

## Mary, Help of Christians, Tiffin



# Altar Servers' Handbook



Dedicated to Mary, Help of Christians.  
Pray for us, o holy mother of God.

May the intercession of St. John Berchman, the patron of altar servers, guide us to holiness.



### A Server's Prayer

O Lord, you give joy to those who serve you. Bless my every action at your altar, that I may forget my fears and serve you well. Give me a generous heart, that I may not lose the time that I spend with you, but spend it freely in your presence. Help me to give you my hands, my prayers, my life, my all.

St. John Berchman, pray for us.

Amen.

### The meaning of assisting at Mass:

The holy sacrifice of the Mass is our greatest act of worship to God, in which we praise and thank Him for the blessings He gives us. God also gives us His greatest gift in the Mass: His Son Jesus. Jesus becomes physically present among us in the Eucharist, which we are able to receive not only every Sunday, but every day!

When you serve, you are assisting at the altar, where the priest miraculously transforms bread and wine into the body and blood of Jesus! You are ensuring that the actions of the Mass run smoothly, helping the people to avoid distractions and concentrate on prayer. You are assisting the priest so that he can focus on his duties and devote himself to God in prayer. You are setting an example to all young people about proper behavior in church. You are also representing

children and teens at the Mass, taking action at the altar on their behalf. At the same time, you are giving great honor to Jesus, for which he will certainly reward you now and in eternity. The Church needs holy servers like you!

### **Your Responsibilities:**

- Serve on your scheduled days. If you cannot serve, you must find a replacement from the list of other servers.
- Arrive 15 minutes before Mass and sign-in on the planning sheet. Substitutes will be found for servers not present at least 10 minutes before Mass.

### **Your Attitude, Appearance, and Posture:**

- Remember to stand straight when walking or staying in place.
- When you are standing and not holding anything, place your hands flat together in the center of your chest. When sitting, rest your hands in your lap.
- When serving on weekends, wear dark shoes, socks, and pants (or skirts for girls) and a white or dull-colored shirt. The object is not to draw attention to your clothing.
- Girls, tie back hair that is shoulder-length or longer to keep it out of the way.
- Speak softly in the sacristy and remain silent during Mass, except for emergencies.

### **Checklist before Mass:**

1. Wash your hands.
2. Write your name on the planning sheet.
3. Put on an alb that reaches the top of your shoes.
4. Put on a cincture and tie it at your right hip with a single knot.
5. Light the altar candles and the processional candles. During the Easter season light the paschal candle as well.
6. The Mass coordinator may give you the sacramentary to place beside your seat.
7. When the priest is ready, get the cross and candles and lead him into the narthex. Wait by Mary's statue until the bell rings.

## **Serving on Weekends and Holy Days of Obligation**

### **The Order of Mass**

#### **Introductory Rites**

##### **Procession:**

- When the church bells ring, the crucifer will stand in the center of the aisle. The two candle-bearers will stand together behind the crucifer.
- When the choir starts to sing, walk slowly toward the altar. Hold the cross above your head; hold the candles below eye level.
- The crucifer will stop in front of the step that leads into the sanctuary. The candles will stand on either side, then all three will bow their heads.
- Immediately turn to the left and walk single-file around the sanctuary. Return the cross to its stand and the candles to the shelf above the radiator.
- Walk to the front pew and remain standing.

**Greeting:** ("In the name of the Father...")

**Kyrie:** ("Lord have mercy..." or "I confess...")

**Gloria:** ("Glory to God in the highest...")

- During Lent, there is NO Gloria
- When the Gloria is almost over, at the words "For you alone are the holy one, you alone are the Lord...", one server will pick up the sacramentary. Either open it to the ribbon on the side or hold it with the ribbon facing forward.

**Collect:** (Opening Prayer)

- When the priest says "Let us pray," the server with the sacramentary will walk to the foot of the step leading to the presider's chair. Present the sacramentary to the priest. When it is open, hold the bottom edge and rest the top against your chest.
- When the priest folds his hands together and stops looking at the sacramentary, close it and return to your seat.

## Liturgy of the Word

### First Reading

#### Psalm

### Second Reading

- After the lector finishes the reading, the two candle-bearers will go to the radiator shelf, get their candles, and stand side-by-side next to the credence table.

