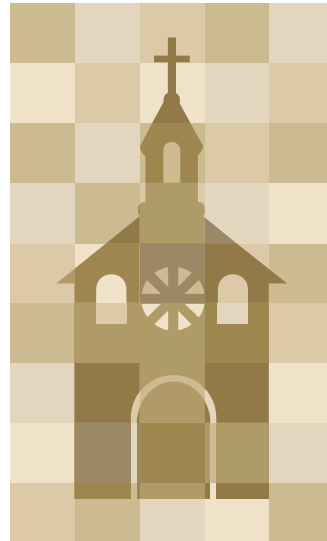


St. Theresa Catholic Church



**Altar Server
Guidelines**

September 2010

WELCOME . . .

... to the elite group of Altar Servers of St. Theresa Parish. You are a valuable member of the team of parishioners who serve Mass. Always remember that it is an honor and a privilege to serve at Mass. Thank you for deciding to become an Altar Server.

This booklet will help you with the things you need to know to serve Mass at St. Theresa Parish. Please read this information carefully, study it, and keep it as a handy reference.

You must know the steps of how to serve Mass to do a good job, so please learn these steps well.

Altar Server Coordinator:

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A SERVER'S PRAYER

Loving Father, creator of the universe
You call your people to worship.
To be with you and each other at Mass.
Help me, for you have called me also.
Keep me prayerful and alert.
Help me to help others in prayer.

Thank you for the trust you've placed in me.
Keep me true to that trust.
I make my prayer in Jesus' name,
Who is with us in the Spirit.

Amen.



Background

You and your ministry are a wonderful gift to the whole parish. Your presence on the sanctuary is meant to help us pray; to help us celebrate liturgy. Always take care to be present in a respectful, prayerful, and sincere manner. We will genuflect to the altar once upon entrance and once upon leaving. No other genuflecting or bowing is necessary; just maintain a focused presence on what is happening – respectful, prayerful and sincere.

When you pick up the binder be certain that the book is right-side up, and if possible, open it to the appropriate page. When holding the book, keep it as steady as possible and at a height that is comfortable for the presider.

Be sensitive to the needs of the presider; a glance or gesture from them should be all that is required to indicate that action is needed.

Throughout the liturgy, your posture should model that of the assembly. Avoid distracting movements such as playing with cinctures or tugging at albs.

Remember that your function is to assist with the liturgy without interrupting the prayer of the assembly. As with other ministers of the liturgy, your attitude is the example and your level of participation speaks volumes.

SERVERS SHOULD DRESS APPROPRIATELY:

Clothing: Dress Pants/Slacks, or for ladies - Knee-length dress skirts or dresses. No T-Shirts, Shorts or Jeans. You should look dressed up.

Footwear: Dress Shoes Only. (Heels are to be no higher than 1 inch). No Sneakers, Flip-flops, or Athletic Socks. All Footwear should look neat, presentable and dressy.

Hair: Should be neat and combed.

SCHEDULE

A reasonable attempt is made to schedule you for your preferred Masses. However, due to scheduling needs, you may occasionally be scheduled for any Mass, except for those at which you specifically indicate you cannot serve. Unless it is a hardship, servers will be occasionally scheduled to serve at the 7:30 AM Mass.

If you are not able to serve at your scheduled Mass, you are responsible for finding a substitute ahead of time. You can request a swap using the Web Terminal. If you do not get a response use the Altar Server Roster found on the Web Terminal to find a substitute.

Set-Up

Get your altar robe on and cincture.

Decide on jobs.

Light candles at the altar.

Assist with bread, wine, vessels if necessary. Ask sacristan if there is anything else needed.

Cross Bearer takes up the cross from its stand on the altar, carry it to the vestibule for procession. Do not take the cross outside, walk down the side aisle.

Procedures

BEFORE MASS

1. Servers are to be present in the sacristy 15 minutes before mass begins to assist in set-up, get dressed, communicate with other servers about responsibilities, have a moment to quiet yourself and prepare for this liturgy. It really is important that you be there for this 15 minute preparation time.
2. Please sign-in using the sheet provided, initial next to your name. If you are substituting, cross-out the name of the person you are subbing for and write in your name.
3. As soon as all is ready, go out to the vestibule/entry area with the presider to greet parishioners and prepare for procession. You may walk through the church, but please do so reverently.

