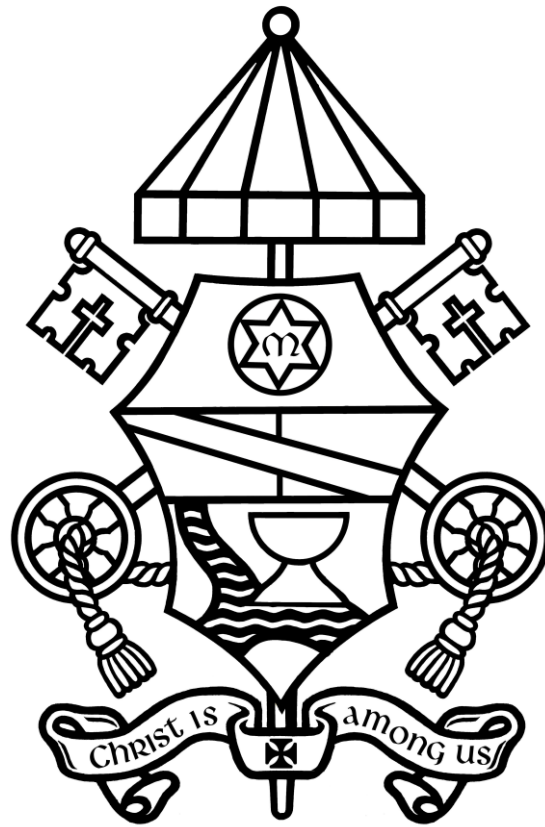


THE BASILICA OF  
SAINT MARY  
OF THE ASSUMPTION



LITURGICAL MINISTRY HANDBOOK

Youth Altar Servers  
(Daily Mass)

May 2017  
Marietta, Ohio

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# WHY IS THE MASS SO IMPORTANT?

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## Think about it...

- ☑ Jesus told His followers, "Do this in memory of Me." We obey Jesus' command when we celebrate the Mass.
- ☑ Jesus comes to us - Body, Blood, Soul, and Divinity - in the Eucharist.
- ☑ When we celebrate the Mass, we join together with the **WHOLE CHURCH**:
  - The Pope;
  - Bishops and priests from around the world;
  - Hundreds of millions of Catholics;
  - And even the Saints in Heaven!
- ☑ The Mass is the greatest prayer we can ever offer.

## And YOU help make it happen as an Altar Server!

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# QUALIFICATIONS & DRESS CODE

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To be an Altar Server at St. Mary's, you must...

1. Be Baptized and Registered in the parish.
2. Have received First Holy Communion.
3. Attend Mass every Sunday and holy day of obligation.
4. Be present when scheduled, or find a sub.
5. Be reverent and respectful in church.
6. Follow the dress code below.

Students in grades 3 and 4 serve for daily Mass. Daily Mass servers are scheduled for 7:45 AM Masses on Monday-Friday, and for 9:00 AM Masses on Saturday.

Students in grades 5-12 serve for Masses on Sunday morning and the 5:30 PM Vigil Mass on Saturdays.

Due to the more relaxed atmosphere of daily Mass, the dress code is very simple. ***You are simply asked not to wear shirts with pictures or words on them that will show through the white alb you will be wearing for Mass.***

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# THE 3 MOST IMPORTANT RULES OF SERVING

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## #1 Be reverent.

Everything that you do as an altar server should show your love and devotion to Jesus and the Church.

## #2 Don't draw attention to yourself.

Sit, stand and walk in calm and respectful ways. Don't act in ways that will distract the people in church.

If you make a mistake, don't distract the people in church by smiling, giggling, rolling your eyes or shrugging your shoulders. Just correct your mistake and continue as if nothing happened.

## #3 Pay attention and watch the priest.

You are there mainly to assist the priest. Every priest does things a little differently.

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## PROCEDURE FOR SERVING

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### **Before Mass**

Arrive at least 15 minutes before Mass. Put on an alb. Light the candles. Make sure the credence table has the water and wine cruets, water basin, pitcher and towel.

### **Opening Procession**

Walking side by side, lead the priest out from the side door of the sacristy. Stand on either side of the tabernacle, facing the tabernacle. Genuflect with the priest, then go over and stand in front of your seats.

Stand when the people stand, sit when the people sit.