### Alleluia:

- The priest will stand and bow to the altar. When the priest moves to the ambo, the two candle-bearers will walk forward and stand in front of the corners of the ambo facing each other.

### Gospel:

- After the Gospel proclamation, everyone responds “Praise to you, Lord Jesus Christ.” The candle-bearers walk back to the radiator shelf, place their candle there, and return to their seats.

### Homily

#### Creed: (“We believe in one God...”)

- Stand with everyone else.

### Prayers of the Faithful:

- The priest will finish with a prayer, and everyone will respond “Amen.” Be ready to move.

## Liturgy of the Eucharist

### Preparation of the Gifts:

- When everyone begins to sit, one server will take the sacramentary and place it on the left side of the corporal on the altar.
- All servers will go to the credence table and bring items to the altar:
  1. Take the priest’s chalice with the purificator and pall and set it on the right side of the altar.

2. Take up the large tray with patens and bread and place it on the left side of the altar.
  3. Take up the small tray with the four chalices and purificators and place it on the right side of the altar.
  4. Take the stopper out of the water cruet and place the cruet on the altar next to the priest’s chalice.
- The two candle-bearers will now get their candles and walk side-by-side to the main aisle. They will stop in front of the step leading into the sanctuary, face the altar, and bow their heads together. Then they will turn and walk up the main aisle to the offertory table, where they will wait.
  - When the priest comes forward to the front of the altar, if there is no deacon, the third server will come forward with him and stand to his right.
  - The candle-bearers will lead the people with the gifts forward. When the candle-bearers reach the step into the sanctuary, they will bow their heads together, then turn left and walk around the sanctuary to place their candles on the radiator shelf.
  - The candle-bearers will get the lavabo bowl, pitcher, and towel for the hand-washing and wait side-by-side next to the credence table.
  - Meanwhile, the priest will hand the wine cruet to the third server. This server will go to the corner of the altar next to the priest’s chalice and take out the stopper for the wine cruet. Then the server will hold both the water and wine cruets in his or her hands with the handles facing outward.
  - After the priest or deacon is finished with the water and wine cruets, he will hand these back to the server. Put the stopper back in the wine cruet, and take both cruets back to the credence table.
  - Meanwhile, the other two servers will come forward for the hand-washing and stand side-by-side to the priest’s right. Pour water over the priest’s hands when he holds them over the bowl. After the priest dries his hands and returns the towel, bow your heads to the priest and return the vessels to the credence table.
  - All three servers return to their seats and remain standing

**Preface:** (“Pray, my friends, that this sacrifice...”)

**Sanctus:** (“Holy, holy, holy...”)

**Eucharistic Prayer:** (“Father, you are holy indeed...”)

- Kneel on the cushion along with the rest of the assembly.
- After the priest says, “This is my body, which will be given up for you,” he lifts the consecrated host. One server will ring the bells, either with three short sets of rings or as long as the priest holds up the consecrated host.
- After the priest says, “Do this in memory of me,” he lifts the chalice, and one server will ring the bells like before.

**Great Amen:** (“Amen...”)**Our Father****Sign of Peace**

- Shake hands with each other and with the priest or deacon if they move to meet you.
- One server takes the sacramentary from the altar and places it back at your seats.

**Agnus Dei:** (“Lamb of God”)

- Kneel with the assembly again after saying “...grant us peace.”

**Communion:**

- Stand in your place to receive communion from the priest, then the chalice from a distributor.
- After the priest and distributors go to give the people communion, one server will take the small tray from the altar and place it back on the credence table then return to his or her seat with the other servers for personal prayer.
- When almost everybody has received communion, one server will get the water cruet from the credence table, take out the stopper, and go to the right side of the altar to wait for the priest.
- After the priest has purified the patens, he will place them back on the large tray. Another server can now take this tray back to the credence table.
- The priest will hold out the chalice to the server with the water cruet, who will pour some water inside. After the priest dries the chalice, he will arrange the purificator and pall with it and set them to the side.

- The server with the water cruet will take the priest’s chalice back to the credence table, set it there with the water cruet, and return to his or her seat.

