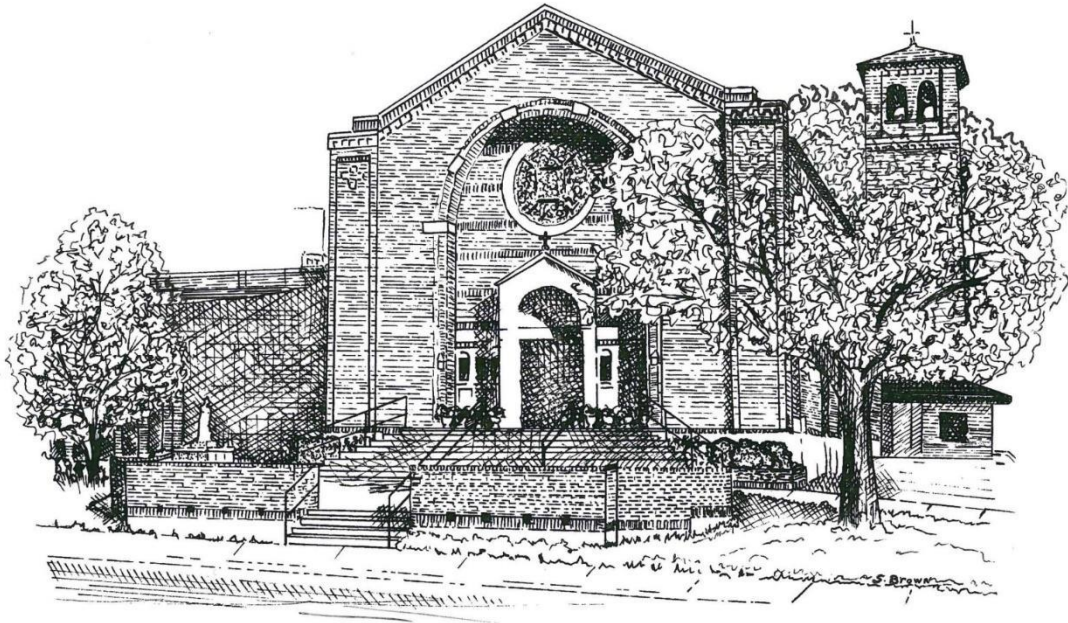




ST. HENRY CATHOLIC CHURCH



2022-2023

ALTAR SERVER GUIDELINES

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It is a great honor and privilege to serve at the altar of God. Your ministry recognizes that with this great privilege comes great responsibility. So, we serve our Lord with confidence, well prepared, well dressed, in prayer posture, with a quiet heart for prayer, and finally humbled in the close proximity to which you will attend the Altar: only the priest and deacons are closer to the miracle that occurs at Mass. As altar servers, your roles are to (1) assist Father and (2) most importantly, to attend Mass and to become holier for this time with our Lord. As new servers, you will learn the duties of serving as you go along.

Following is a short summary of the ways in which you will be involved during Mass as an altar server.

List of Common Terms Used During Mass

Alb: A white robe-like garment symbolic of the white garment one puts on at baptism.

Altar: The structure upon which the Sacrifice of the Mass is offered.

Blessed Sacrament: Refers to the body and blood of Christ in the form of consecrated sacramental bread and wine.

Chalice: The priest's cup for the Precious Blood.

Ciborium/Ciboria (bowls): A Latin word that literally means "food bowl," the vessel used to contain the Sacred Hosts.

Consecration: The central moment when the bread and wine, by the words of Christ spoken by the priest and the invocation of the Holy Spirit, become the Body and Blood of Christ.

Credence Table: A small table for vessels in the sanctuary.

Cruet: A small glass container for liquids with a handle and a stopper.

Entrance Procession: The procession that enters church.

Eucharistic Prayer: Begins after the preparation of the gifts and altar. The celebrant acts in the person of Christ as head of his body, the Church. It is the central prayer of Mass.

General Intercessions: The offering of the assembly's prayers, petitions, intercessions, and thanksgiving for all.

Genuflect: A sign of reverence on the right knee to the Blessed Sacrament.

Host: The bread used for Holy Communion.

Lavabo pitcher, bowl, and towel: Used by the priest for the washing of his hands.

Offertory: The part of Mass when the bread and wine are ceremonially placed on the altar.

Priest Sacristy: The areas where vestments, vessels, and supplies are stored and where ministers vest.

Presider: The priest, who presides at Mass, also called the “celebrant.”

Purificator: A linen cloth used to wipe the rim of the chalice or a cup of the Precious Blood.

Recession: The “procession” that leaves church.

Roman Missal (Missal): The “red book” used for all of the prayers at Mass.

