

# **SERVER BOOKLET**

for the

## **Saint Elizabeth Pastorate**

*Serving the communities of*

*St. Clement-Bankston, St. Patrick-Epworth,  
St. Joseph-Farley, St. John the Baptist-Peosta,  
St. John the Evangelist-Placid*

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PRAYER BEFORE SERVING

O JESUS, TODAY I HAVE THE OPPORTUNITY TO PRAY  
IN A VERY SPECIAL WAY  
BY SERVING YOU AND THIS PARISH  
AS AN ALTAR SERVER.

HELP ME TO DO MY MINISTRY WELL  
AND TO FOCUS ON YOU.

HELP ME NOT TO BE DISTRACTED  
AND TO DO MY BEST  
AS I HELP FATHER AND OUR PARISH  
AT THIS SPECIAL MEAL.

TODAY I OFFER MY MASS PRAYERS FOR:  
( *THINK OF WHO YOU WANT TO PRAY FOR* )

THANK YOU FOR THIS SPECIAL HONOR, AMEN!



## MINISTRY OF ALTAR SERVER

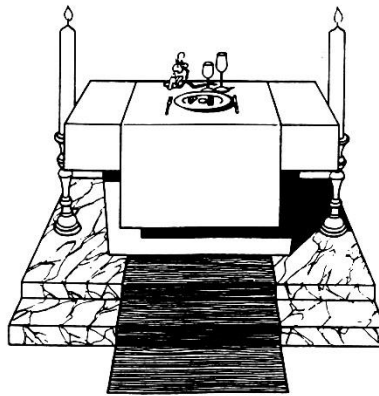
First of all, ***thank you!*** Your ministry of assisting at the altar is a great way to participate in the Mass as well as serve your parish. You are ALWAYS welcome to fill in serving no matter what parish you are at for Mass that day or weekend. The directions have been made pretty similar in each parish, so you should feel “at home” serving any of our five parishes. The server has an important role in the liturgy and your service is greatly appreciated! When you serve Mass you are serving God and his people. Because of this, remember to wear clean shoes, have clean hands, and *please, NO FLIP-FLOPS.*

### BEFORE MASS

- Try to be in the sacristy at least 15 minutes before Mass begins, in case there is anything special you need to know about the Mass that day, as well as letting the priest know that you are **HERE**. If you have not arrived by 10 minutes to Mass, you might be replaced. We don't want to be rushing to get ready. If you know you cannot be there, please request a sub through MSP or check the list and try contacting a substitute. Thank you!
- First, please wash and dry your hands! Choose a clean server's alb that is the right size for you- that means it should **cover your ankles**. Check with the priest about the color of cord for the day, as well as if there is anything “special” you need to know about that day, like a baptism.
- **The two “Main” servers always travel in pairs!** Move at the same time, bring things to the altar at the same time, set them down at the same time,

take things away at the same time, including washing of hands, etc...

- When bringing the bread and wine to the altar, never place it on the altar yourself. Wait to have the deacon or priest take it from you. Especially at the offertory, gifts are to be placed on the altar by the presider. The server who has large ciboria/plate with hosts should hold it until either the deacon takes it and hands it directly to the presider, or the presider takes it himself.
- Hands should be folded when processing if you are not carrying candles. It is never appropriate to have your hands in your pockets.
- Before Mass make sure the Missal (the large red book the priest uses at the altar) is at your place in the first pew. Also check to see that you have a hymnal in order to participate in the prayers and songs. Servers are first a part of the assembly of everyone gathered at church—so it is expected that you are singing and saying the prayers with everyone else!
- **Please light all the candles 10 minutes before Mass.**



# +How to serve at Mass+

## 1. ENTRANCE PROCESSION

The cross-bearer goes first, followed by the two servers, walking together slowly up the center aisle. You start up the aisle when the singing starts, (not when the music begins.)

On special occasions (Christmas, Easter, other Holy Days, you may be asked to carry in candles. The servers carry the two candles, which go in the stands next to the ambo. That means you have to bring them with you to the rear of the church, as well as matches for lighting them).

When you reach the head of the center aisle, each move to the side of the center aisle, stop and wait for the priest to genuflect.

- **If you are not carrying candles or the cross**, all genuflect at the same time.
- **If you ARE carrying candles or the cross**, simply bow your head.

The priest then goes to kiss the altar, and the servers go to place the candles in the holders at the ambo. Remember to always hold the candles straight, so that you do not spill wax on the carpet. The cross-bearer places the cross in the stand. **When you have done that, go to the front pew in** front of the Presider's Chair.

## 1. OPENING PRAYER

When the Presider (priest) says “Let us pray”, the crossbearer brings the Missal up for the opening prayer. **The same server does the book all through Mass.** Bring book to presider and he will open and set height. If you are shorter than the priest, stand in front of Father; if you are taller, stand to Father’s left and hold the book on your arm.

Taller servers (are great!) but should not stand in front of the priest or the people cannot see him! When Father is finished with the prayer, take the book back down to the pew with you. (*Do not put it on the altar*).

## 2. LITURGY OF THE WORD

During the readings and homily, please be seated and participate by paying attention. Join in the Responsorial Psalm. At the time for the Gospel, stand and join in the Gospel Acclamation. Generally, you join the assembly sitting or standing.

## 3. PREPARATION OF THE GIFTS

When the ushers begin taking up the collection, the servers go up to the credence table and the cross-bearer comes forward with the Missal and places it on the altar and removes the Book of the Gospel stand (if there is one). Afterwards the cross bearer waits with the other servers at the credence table. Servers should wait until the priest or deacon is at the altar; the cross bearer brings the chalice and the other servers bring the tray with the cups and purificators from the credence table to the altar.