**Concluding Rites****Closing Prayer:**

- One server will pick up the sacramentary. Either open it to the ribbon on the side or hold it with the ribbon facing forward.
- When the priest says “Let us pray,” take the sacramentary to him in the same way as before.
- During Easter and on solemnities, the priest may ask you to hold the sacramentary longer while he gives a special blessing. The deacon will say “bow your heads and pray for God’s blessing.”
- After the priest finishes the prayer, return the Sacramentary to its shelf.

**Final Blessing:** (“The Lord be with you...”)**Dismissal:**

- The deacon or priest will say “Let us go in peace to love and serve the Lord” and all respond “Thanks be to God.”
- All servers now retrieve the candles and cross and walk back to the main aisle.
- The crucifer will stand in the center of the aisle between the first two pews. The candle-bearers will stand side-by-side in front of the cross.
- When the priest genuflects to the tabernacle and turns around, lead him up the main aisle.
- When you get to the end of the main aisle, turn to the right and take the cross and candles back to their places.

**Clean-up:**

- Extinguish the altar candles using the snuffer.
- Help the Mass coordinator carry the tray with the chalices and patens, if they ask you.
- Remove and hang up your cincture and alb.

- Feel satisfied with the ministry you have done and have a great day!

## Dictionary

### Sacred Vessels

**Aspergillum:** a small rod used for sprinkling holy water

**Aspersory:** metal pail in which holy water and the aspergillum is kept

**Boat:** a small metal container with a lid and spoon in which incense is kept

**Burse:** cloth pouch in which the corporal may be stored

**Censer (thurible):** a metal orb suspended by chains which is used for burning incense



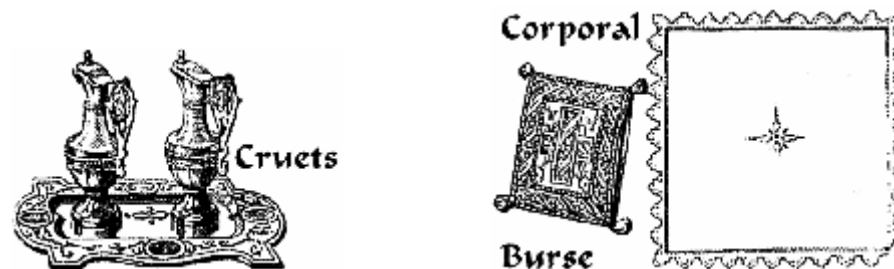
**Chalice:** a cup made of fine material that holds the wine which is consecrated and becomes the blood of Christ

**Ciborium:** a cup-like container made of metal in which the Blessed Sacrament is stored; the ciborium is placed in the tabernacle



**Corporal:** a square piece of linen placed upon the altar to catch particles of the Blessed Sacrament that may fall

**Cruet:** small glass vial with stopper that may contain water or wine



**Easter candle (Paschal candle):** a large, decorated candle blessed at the Easter vigil and used at baptisms and funerals

**Finger towel:** small cloth towel used to dry the priest's hands

**Lavabo bowl:** basin in which the priest washes his hands at Mass

**Lectionary:** book containing the readings from Sacred Scripture which are proclaimed at Mass

**Monstrance:** decorative reliquary with a window to display the Blessed Sacrament



**Pall:** a rigid, linen-covered square used to cover the chalice to prevent insects or particles from polluting the blood of Christ

**Paten:** a shallow plate used to hold the bread which is consecrated and becomes the body of Christ

**Processional cross:** cross mounted on a pole which is used to lead the procession and recession of liturgical ministers at the beginning and end of Mass

**Purificator:** small linen cloth used to wipe and clean the chalice

**Sacramentary:** the book that contains all the prayers used and Mass along with instructions for the priest (called rubrics)