ENTRANCE PROCESSION:

1. The cross bearer elevates the cross, being sure it's held vertical, and that the crucifix faces the front of church. You should begin processing in no sooner than after the first verse of the entrance hymn and no later than the beginning of the 2nd verse. The pace is not slow and not fast; you have to develop a feel for it. Servers 2 & 3 walk side by side behind the cross.
2. Proceed, well spaced, processional pace. Upon arrival at the first step, cross bearer will go directly up and to the back right of the altar to place the cross in its stand and then come back down and line-up on the right. The other two servers will line up on the right. Leave enough room in the middle for the presider,

lectors and at the 9:00 mass the Children's Liturgy of the Word Presenter. Genuflect reverently along with the presider. Then proceed up the steps to your chair with server 1 in the chair closest to the Presider.

3. Immediately, once the priest comes to the **CHAIR** the server who will hold the binder comes forward, picks up the binder from the stool by the priest's chair and stands close to the priest with the binder, standing at an angle so as NOT to be directly in front of the priest. The binder should be ready for the priest to open. After the priest concludes the opening prayer from the binder, close the binder and return it to the stool.

Greeting
Penitential Rite
Gloria
Opening Prayer

LITURGY OF THE WORD

1. **Server 1**, after the homily the presider will return to his chair. Be prepared to hold the binder for the presider.

Creed
Prayers of the Faithful

At the end of the prayers close the binder and place it on the stool.

LITURGY OF THE EUCHARIST

1. While the collection is being taken **Servers 2 & 3** will prepare the altar.

Sacramentary (to the left of the corporal)
cups, placed on the corporal along the top edge
purificators, placed next to the corporal on the right

2. After the collection has been taken the presider will come forward to receive the gifts. **Servers 2 & 3** will accompany him and assist with the gifts. If you are handed the bread or wine, carry it around to the altar holding it raised to eye level and place it on the corporal on the altar.
3. **Servers 2 & 3** return to the credence table. Both servers approach the altar, one server will carry the cruet of water. The second server will remove the empty wine decanter and stopper. When finished both servers return their items to the credence table.

4. **Servers 2 & 3** will bring the water, bowl and towel for washing the presider's hands. After he has washed his hands return the items to the credence table and return to your seats.
5. **DURING THE SIGN OF PEACE server 2** will bring the bowls from the credence table and place them on the left side of the altar.
6. During communion **servers 2 & 3** remove the Sacramentary and bread plate from the altar. Place them on the credence table.
At the 9:00 Mass, **server 1** will hold the glass bowl with the low-gluten hosts, standing between the presider and Eucharistic Minister in the center aisle. When empty place on sacristy counter

