Heart Of Worship In The Catholic Church.**

## **ACTIONS USED AT MASS**

1. **POSTURE** as a part of an action during Mass is important. There are several forms of posture:
  - Posture that is an action
  - Posture that is not an action
  - Posture that is a sign of respect
2. **FOLDED HANDS** - When hands are not in use, they should be folded. When sitting, put palms of hands flat against your legs.
3. **SIGN OF THE CROSS** - This is the symbol of Christian belief, and therefore it should be done respectfully.
4. **SMALL SIGN OF THE CROSS** - This is made at the announcement of the Gospel. Using the thumb of your right hand, trace the Sign of the Cross on your forehead, your lips and your heart. Say the prayer, *“Let the message of God be in my mind, in my heart and on my lips.”*
5. **GENUFLECTION** - In doing this, you touch the knee to the ground in worship. A genuflection is made if there is a tabernacle with the Blessed Sacrament in the sanctuary. The genuflection is made when passing in front of the tabernacle before or after Mass.
6. **BOWS OF THE HEAD** - These are made at the name of Jesus, and also whenever the server approaches or leaves the priest who is the celebrant.
7. **BOWS OF THE BODY** - These are made before the altar even if the Blessed Sacrament is not present because this is where the sacrifice takes place in which the bread and wine become the body and blood of Christ. You should also bow during the Profession of Faith at the words “and by the Holy Spirit was incarnate of the Virgin Mary, and became man.”
8. **WALKING** – Walking should be slow and smooth with hands folded and body erect.
9. **SILENCE** - Except for making the responses, silence should be kept at all times.
10. **SITTING AND STANDING** - You should be erect with hands folded or on your knees.
11. **TIME** - Always be in the sacristy 15 minutes before the beginning of Mass.
12. **EYES** – Keep your eyes on the altar and on the priest. Remember that in addition to serving God during Mass, you are serving the priest.

# ALTAR SERVER'S VOCABULARY



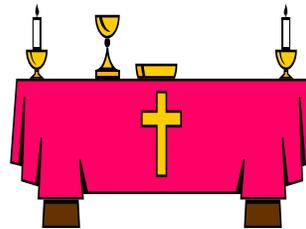
# ALTAR SERVER'S VOCABULARY WORDS

Below are some words that servers will hear and should know. Try to use these words with other servers, with the priest and with other members of your family.

1. **ALTAR SERVERS** – Young members of the parish who perform duties such as lighting candles, carrying a cross and candles, holding the Roman Missal for the priest and ringing the bells.



2. **ALTAR** – A special table used at Mass

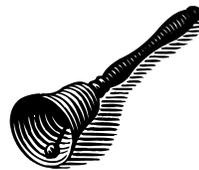


3. **AMBO** - The stand where the readings and homily take place



4. **ASPERGILLUM** - The holy water sprinkler

5. **BELLS** - Usually rung at consecration

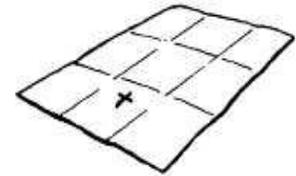


6. **CHALICE** - The cup that holds the wine which is consecrated at Mass



7. **CIBORIUM** - A large cup-like container usually with a cover. It is used to hold the hosts.

8. **CORPORAL** - The linen cloth spread on the altar. The chalice and ciborium are placed on it.



9. **CREDESCENCE TABLE** - The table near the altar where wine, water, chalice and ciborium are kept until needed

10. **CRUCIFIX** - A cross with a figure of Christ on it; It holds a place of honor during Mass.

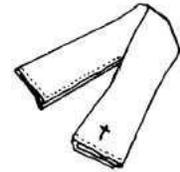


11. **CRUETS** - Small pitchers that hold the water and wine used at Mass

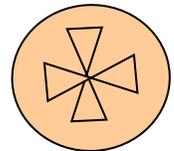


12. **EXTINGUISHER** - A pole-like instrument with a tube at one side on the top with a wick for lighting the candles; The other side of the top is a cup for putting out the flame on the candles.

13. **FINGER TOWEL** – Cloth that is used to dry the priest’s hands during Mass



14. **HOST** - Unleavened bread used for Eucharist. It is usually in the form of a round wafer. (Unleavened bread does not have the yeast to make it soft and thick.)



15. **INCENSE BOAT** – A metal container that holds incense which is used during Mass at special times of the year

16. **LECTIONARY** - The book from which scriptures are read at Mass

17. **LITURGY OF THE EUCHARIST** - One of the two main parts of the Mass; It is at this time that bread and wine are changed into the Body and Blood of Jesus.