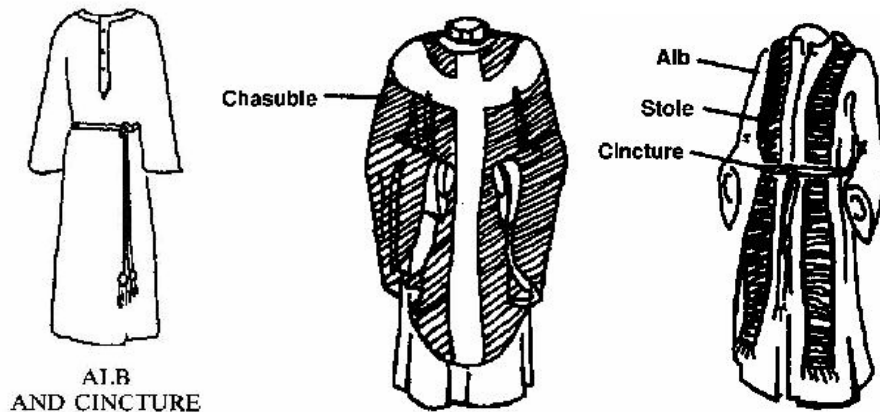


### Vestments

**Alb:** long white robe with close-fitting sleeves worn by ministers in the sanctuary

**Chasuble:** the outermost, sleeveless garment worn by the priest

**Cincture:** a linen cord worn at the waist to tie back the alb



**Cope:** a cape fastened at the chest which is worn by the priest during Benediction and Liturgies without the Eucharist

**Dalmatic:** a robe with wide sleeves that reaches to the knees and is worn by the deacon during festal seasons

**Stole:** a narrow strip of material worn by both priests and deacons to signal their office. The stole is worn over the left shoulder by a deacon and over both shoulders hanging down in front by a priest

### Church Spaces and Furnishings

**Altar:** the table on which the Eucharistic sacrifice is offered.

**Ambo:** also called the lectern or pulpit; an elevated desk from which Sacred Scripture and the homily are proclaimed.

**Ambry:** the receptacle for the stocks of consecrated oils: Chrism, Oil of the Sick, and Oil of Catechumens.

**Narthex (vestibule):** the ante-chamber or entrance hall to a church.

**Nave:** the central, open aisle of a church leading to the sanctuary. IC has three (east, west, and south)

**Sacrarium:** a sink which runs directly into the ground; the chalices and patens are purified here

**Sacristy:** the room where the vestments, sacred vessels and furnishings for the church are kept

**Sanctuary:** the space containing the altar where the priest, deacon, and servers sit.

**Sedilia (presider's chair):** seats occupied by the priest and deacon during Mass

**Tabernacle:** a large, decorated container equipped with a lock in which the Blessed Sacrament is kept

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Amen.

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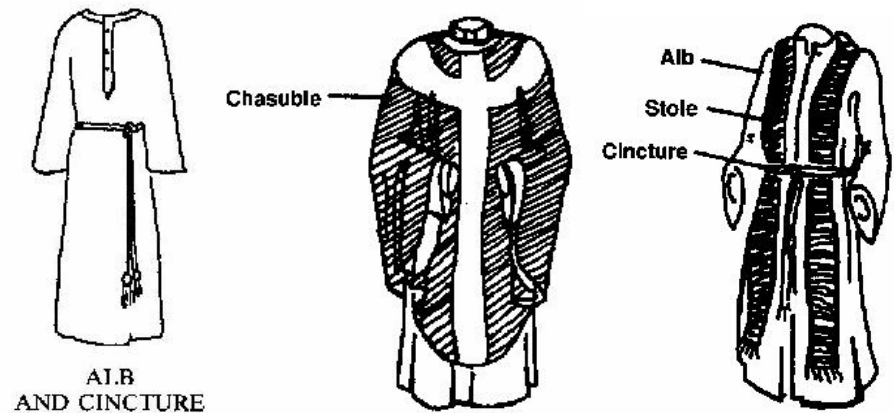


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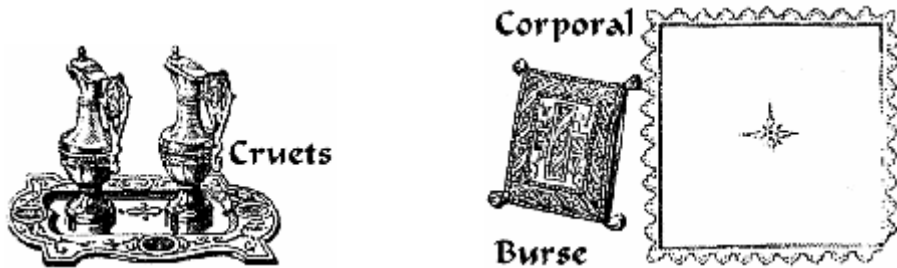
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**Corporeal:** a square piece of linen placed upon the altar to catch particles of the Blessed Sacrament that may fall