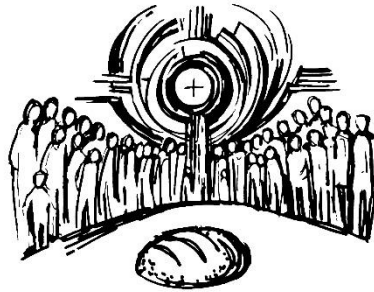
When the priest or deacon goes to the center aisle to receive the gifts, both servers come and stand next to him, one on each side. When the gifts are brought forward, one server takes the collection from the priest/deacon and sets it in front of the altar. Then one server takes the hosts from the priest or deacon; the other takes the wine. The server with the hosts goes to the altar and waits for the hosts to be taken by the priest or deacon. ***Please do not place them on the altar yourselves.*** The server with the wine waits at the side of the altar until the other server goes to the credence table and gets the cruet of water. If you bring cruets to the altar, have the handles facing the priest and stoppers out. Wait for the priest or deacon to finish pouring the water and wine in the cup/s, and then ***together*** return the cruets and/or wine pitcher to the credence table.



***After you return to the credence table, one server has the bowl AND pitcher; the other has the towel unfolded and ready to use.*** The cross bearer waits at the credence table/shelf at this time unless we have been using incense; then the crossbearer would be handling that. BOTH servers wait until presider dries his hands and THEN go back to the table, and then return to your place in the front pew.



At the **Holy, Holy** kneel on the first step of the sanctuary. The cross bearer is on the left side of the center aisle; the two other servers on the right side of the center aisle.



## 2. CONSECRATION AND BELLS

- While kneeling (after the Holy Holy), watch for the priest to hold his hands out over the gifts—ONE ring.
- Consecration is THREE rings each time. When the priest holds up the HOST at the consecration, ring the bells three times. Wait to put the bells down on the carpet until the priest genuflects. Allow the bells to “ring” by not smothering them too soon.
- When the priest holds up the chalice with the PRECIOUS BLOOD at the consecration after saying “Do this in memory of Me”, ring the bells three times. Again, wait to put bells down until priest genuflects.

## 3. LORD’S PRAYER

After the AMEN of the Eucharistic Prayer, please return to your place in the pew. **All servers will be receiving Communion first in line from your pew.**

### **1. AFTER COMMUNION**

After taking the communion vessels back to the credence table after Communion, the crossbearer (or one of the servers if there is not a crossbearer) goes to the altar and retrieves the Roman Missal and takes it back to the pew.



### **2. PRAYER AFTER COMMUNION**

After Communion the priest will be seated in the chair to make his thanksgiving prayer. When the priest stands and says “Let us pray”, the cross-bearer comes forward with the Missal for the post communion prayer, blessing and dismissal; then returns the Missal to the front pew. (Never put the book back on the altar!)

### **3. CLOSING PROCESSION**

Wait until the priest begins to move toward the altar during the final hymn. At that time, the cross-bearer goes to get the cross and the two servers get the candles from the altar (if they were carried in), and meet the priest at the head of the center aisle.

Wait for the signal from the priest/presider, then (if not carrying candles) genuflect, **or** (if carrying candles) bow your heads, and slowly process out.

#### **4. AFTER MASS**

Make sure the candles are extinguished, using the snuffer, so wax doesn't blow out onto the carpeting.

Empty the bowl and pitcher, bring the cruets, towel and anything else left on the credence table back to the sacristy and set them on the counter.

PLEASE carefully hang up and button your server's alb (and colored rope) and put it in the closet in order of size for the next servers. If the alb you wore is dirty and needs cleaning, give it to the priest or sacristan.

BEFORE LEAVING, ask the priest if there is anything else you can assist with.



## **TERMS EVERY SERVER SHOULD KNOW**

### **PURIFICATOR:**

- This is the small white linen “napkin” which the priest or communion minister uses to wipe the chalice after drinking from it.

### **CORPORAL:**

- This is a large white linen cloth put on the center of the altar upon which are set the chalice and paten for Mass.

### **CENSOR:**

- This is the vessel that is used to incense during the Mass. It is on a long chain and the priest uses it to swing. The smoke coming from it symbolizes our prayers rising to God. It is used on special occasions like Christmas Easter or at all funerals.

### **BOAT:**

- This is the small gold boat shaped vessels that hold the incense before it is placed on the hot coal in the censor. When the censor is used, so is the boat.

**EASTER (PASCHAL) CANDLE:**

- This is the very large candle, blessed at the Vigil of Easter and is in the sanctuary for all of the 50 days of the Easter Season. It is also used at all baptisms and at all funerals. Sometimes it is difficult to light or to extinguish. So ask the priest or deacon for help.

**MISSAL:**

- This is the large red book that the priest uses during the Mass. It is held by the server at the chair and placed on the altar by the cross-bearer when the collection begins. It is taken from the altar to the pew by the cross bearer at the Sign of Peace.

**LECTIONARY:**

- This book is used by the Lector and by the priest to proclaim the Word of God. It is also red and looks like the Missal, but it is on the ambo and the Lector brings this book to its place.

**BOOK OF THE GOSPELS:**

- This is the book carried in procession by the deacon and is placed in the stand on the altar. It is used by the deacon or priest to proclaim the Gospel.



**Revised September 5, 2019**