

INSTRUCTIONS FOR SERVERS
SACRED HEART CHURCH, Oberlin
January 2020

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TOP TEN TRAITS OF A SUCCESSFUL SERVER

1. Pray, Pray, Pray!

This is pretty much the bottom line. Serving is about offering your talents to God and helping others to pray. It's not just a job – it's a prayer!

2. Sing like you're on American Idol or The Voice

It doesn't matter if you sound like a star, as long as you sing with the heart of one. God gave you the voice that you have – let Him hear it! People LOVE to see servers sing.

3. Dress for success.

Wear your nice dress shoes and clothes, comb your hair, wash your face and hands. Choose an alb that looks nice and goes down to the top of your shoes. These all seem like little details, but they make for a sharp looking server.

4. Show a little respect.

Actually, show a LOT of respect - and reverence. Fold your hands nicely, sit up straight, walk slowly and seriously and bow before the altar. These things help to show people that you believe and respect the presence of Jesus at Mass.

5. Keep an eye on the action.

Watch the priest as he leads prayers, watch the readers as they read. Always focus your attention on the main thing that is happening.

6. Think.

This probably seems like an obvious one, but it really is not. Daydreaming causes us to miss out on things, and can end up making us feel silly when we forget something. Keep your head in the game, and be ready to respond when a change is made or when somebody asks you to do something.

7. Be on time. Better yet – be early.

Please come at least 15 minutes before Mass, so that you can be ready when it is time for Mass to start.

8. Please show up. Or at least get somebody else to show up for you.

You are responsible for getting your own substitutes, even if it means calling a bunch of different people. Please make sure that you or your sub is here when it is your turn.

9. Lend a helping hand.

During Mass something may come up and the priest or deacon may ask you something, so please always remain attentive and alert.

10. Don't stop serving when you leave the church.

If you serve beautifully at church, but refuse to be of service at home and at school, something is wrong. Take your joyful attitude of service with you when you go!

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Thank you for answering the call to serve! We hope that you grow closer to God and help other people to pray as you get involved with this ministry. Serving in the Sanctuary and at the altar is a very old and important ministry in the Church, so please read and follow these guidelines carefully.

BEFORE MASS on SATURDAY Evening or SUNDAY Morning

1. Arrive 15 minutes before Mass is to begin.
2. Put on an alb (white-robe) and make sure it fits. It should reach to just above your shoes.
3. Put on a cincture (rope) that is the same color as the priest's chasuble. In doubt, check with the deacon or priest.

WHEN WE ARE READY TO LEAVE THE SACRISTY:

4. **Cross Bearer** – Leads the procession by carrying the Processional Cross. The cross bearer always carries the cross upright with two hands. Whether in procession or not, the cross is ALWAYS to be carried UPRIGHT. NEVER one handed or slung down to the side.
5. **Acolyte & Book Bearer** –The other server(s) always lines up in procession behind the Cross bearer. During the Mass, YOU are responsible for the Roman Missal and are considered the “**Book Bearer**”.

OPENING PROCESSION AND INTRODUCTORY RITES

6. When the entrance hymn begins, the cross bearer begins the procession **when the people begin SINGING the words of the opening song. The cross bearer is followed by the acolyte carrying and using their hymnal to sing the entrance song. The cross bearer** leads the procession to the sanctuary at a dignified pace. Please hold the cross moderately high, and look straight ahead at the altar as you walk.
7. At the foot of the sanctuary steps, the **cross bearer** proceeds, without bowing, into the sanctuary and places the cross in its stand then goes to the assigned chair and remains standing and singing.
8. If you are carrying the Cross, candle, Holy Water, or thurible, you do NOT bow.
9. At the foot of the sanctuary steps, the server not carrying the cross, the acolyte, **bows at the waste** toward the altar, before ascending the steps. The acolyte then proceeds to the assigned chair and remains standing and continues singing the opening song.
10. When the priest says, “Let us pray,” the **acolyte/book bearer** brings the Roman Missal to the priest. After the prayer, all sit when the priest sits.
11. **WHILE SEATED** – both servers are to be sitting up with hands on your lap and using songbooks when singing.

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12. REMEMBER TIP #5: KEEP AN EYE ON THE ACTION. Look at the priest when he leads prayers. Turn to face those who are reading the Scriptures or the intercessions, or the end of Mass announcements.
13. When standing with nothing in your hands, your hands are to be folded ABOVE THE WAIST.
14. During the Homily, please keep your eyes on the homilist (priest or deacon) Be aware of your posture. You are to be sitting upright, legs are not to be crossed, knees together and feet together, and hands resting on your lap.