**Cruet:** small glass vial with stopper that may contain water or wine



**Easter candle (Paschal candle):** a large, decorated candle blessed at the Easter vigil and used at baptisms and funerals

**Finger towel:** small cloth towel used to dry the priest's hands

**Lavabo bowl:** basin in which the priest washes his hands at Mass

**Lectionary:** book containing the readings from Sacred Scripture which are proclaimed at Mass

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#### Your Responsibilities:

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- Arrive 15 minutes before Mass and sign-in on the planning sheet. Substitutes will be found for servers not present at least 10 minutes before Mass.

#### Your Attitude, Appearance, and Posture:

- Remember to stand straight when walking or staying in place.
- When you are standing and not holding anything, place your hands flat together in the center of your chest. When sitting, rest your hands in your lap.
- When serving on weekends, wear dark shoes, socks, and pants (or skirts for girls) and a white or dull-colored shirt. The object is not to draw attention to your clothing.
- Girls, tie back hair that is shoulder-length or longer to keep it out of the way.
- Speak softly in the sacristy and remain silent during Mass, except for emergencies.

#### Checklist before Mass:

1. Wash your hands.
2. Write your name on the planning sheet.
3. Put on an alb that reaches the top of your shoes.
4. Put on a cincture and tie it at your right hip with a single knot.
5. Light the altar candles and the processional candles. During the Easter season light the paschal candle as well.
6. The Mass coordinator may give you the sacramentary to place beside your seat.
7. When the priest is ready, get the cross and candles and lead him into the narthex. Wait by Mary's statue until the bell rings.

## Serving on Weekends and Holy Days of Obligation

### The Order of Mass

#### Introductory Rites

##### Procession:

- When the church bells ring, the crucifer will stand in the center of the aisle. The two candle-bearers will stand together behind the crucifer.
- When the choir starts to sing, walk slowly toward the altar. Hold the cross above your head; hold the candles below eye level.
- The crucifer will stop in front of the step that leads into the sanctuary. The candles will stand on either side, then all three will bow their heads.
- Immediately turn to the left and walk single-file around the sanctuary. Return the cross to its stand and the candles to the shelf above the radiator.
- Walk to the front pew and remain standing.

**Greeting:** (“In the name of the Father...”)

**Kyrie:** (“Lord have mercy...” or “I confess...”)

**Gloria:** (“Glory to God in the highest...”)

- During Lent, there is NO Gloria
- When the Gloria is almost over, at the words “For you alone are the holy one, you alone are the Lord...”, one server will pick up the sacramentary. Either open it to the ribbon on the side or hold it with the ribbon facing forward.

**Collect:** (Opening Prayer)

- When the priest says “Let us pray,” the server with the sacramentary will walk to the foot of the step leading to the presider’s chair. Present the sacramentary to the priest. When it is open, hold the bottom edge and rest the top against your chest.
- When the priest folds his hands together and stops looking at the sacramentary, close it and return to your seat.

- Feel satisfied with the ministry you have done and have a great day!

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**Ciborium:** a cup-like container made of metal in which the Blessed Sacrament is stored; the ciborium is placed in the tabernacle



- The server with the water cruet will take the priest's chalice back to the credence table, set it there with the water cruet, and return to his or her seat.

## Concluding Rites

### **Closing Prayer:**

- One server will pick up the sacramentary. Either open it to the ribbon on the side or hold it with the ribbon facing forward.
- When the priest says "Let us pray," take the sacramentary to him in the same way as before.
- During Easter and on solemnities, the priest may ask you to hold the sacramentary longer while he gives a special blessing. The deacon will say "bow your heads and pray for God's blessing."
- After the priest finishes the prayer, return the Sacramentary to its shelf.