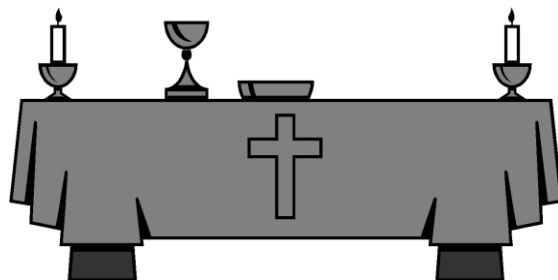
Sanctuary: The holy space around the altar, above the steps in our church.

Sanctus Bells: Small bells rung during the consecration to draw attention to the precise moment when the conversion of the bread and wine into the body and blood of Christ takes place.

Tabernacle (dwelling place): A secure and sacred place in which the Blessed Sacrament is stored outside of Mass.

Vestibule: An area between outer doors and inner doors.

Vesting: Getting dressed as a minister for liturgy.



Arrival: Servers should arrive 15 minutes prior to Mass starting and check in with Father. Church dress is appropriate; please, no sandals/flip-flops. Gym shoes are fine.

Before Mass: Please put on your alb, located in the closet near the main entrances to church, and light the candles with the metal lighters – all of them on the altar and by the tabernacle. Decide who will do the following roles (*a server may have multiple roles*):

1. **Cross Bearer:** One server carries the cross in at the beginning and out at the end of Mass and helps bring things to and from the altar.
2. **Book Bearer:** This server brings the Missal (red book) to Father at the beginning and end of Mass, and puts it on the altar at the Offertory and takes it off the altar after Holy Communion. Helps bring things to and from altar.

1. **The Entrance Procession:** We begin in the back of the Church. One server carries the cross. On special occasions, two other servers carry the candles. But if you don't carry anything, please carry a song book and SING to the Lord! The order of the procession is: cross first, then other servers side by side, then Father. Proceed up the aisle, wait at the bottom of the steps for Father. If you are carrying something, bow your head to the Blessed Sacrament in the tabernacle when Father genuflects or bows. If you carry nothing,

genuflect with Father. Then walk up the steps ahead of Father. The cross is then placed on the stand in the priest sacristy.

2. **The Missal (red book):** The Missal is brought to the priest twice. At the beginning of Mass when the priest says, “Let us pray.” And after communion when the priest stands and says, “Let us pray.” When you hold the book for Father, please stand directly in front of him. Don’t close it until he does. He may not be done!
3. **The Offertory:** After the General Intercessions, Father will walk to the altar. The following items need to be brought to the altar: the chalice, and bowls, and the little chalice if there is one for Deacon. Please hand these to the priest or deacon and do not put them on the altar yourself. The Missal also needs to be placed on the altar. You can place that on the altar yourself. Next, be ready to present the wine and water cruets (little bottles) to Father, or Deacon. *Remember to present them handles toward him so he can get them easier!* After he finishes with these, please be ready with the pitcher of water, the bowl, and the towel, and proceed to wash Father’s hands. After Father washes his hands, all servers will go to the kneelers and be ready to kneel for the Consecration.
4. **The Eucharistic Prayer (Consecration):** When Father places his hands over the bread and wine to call down the Holy Spirit, the server kneeling by the altar bells rings them **one** time. When he lifts up the host for people to see after

the Consecration, ring them **three** times. Ring them **three** times again when he lifts up the chalice.

5. **Sign of Peace and Communion:** At the sign of peace, shake hands with Father and return to your spot in front of the tabernacle. After receiving communion, please go to your seat.
6. **After Communion:** When Father returns to the altar, the Book Bearer will go and take the Missal off the altar. Then servers will receive the chalice/bowls and place them on the credence table.
7. **Procession at the end of Mass:** When the song begins, the servers should retrieve the cross and stand in front of the tabernacle. Father will kiss the altar. As he does so, the servers need to walk down the steps to the center of the aisle by the first pew, turn around, and face the altar. Genuflect with Father like you did at the beginning of Mass. Then servers will turn and walk out of Church ahead of Father: cross first, then other servers.

After Mass: Put candles out with the “snuffer.” *Please do not blow them out! Hang your alb up and have a nice day!*

Mass times: Servers are needed at the 4:00 PM Saturday and the 9:30 AM and 11:30 AM Sunday Masses at St. Henry. Servers are also needed for Holy Days of Obligation.

If you have any questions, please ask Father before Mass begins. Thank you so much for serving! You can also email Fr. Josh Lange (jlange@sthenrynky.com) or our server coordinator, Bridget Price, (cpricefamily@gmail.com) if you have additional questions.