18. **LITURGY OF THE WORD** - One of the two main parts of the Mass; God speaks through the prophets, the Apostles, the life and teachings of Jesus and the priest.

19. **ROMAN MISSAL** - A large book that contains all the prayers the priest uses during Mass



20. **PURIFICATOR** - A linen cloth used for wiping the chalice



21. **SANCTUARY** – The red carpeted space around the altar

22. **THURIBLE** - Also called a **censer**, is a metal container extended from a chain in which charcoal and incense are burned for liturgical ceremonies



## **MINISTERS AT MASS**

**To minister means to serve. All of the following people serve the community, helping him to worship well.**

- 1. PRIEST (CELEBRANT)** - the person who presides over the celebration or Mass
  
- 2. ALTAR SERVERS** - young people who help the priest by taking things from the credence table to the altar and also by leading the community in prayer
  
- 3. LECTOR** - the person who reads the first two readings and sometimes the responsorial psalm
  
- 4. SACRISTAN** - the person who usually makes sure that everything is in its proper place around the altar
  
- 5. EXTRAORDINARY MINISTER OF COMMUNION** - the person who assists in distributing Communion

## **ALTAR SERVER PROCEDURES**

*On this page and on the next two pages are the main actions that you will perform during Mass. We will talk about them, demonstrate them and guide you as you practice them. Remember to discuss these pages with your parents.*

### **Before Mass Begins**

1. Arrive 15 minutes before Mass begins.
2. Get dressed in alb, cincture and cross.
3. Light candles.
4. Take gifts to the table in the back of the church.
5. Say prayers with Father.
6. In the narthex, light acolyte candles and line up in the back of the church.
7. Get processional cross and line up in the back of the church.

### **Introductory Rite**

1. As you process from the back of the church toward the altar, keep about 3 pews between you and the other altar servers.
2. The cross-bearer and the candle bearers meet at the red carpet and bow heads together.
3. Secure the cross and the acolyte candles in the sacristies. Do **not** extinguish the acolyte candles.
4. If there are fewer than 3 altar servers, then the acolyte candles will not be used.
5. Return to the altar.
6. Before Father says, "Let us pray," the book server should be holding the Roman Missal in place in front of Father. Stand with the Roman Missal at the end of the Gloria when you will hear the congregation singing, "*For you alone are the Holy One, you alone are the Lord, ...*". Watch for a signal from Father.
7. Recite prayers using the prayer card.

### **Liturgy of the Word**

1. Pay attention to the readings and Gospel as the lector and priest read them aloud.
2. Recite Profession of Faith using the prayer card.

## Liturgy of the Eucharist

1. After the lector finishes the petitions, **all** of the altar servers should **remain standing** for the beginning of the Preparation of the Altar.
2. The cross-bearer will get the cross and wait at the sacristy door until the ushers are about  $\frac{3}{4}$  of the way down the aisle.
3. The **cross-bearer will go down the CENTER AISLE** to escort the gifts.
4. The other two altar servers will meet in front of the altar and bow together.
5. Then they go to the credence table side of the altar and will begin to prepare the altar.
6. Server #2 will move the Roman Missal to the altar, and then server #3 will hand #2 purificators and chalices from the credence table.
7. During the preparation of the altar, there is no hurry. Father Dan asked that you **not rush** in preparing the altar.
8. When Father stands to receive the gifts, two altar servers will walk with him with one server on each side of him.
9. The cross-bearer will lead the offertory procession to the front of the altar, bow when they arrive in front of the priest. That person will walk past the server on the right and place the cross in the altar server sacristy. The cross-bearer will return at the credence table.
10. Father will receive the collection and give it to one of the altar servers.
11. Father will receive the wine cruet and give it to the other altar server one of them to carry to the altar.
12. Two servers will walk to the altar together as one server will carry the wine cruet and the other will carry the water cruet.
13. With the cruet handles facing Father, wine will be offered first and then the water. The two servers will turn together toward each other and return to the credence table.
14. Two servers will walk together to the altar as one carries the pitcher, and bowl and the other carries the finger towel.
15. After Father finishes washing and drying his hands, altar servers should bow together facing Father. You will see Father facing you and bowing also.
16. After Father's hands are washed, servers will bow in front of the altar and return to their original side of the altar.
17. **During the Our Father, extend your arms in prayer.**
18. **Bow your head before receiving the Body of Christ and before receiving the Blood of Christ.**

## Concluding Rite

1. Father will be seated after all vessels have been removed from the altar.
2. Then he will stand for the Prayer after Communion. As soon as he stands, the book server should be holding the Roman Missal in place in front of Father. Watch for a signal from Father.
3. After the lector announces the recessional hymn, the cross-bearer will get the processional cross as the other two altar servers get the processional candles.
4. Altar servers meet on the green carpet with the cross-bearer in the center and bow.
5. The cross-bearer goes to the fourth pew and then turns and faces the altar.
6. The servers with the acolyte candles go to the third pew and turn to face the altar.
7. Father will move from the back of the altar and step off the red carpet.
8. Keep an eye on Father. After a short while, he will bow and turn to walk down the aisle.
9. All altar servers bow when Father bows, turn in the same direction that Father turns and move toward the back of the church.
10. Return the acolyte candles and cross to their stands.
11. Two servers will pass out Bulletins, and the third server will return to the altar to extinguish the candles.
12. Return your albs and cinctures to their proper places.