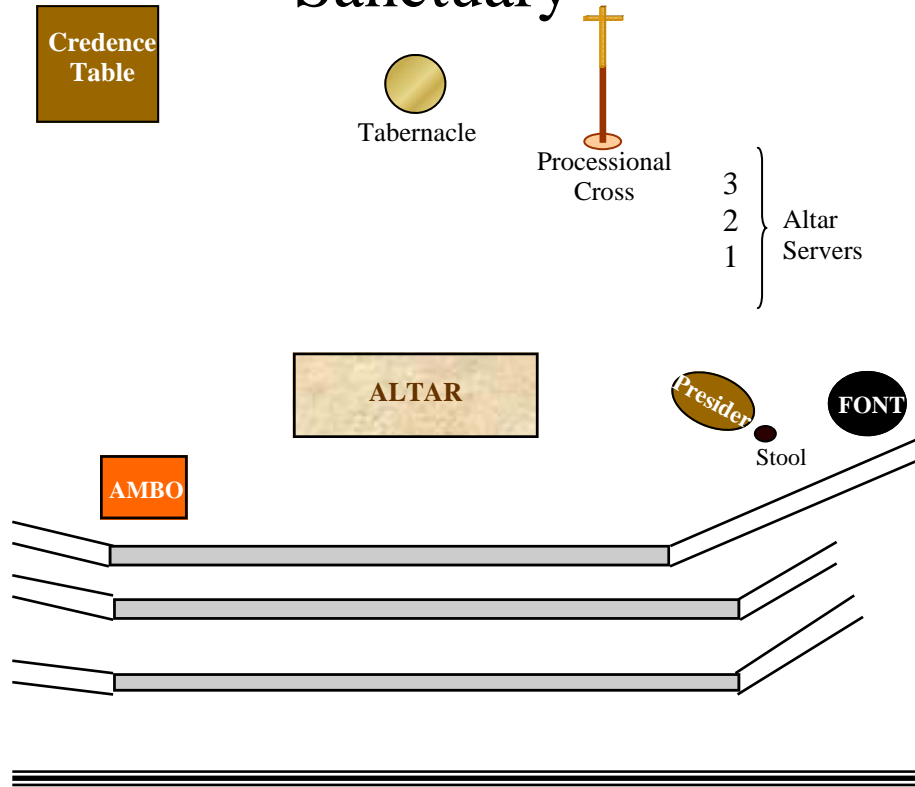
CONCLUDING RITE

1. After communion the presider will sit for a short period of time.
Server 1 should be prepared to hold the book for the presider when he stands.
Prayer After Communion
Announcements
Final Blessing
2. After the final blessing and sending forth the presider will go to reverence the altar. As he does this the Cross Bearer will go to get the cross. The other servers will move to the front with the presider, turn to face the altar, leaving enough room for the lectors to stand on either side of the presider. Genuflect with the presider and go forth in the same order as the entrance. Cross Bearer hold the cross high. Return the cross to the sanctuary using the side aisle. Do not take the cross out of the church.

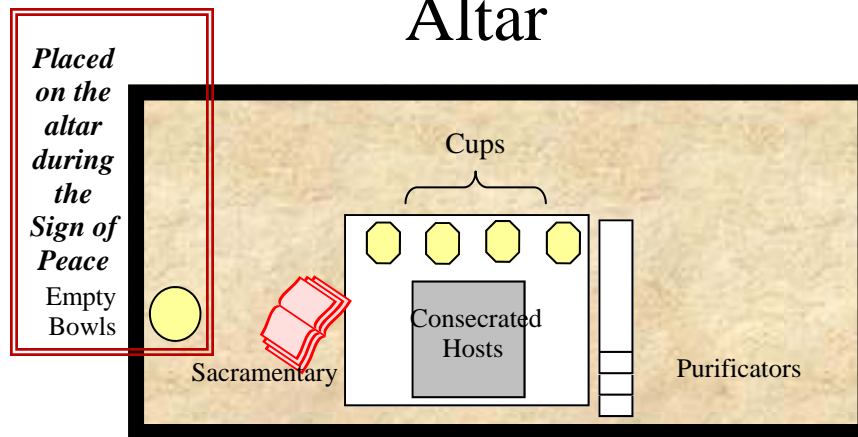
AFTER MASS

1. Extinguish candles, clear all vessels, tray for cups, cruets and hand washing items from the table and place in the sacristy.
After the Saturday Mass and final Sunday Mass the servers remove the Sacramentary, Lectionary and Book of the Gospels.
2. **All albs must be returned to the closet and HUNG-UP neatly IN SIZE ORDER. Cords are to be hung on the holder on the wall.**

Sanctuary



Altar



GLOSSARY



ALB — The white robe that the priest and servers wear.



ALTAR—Table at the center of the sanctuary.



ALTAR CANDLE—The candles placed on either side of the altar. They are lit before Mass and extinguished after Mass.



AMBO—The place from where the Scriptures are proclaimed and the homily is given.



BAPTISMAL FONT—The “pool” of Holy Water used for baptism



BOAT— Metal container where incense is kept for priest to put in censer.



BOOK of the GOSPELS— The Book of the Gospels contains the Gospel readings and is carried in and placed on the altar during the entrance procession.



BINDER—Book of prayers used by the Presider at his chair.



BOWL—For holding the consecrated hosts. Also “ciborium” is a little deeper and has a lid for hosts to be kept in the tabernacle.