AFTER THE HOMILY AND INTERCESSIONS,

15. As the Creed is recited, use your hymnal to follow along. When the priest and deacon bow from the waste, you as servers are also to bow from the waste (not the shoulders) at the same time. Refer to the creed in the front of the hymnal and you will see where it calls for the participants to bow. This is where the priest, deacon, servers, and all of the faithful in attendance are to bow.
16. At the end of the prayers of the faithful, the celebrant will sit down. **NOW** is your time to act on your own. Be aware that what you do next depends on whether there is a deacon present.
17. Both servers go to the credence table and bring to the altar the following items. The items are to be placed along the far right side of the Altar. **SEE PAGE 9 Diagram. Setting Up The Altar**
18. The Corporal If no deacon present – open the Corporal
19. The Chalice with its purificator – keep to the right side of the altar
20. The Communion cups – line in a straight line
21. The Roman Missal set at the tope left side of the Corporal
22. Both servers return to their chairs and participate in singing the Offertory song.
23. When the priest (and deacon) stand and proceed to the front step to receive the gifts. Both servers always stand to the priest/deacon's **right side**.
24. You will receive from the priest or deacon the holy water cruet, or the pitcher of wine, or the bowl of bread. **ALWAYS** hold the cruet and pitcher in a way that the handles will be facing the priest/deacon.
25. Once the priest begins to go back to the altar, you will proceed to the right hand-side (TABERNACLE side) of the altar and stand next to it and wait for the minister to take the wine, then the water. Be sure to hold the wine from the lower base and remove the stopper from the top of the carafe. Hold the holy water cruet at the base **with the handle pointing at the minister**.
26. Once the minister has used the wine, **WAIT**, do not leave until the minister has also returned the water cruet to the other server. You will both leave the altar together to return to the credens table for the lavabo dish, pitcher, and towel for the washing of the hands.
27. Take the water pitcher, bowl, and hand towel to the altar. Have **one server carry the pitcher and bowl**. The **other carries the towel and holds it fully open**. Approach the priest at his left-side (choir –side) of the altar.

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28. Return the articles to the credens table and then return to your chairs and remain standing.
29. **Keep your HANDS FOLDED** against your chest as you listen and respond to the prayers. Focus your attention on the Eucharist that we are here to serve! At the completion of the “Holy Holy” you are to kneel on the cushion placed on the steps next to the choir. You remain kneeling until the completion of the Great “Amen” which concludes the Doxology and precedes the Lord’s prayer.

AT THE LORD’S PRAYER

30. When the “Our Father” is introduced, stand and return to your chairs, and remain standing. During the Lord’s Prayer your posture is that you are standing with arms raised. Picture a little child reaching up to be picked up by a parent. That is what we are doing with God.
31. At the sign of peace, the priest and deacon will come to exchange the sign of peace with you.
32. IMMEDIATELY AFTER YOU EXCHANGE A SIGN OF PEACE, one server brings the communion bowl from the credens table, the other brings the purificators.
33. The bowls are placed at the **right** side of the corporal on the altar;
34. The purificators are placed directly to the **right** of the communion cups on the altar.
35. If the priest offers the book, then take it and place it at the credens table.
36. When the priest or deacon comes to give you communion, give a SLIGHT BOW OF THE HEAD (bringing your chin to your chest) before you receive. If you do not wish to drink from the cup, simply go to your chair before it is offered to you.
37. When the Priest, Deacon, and ministers leave to distribute Communion seat yourselves in your chairs. You are to be holding a hymnal and participating in the song.

AFTER COMMUNION HAS FINISHED

38. After communion, the Deacon/priest will repose the sacrament in the tabernacle.
39. While the minister reposes the sacrament, begin removing the book ciborium and corporal from the altar placing them on the credens table.
40. Be sure you have cleared the entire altar of **everything** before returning to your seat.
41. When the priest says “Let us pray,” the **Book Bearer** brings the Roman Missal to him. If there is a solemn blessing, he may want you to stay there. Once he is finished, return the book to your table and prepare for the recessional hymn.
42. During the announcements, face the person who is speaking.

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43. **When the music for the closing hymn begins**, the **Cross Bearer** is to get the Processional Cross and BOTH servers walk to the center of the front cross-aisle and turn facing the altar, standing side by side at the bottom step.
44. The priest (and deacon) will go and reverence the altar, then they will genuflect to the tabernacle and then proceed to the center of the steps. Once they reach the top step, the servers are to turn and begin the procession; Cross bearer in the center followed by the acolyte immediately behind the cross-bearer. The priest and deacon will follow.

AFTER MASS

45. Place the processional cross in its holder in the sacristy.
46. Put your hymnals in the vestibule book holder.
47. Place your cincture in the drawer;
48. **NEATLY HANG UP** the alb, and re-hang any that may have fallen to the floor;
49. Check with the priest or deacon to see if there are miscellaneous cleanup items or chairs to be arranged in the sanctuary.
50. Go home and do something nice for your family and friends!