## REMEMBER:

- Altar servers should fold their fingers with fingers pointed upward. This is a sign of greater respect.
- At all times **alter servers should not rush**. Your movements should be **slow** and **graceful**.

# PRIEST'S VESTMENTS

1. **ALB** - A long white dress-like vestment used by all Liturgical ministers



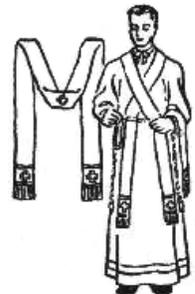
2. **CHASUBLE** - A sleeveless outer vestment that is slipped over the head and covers the stole and alb. Its color varies according to the feast of the day.



3. **CINCTURE** - Cord used to fasten the alb at the waist



4. **STOLE** - A long cloth scarf of the same color and style as the chasuble. It is worn over the alb.



5. **VESTMENTS** - Any of the garments worn by the priest or by ministers who assist him

# COLORS OF VESTMENTS

The Liturgical Calendar will help you to decide upon the color of cincture that you should wear during Mass. The priest will wear a similar colored chasuble.



**WHITE**

Expresses purity, joy, glory; **White** is used for feasts of Mary and the saints who were not martyrs. It is also worn during the Mass of the Resurrection and for funeral Masses. *White represents the cleansing of our sins.*



**RED**

**Red** symbolizes the fire of the Holy Spirit at Pentecost. During the Lord's Passion it represents the blood of Christ shed on the cross for our salvation and on certain feast days it represents the blood of those apostles and martyrs who died for the faith.



**VIOLET**

Expresses penance, sorrow and is a sign of waiting and anticipation; **Violet** is used during the Season of Advent as a sign of waiting and anticipation and during Lent as a sign of penance and reconciliation. *Violet represents the crown of thorns that was placed on Jesus' head.*



**GREEN**

Expresses hope and trust; **Green** is used during Ordinary Time of the Church. *Green represents the new life that we have in Jesus.*



**ROSE**

Expresses joy; **Rose** is used in place of purple on the Third Sunday of Advent (Gaudete Sunday). It is also used on the fourth Sunday of Lent (Laetare Sunday) to show that we are on our way to Easter joy. *Rose represents and expression of our joy of Christ's coming.*



**GOLD**

Expresses honor and praise; **Gold** is used in place of white. *Gold represents God's perfect light.*

# PARTS OF THE MASS

## When to Stand, Sit and Kneel at Mass

*During the:*

*You Should:*

*The Mass for Children*

### INTRODUCTORY RITE

† Entrance	STAND	Page 3
† Sign of the Cross	STAND	Page 4
† Greeting	STAND	Page 4
† Penitential Act	STAND	Page 5
† Gloria	STAND	Page 6
† Opening Prayer	STAND	Page 7

### LITURGY OF THE WORD

† First Reading	SIT	Page 9
† Responsorial Psalm	SIT	Page 9
† Second Reading	SIT	Page 9
† The Gospel	STAND	Page 11
† The Homily	SIT	Page 11
† Profession of Faith	STAND	Page 12
† Prayer of the Faithful	STAND	Page 14

### LITURGY OF THE EUCHARIST

† Preparation of the Altar	STAND	Page 15
† Preparation of the Gifts	STAND	Page 16
† Eucharistic Prayer	STAND	Page 18
† Holy, Holy, Holy	STAND	Page 19
† Words of Institution	KNEEL	Page 21
† Memorial Acclamation	KNEEL	Page 23
† The Great Amen	KNEEL	Page 24
† The Lord's Prayer	STAND	Page 25
† Sign of Peace	STAND	Page 27
† Breaking of the Bread	STAND	Page 28
† Holy Communion	STAND	Page 29
	and then SIT	
† Purification of Vessels	STAND	
† Silent Prayer after Communion	SIT	Page 31
† Prayer after Communion	STAND	Page 31

### CONCLUDING RITE

† The Blessing	STAND	Page 32
† The Dismissal	STAND	Page 32