BOWL, JUG, TOWEL—used by the altar servers for the ceremonial washing of the presider's hands during Mass.



Censer—(Thurible) Metal bowl shaped container on chain in which charcoal and incense is placed.



CHALICE (CUP) - Vessel or cup used for holding the wine at Mass.



CHARCOAL—is lit and placed in censer (Used at funerals and special liturgies).



CHASUBLE—The outer garment worn by the presider. It is always a liturgical color (green, red, white, violet, ret).



CINCTURE—rope “belt” that is tied around the alb.



CORPORAL—Large white napkin size cloth that is placed on the altar and on which the cup and plate with hosts and wine are placed during the Liturgy of the Eucharist.



CREDENCE TABLE—The table by the entrance to the Sacristy on which the cups, plates, water cruet, bowl, towel and Sacramentary are placed before Mass begins.



CRUET—small container used for water.



DECANTER—Large glass container used to hold the wine.



GIFT TABLE—Table near church entrance doors where the Offertory gifts are placed.



HOLY OILS—The pedestal contains the Oil of the Infirm, the Oil of Catechumens, and the Sacred Chrism.



HOST—Altar bread consecrated for communion at Mass.



INCENSE—Incense is placed inside the censer, The heat from the charcoal in the censer allows the smoke to rise.



LECTIONARY—Book containing the Scripture readings for Mass.



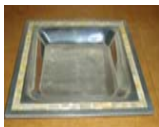
OFFERING BASKET—The Sunday offering is placed in the basket and the basket is placed on the floor in front of the altar.



PASCHAL CANDLE—also known as the Easter Candle, it represents the light of Christ. The candle is blessed each Easter vigil and is used during the Easter season, funerals, and Baptisms.



PEWS—The bench-like seats in the main body of the Church.



PLATER—The container that holds the hosts that will be consecrated during the Liturgy of the Eucharist.



PRESIDENTIAL / PRESIDER'S CHAIR—The chair where the priest sits, it is the tallest of the chairs in the sanctuary.



PROCESSIONAL CROSS—a cross or crucifix carried by the server in the procession in and out.



PURIFICATOR—The linen towel the priest and Eucharistic Ministers use to dry the chalice or communion cup.



SACRAMENTARY—The red book used by the priest for the prayers during Mass. It is placed on the altar.



SACRISTY—The room next to the Sanctuary where the priests, Altar servers and other ministers prepare for Mass.



SANCTUARY—The whole area above the steps where the Altar, Ambo, etc. are located.



SANCTUARY CANDLE—The candle that burns near the Tabernacle to remind us that Christ is present in the reserved Eucharist.



TABERNACLE—The gold “safe” in which the Blessed Sacrament (Consecrated hosts) is stored.



VESTIBULE—The back of the Church where the main entrance doors to the Church are located. Where the Entrance procession

Using the Web Terminal

This technology allows you to log in from your home computer and view your schedule, request substitutes and volunteer to fill others' sub requests, and update your personal information and scheduling preferences.

The Web Terminal pane is made up of five tabs. When you log in from home, you will see the five tabs on your web browser. Each tab has its own content. You can switch between the content for the different tabs by clicking on the tabs' names. The content of each tab is fully customizable, but each tab has an intended purpose.

- **Home:** This tab is initially visible to you when you log into the terminal. By default, it contains a brief description of the Web Terminal.
- **My Schedule:** This tab is where you can view your personal schedule. By clicking on the “request swap” link next to one of your scheduled positions, you can request that somebody take your place at that time. This tab also contains a list of all the positions for which swaps have been requested by other ministers. By clicking on the “volunteer now” link next to the swap request position, you can volunteer to fill that position.
- **Full Schedules:** This tab is where you can view the full ministry schedules. These schedules are updated in real time as swaps or other changes are made to the schedules.
- **Rosters:** This tab is where you can view rosters of fellow ministers. The roster contains the minister's names, phone numbers and email addresses. Like the full schedules, these rosters are updated automatically when information in the database changes.
- **My Profile:** This tab is where you can view and request changes to your personal settings, contact information, ministry qualifications, service time preferences, preferred serving frequency, and can't serve times.