### **Final Blessing:** ("The Lord be with you...")

### **Dismissal:**

- The deacon or priest will say "Let us go in peace to love and serve the Lord" and all respond "Thanks be to God."
- All servers now retrieve the candles and cross and walk back to the main aisle.
- The crucifer will stand in the center of the aisle between the first two pews. The candle-bearers will stand side-by-side in front of the cross.
- When the priest genuflects to the tabernacle and turns around, lead him up the main aisle.
- When you get to the end of the main aisle, turn to the right and take the cross and candles back to their places.

### **Clean-up:**

- Extinguish the altar candles using the snuffer.
- Help the Mass coordinator carry the tray with the chalices and patens, if they ask you.
- Remove and hang up your cincture and alb.

## Liturgy of the Word

### **First Reading**

### **Psalm**

### **Second Reading**

- After the lector finishes the reading, the two candle-bearers will go to the radiator shelf, get their candles, and stand side-by-side next to the credence table.

### **Alleluia:**

- The priest will stand and bow to the altar. When the priest moves to the ambo, the two candle-bearers will walk forward and stand in front of the corners of the ambo facing each other.

### **Gospel:**

- After the Gospel proclamation, everyone responds "Praise to you, Lord Jesus Christ." The candle-bearers walk back to the radiator shelf, place their candle there, and return to their seats.

### **Homily**

### **Creed:** ("We believe in one God...")

- Stand with everyone else.

### **Prayers of the Faithful:**

- The priest will finish with a prayer, and everyone will respond "Amen." Be ready to move.

## Liturgy of the Eucharist

### **Preparation of the Gifts:**

- When everyone begins to sit, one server will take the sacramentary and place it on the left side of the corporal on the altar.
- All servers will go to the credence table and bring items to the altar:
  1. Take the priest's chalice with the purificator and pall and set it on the right side of the altar.

2. Take up the large tray with patens and bread and place it on the left side of the altar.
  3. Take up the small tray with the four chalices and purificators and place it on the right side of the altar.
  4. Take the stopper out of the water cruet and place the cruet on the altar next to the priest's chalice.
- The two candle-bearers will now get their candles and walk side-by-side to the main aisle. They will stop in front of the step leading into the sanctuary, face the altar, and bow their heads together. Then they will turn and walk up the main aisle to the offertory table, where they will wait.
  - When the priest comes forward to the front of the altar, if there is no deacon, the third server will come forward with him and stand to his right.
  - The candle-bearers will lead the people with the gifts forward. When the candle-bearers reach the step into the sanctuary, they will bow their heads together, then turn left and walk around the sanctuary to place their candles on the radiator shelf.
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  - Meanwhile, the priest will hand the wine cruet to the third server. This server will go to the corner of the altar next to the priest's chalice and take out the stopper for the wine cruet. Then the server will hold both the water and wine cruets in his or her hands with the handles facing outward.
  - After the priest or deacon is finished with the water and wine cruets, he will hand these back to the server. Put the stopper back in the wine cruet, and take both cruets back to the credence table.
  - Meanwhile, the other two servers will come forward for the hand-washing and stand side-by-side to the priest's right. Pour water over the priest's hands when he holds them over the bowl. After the priest dries his hands and returns the towel, bow your heads to the priest and return the vessels to the credence table.
  - All three servers return to their seats and remain standing

**Preface:** ("Pray, my friends, that this sacrifice...")

**Sanctus:** ("Holy, holy, holy...")

**Eucharistic Prayer:** ("Father, you are holy indeed...")

- Kneel on the cushion along with the rest of the assembly.
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**Great Amen:** ("Amen...")

**Our Father**

**Sign of Peace**

- Shake hands with each other and with the priest or deacon if they move to meet you.
- One server takes the sacramentary from the altar and places it back at your seats.

**Agnus Dei:** ("Lamb of God")

- Kneel with the assembly again after saying "...grant us peace."

**Communion:**

- Stand in your place to receive communion from the priest, then the chalice from a distributor.
- After the priest and distributors go to give the people communion, one server will take the small tray from the altar and place it back on the credence table then return to his or her seat with the other servers for personal prayer.
- When almost everybody has received communion, one server will get the water cruet from the credence table, take out the stopper, and go to the right side of the altar to wait for the priest.
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