### **Preparation of the Altar**

After the petitions, when the people sit down, you walk over to the credence table, pick up the water and wine cruets and bring them to the altar. Stand along the edge of the rug and wait. Hold cruets with **lids off, handles facing the priest.**

After he pours water and wine in the chalice, bow together to the priest and go back to the credence table. Pick up the basin, pitcher and towel. Go immediately back to the altar and be ready to wash his hands. Once the priest has finished washing and drying his hands, bow together, put your stuff away, and stand in front of your seats.

## The Eucharistic Prayer

Kneel when the people kneel.

Ring the bells **ONE TIME** during the Epiclesis (when the priest holds his hands over the bread and wine and calls down the Holy Spirit upon them).

After the priest consecrates the bread and the wine he will lift them up for people to see. Ring the bells **ONE TIME** as he lifts up each one.

At the sign of peace go and stand at the edge of the rug. Exchange the sign of peace with the priest and the other server. Remain standing there.

## Communion

After he has concluded the prayers and received Communion himself, the priest will give Communion to the servers.

**Remember to bow before receiving the Eucharist.** Once the priest goes to give Communion to the people, the servers return to their seats.

## Purifying the Vessels

After Communion, the priest will return to the altar and purify the vessels. (In other words, he'll clean up.) At this point, one of the servers picks up the water cruet and **both of you** walk up and stand at the edge of the rug. When the priest is ready, pour a little water into the chalice.

Once the priest is finished cleaning everything, he will put the chalice and paten off to the side of the altar. The server who is not holding the water cruet needs to carefully pick up the chalice and paten. Both servers then bow and bring the items to the credence table. Then, stand in front of your seats.

## Closing Prayer and Procession

After the final prayer and blessing, the priest will lead the people in a closing hymn. Pay attention here. When the priest kisses the altar, both servers need to walk over and stand on either side of the tabernacle (just like the beginning of Mass). Genuflect with the priest, then turn and lead the priest back into the sacristy walking side by side.

## After Mass

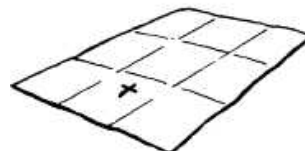
Extinguish all the candles. Put the cruets in the sacristy. Put your alb away.

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## GLOSSARY

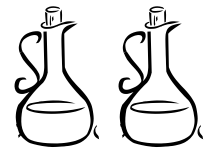
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- **Alb** – white robe worn by servers.
- **Ambo (or Pulpit)** – place where the readings are proclaimed.
- **Chalice** – special cup used by the priest at Mass.
- **Chalice Veil** – cover that goes over the chalice.
- **Ciborium** – container used to store the hosts in the tabernacle.
- **Corporal** – white cloth placed on the altar for Mass.



CORPORAL

- **Credence Table** – table where vessels used during Mass are placed.
- **Cruets** – glass or crystal containers used for the water and wine.
- **Easter Candle** (also called Paschal Candle) – very large candle used during the Easter season, for baptisms and funerals.
- **Extinguisher** – metal pole used to light and extinguish the candles.
- **Lectionary** – book that contains all the readings for Mass.
- **Pall** – stiff square card used to cover the chalice.
- **Paten** – bread plate used for Mass.
- **Purificator** – white cloth used to wipe the rim of the chalice.
- **Roman Missal** – book containing all the prayers for Mass.
- **Sacristy** – room where objects and vestments for Mass are stored, and where the priests and servers vest for Mass.
- **Sanctuary** – area at the top of the steps where the altar is located.
- **Tabernacle** – place the Eucharist is kept.



CRUETS



CHALICE &  
PURIFICATOR



PALL

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## A SERVER'S PRAYER

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The Mass is first and foremost a prayer. Each of us needs to prepare our hearts to enter into the prayer of the Mass before Mass begins. This is especially important for liturgical ministers who will be taking on a special role in the Mass. Here is one prayer that you could say before you serve at Mass:

*Loving Father, creator of the universe,  
you call your people to worship,  
to be with you and with one another at Mass.  
I thank you for having called me to assist others  
in their prayer to you.  
May I be worthy of the trust placed in me  
and through my example and service bring others closer to you.  
I ask this in the name of Jesus Christ,  
who is Lord for ever and ever.  
Amen.*