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STRUCTURE OF THE MASS

- I. Introductory Rites
 - A. Entrance Song and Procession
 - B. Greeting
 - C. Penitential Rite
 - D. Gloria (except during Lent)
 - E. Opening Prayer
- II. Liturgy of the Word
 - A. First Reading
 - B. Responsorial Psalm
 - C. Second Reading
 - D. Alleluia
 - E. Gospel
 - F. Homily
 - G. Creed
 - H. General Intercessions
- III. Liturgy of the Eucharist
 - A. Preparation of the Gifts
 - B. Eucharistic prayer
 - 1. Holy, Holy, Holy
 - 2. Memorial Acclamation
 - 3. Great Amen
 - C. Communion Rite
 - 1. Our Father
 - 2. Sign of Peace
 - 3. Breaking of Bread & Lamb of God
 - 4. Communion
 - 5. Prayer after Communion
- IV. Concluding Rite
 - A. Blessing
 - B. Dismissal
 - C. Closing Song and Procession

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TERMS USED IN THE MASS

“NEED TO KNOW”

Acolyte (s): the servers who carry candles, cross or other sacramental in procession and assist the priest and deacon during Mass.

Alb: The long white robe that covers your street clothes; a reminder of our baptismal garment.

Altar: The large table like structure that sits in the center of the Sanctuary. This table becomes the altar of sacrifice for the Mass.

Ambo /Pulpit: The stand at which the scriptures are read and the place where the homilist usually stands.

Book Bearer: carries the Roman Missal in procession; always presents the Roman Missal to the priest at the parts of the Mass when the priest prays from his chair; places and removes the Roman Missal on the Altar at the specified times. He/She is “in charge” of the book!

Chalice: The special cup that a priest uses as the vessel for the Blood of Christ.

Chasuble: The colored robe that a priest wears over his alb and stole at Mass.

Ciborium: The container holding the consecrated bread, the Body of Christ, when it is reserved in the tabernacle.

Cincture: The rope worn around the waist of the server’s alb.

Corporal: The large white square cloth that is unfolded on the altar and on which the paten and chalice are placed. The purpose of the corporal is to respectfully catch any crumbs or drips of the Eucharist. The word comes from the word *corpus* meaning *body*.

Credens Table: The table in the sanctuary that holds the sacramental vessels used at Mass when they are not in use at the altar.

Cross Bearer: The “cross bearer”, is the server who carries the crucifix or cross in procession. The cross bearer will also serve the priest and deacon as needed during Mass.

Cruets: The small containers for the water and/or wine used at Mass.

Easter Candle: the tall, single, largest, candle usually located by the Baptismal Font. It is lit only during Easter time and for funerals and Baptisms.

Lectionary: The book containing the scripture readings of the Mass.

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Presider's chair: The chair from which the priest presides at Mass.

Purificator: The rectangular cloth used to wipe the rim of the chalice. These are also used along with a Communion Cup which contains the Precious Blood.

Roman Missal: The book containing the prayers of the Mass

Sacristy: The place in the church building where the priest and other ministers prepare before Mass and where the items used for Mass are stored.

Sanctuary: The place in the church building where the Altar, Tabernacle, presider's chair, deacon's chair, servers' chairs and ambo are found.

Sanctuary Lamp: the candle which burns in a red glass receptacle close to the Tabernacle to remind us of the presence of Christ in the Eucharist which is reserved there.

Tabernacle: The place where the consecrated hosts are kept in reserve for Communion to be distributed outside of Mass times.

“NICE TO KNOW”

Ambry: The place in the sanctuary where the HOLY OILS are stored. (next to the tabernacle)

Aspergillum: A wand with Holy Water in it that is used to sprinkle people as a reminder of baptism.

Boat: A small container for storing incense. It usually includes a spoon to scoop with.

Liturgical Colors:

- a. **Green:** Ordinary time
- b. **White:** Christmas, Easter, Feasts of saints (not martyred), funerals, weddings
- c. **Purple:** Lent, Advent (blue)
- d. **Red:** Pentecost, Holy Spirit, Feasts of martyrs, Confirmation

Luna: the device which holds the LARGE consecrated host for inserting into the Monstrance. The Luna is stored in the tabernacle when it has a consecrated host in it.

Stole: The band of colored material worn by the priest and deacon to symbolize their office. A priest wears his straight down in front usually under the chasuble; the deacon wears his hanging diagonally down from his left shoulder down to his right side.

Thurible/Censer: The vessel which holds lighted charcoal and into which incense is placed to be burned.

Thurifer: The person who carries and uses the Thurible.

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SETTING UP THE ALTAR

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