



## *Cathedral of the Sacred Heart Guidelines for Servers*

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### **Ministry Of Server (Acolyte)**

The ministry you perform at Mass and other liturgical functions is an extremely important one for the priest or Bishop and for the People of God. Therefore, it is a ministry that must be taken very seriously. It is truly a ministry of service - demanding all your attention when acting in this role. The following instructions and directions are intended to help you fulfill your ministry in a respectful and reverent manner.

#### **Qualifications**

1. I have been baptized Catholic and have made my First Communion.
2. I know the order of the Mass.
3. I prayerfully participate in the Mass on a regular basis.
4. I am participating in some manner in the Faith Formation Program.
5. I have self-control and self-discipline.
6. I am dependable and on time for my assignment.
7. I am a good listener and can follow directions.
8. I am willing to learn.
9. I am respectful of others.
10. I am willing to dress appropriately for Mass.

#### **Responsibilities**

- a. Attend training and updating sessions.
- b. Know when you are scheduled.
- c. Be able to serve two weeks in a row during assigned month.
- d. Willing to serve at the same Mass time
- e. If unable to serve, you must find your own replacement from the list of active servers.

Don't just not show up and expect someone to fill in for you.

- f. Know the names, uses and placement of the items used in the Mass.
- g. Know and perform the all requirements of the server.
- h. Get to know the other servers by name.
- i. Get to know the priests and the Bishop and their preferences.
- j. Check in each week.
  - ✓ Sign in on the list.
  - ✓ Talk with the Presider. Ask about any special instructions.
  - ✓ Talk with your fellow servers and agree on the jobs each of you will do during the Mass. Try to rotate responsibilities.
- k. Take proper care of liturgical items including your alb and cincture. Make sure they are hung back up and nothing is on the floor. If you Notice the alb needs cleaning, place on the hook of the cabinet and leave a note.
- l. Prayerfully participate in every service.
  - Sing, pray the responses, listen to the Word of God and the homily, receive Communion.
  - You may choose to participate in the Children's Liturgy of the Word in the pavilion. Just come back into the sanctuary in time to perform your duties.
- m. Be willing to learn new things and mentor new servers.

## Before Mass

- Be in the sacristy at least **20** minutes before the beginning of the Mass or other service. (This may be earlier if you are going to be helping with a special function - especially when the Bishop is present.)
- Check your name off on the assignment sheet on the bulletin board.
- Pick out an alb that comes down to the top of your shoes. Long pants or a dress (skirt) are always to be worn. Sneakers or sandals (flip-flops) should not be worn while serving. Make sure you are not wearing any prominent patterns that would show through your alb.
- Check with the Presider celebrating Mass to see if there is anything special taking place that day. eg. Lighting of the Easter Candle or Advent Wreath
- Decide who will perform each of the server roles. Servers can perform more than one role if necessary.
  1. Cross bearer
  2. Book bearer
  3. Assist with setting of the altar
- Get vested **10** minutes before Mass begins and light the candles at the altar, the ambo and at the Eucharistic tower.
- There is never to be any horseplay or loud talking in the sacristy. Sound carries out to the people in the church.
- As soon as the priest is ready to go to the back of the church, you will go back with him.

## During Mass

- The order of the procession up the aisle is as follows for a typical Sunday Mass:

***Processional Cross***  
***Servers (book bearer)***  
***Priest (Presider)***

When the Gathering Hymn begins, start walking down the center aisle reverently.

- The **Cross Bearer** carries the cross to the top step of the sanctuary, turns around and faces the people until the presider or bishop bows to the crucifix. The Cross Bearer then returns the cross to the stand in the sacristy.
- The **Book Bearer** remains at the bottom step of the sanctuary. When the presider or bishop bows to the crucifix, you bow with them, give them space to enter the sanctuary first, then proceed to your place.
- Each server should keep his/her eyes on the Priest (presider) or the Deacon at all times. Pay attention!
- As the presider sings or says, "***Let us pray,***" move quickly and smoothly to hold the binder or sacramentary, standing in front of the presider. When the presider has finished reading or singing the *Opening Prayer*, return to your place. If you wish to participate in the **Children's Liturgy of the Word**, you may do so. Otherwise, remain in your place, participating in the liturgy, until the presider and people sit for the ***Preparation of Gifts***.
- When the presider and people sit, bring the **corporal** to the altar. Place it in the center of the altar and unfold it - seeing that the thread seams are on the bottom. If the Gospel book stand has not been removed, remove it at this

time and place on table behind the presider's chair.

- Next, bring the sacramentary (red book) to the altar.
- Bring the large chalice and one purificator to the altar. Place the chalice toward the center of the altar with the purificator to the right of the chalice.
- Bring the other four cups and purificators and the paten (bowl) with the extra hosts to the altar and place on the corporal.
- Bring the cruet to the altar and place at the right corner of the altar. Return to your places until the presider goes to the bottom of the sanctuary steps to receive the gifts.
- Go to the sides of the presider to receive the gifts. Both wait at the sides of the presider until all the gifts have been received.
- The server with the **hosts** goes up the steps to the left (ambo) side of the altar, and places the hosts on the left side of the altar. Then proceeds to the credence table and picks up the pitcher and towel, waits to wash the presider's hands.
- The server with the **wine** goes to the right (presider's chair) side of the altar, and places the wine on the right side of the altar. He/she steps back and waits for the presider to pour water from the cruet into the chalice, then the server removes the cruet and flagon from the altar and takes them into the sacristy. The other server immediately picks up the lavabo bowl.
- Both servers go immediately to the presider. When the presider holds his hands over the bowl, pour water on them until he lifts them up. Hand him the towel, then when he is finished drying hands take the towel back, make a

slight bow to the presider and return the towel, bowl, and pitcher to the sacristy.

- Remain in your places by your chair during the Eucharistic Prayer. Following the singing of the “**Holy, Holy**” please kneel when the assembly kneels. Remain kneeling until the assembly stands. When the Eucharistic Ministers come into the sanctuary during the singing of the “**Lamb of God**”, you may then move to the area behind the altar for the reception of communion. Then return to your places. Do not go into the sacristy and engage in conversation. You are to remain in the sanctuary during communion. Keep in mind that there should be as little movement as possible. Sing the communion hymn.
- When the presider goes down to serve communion the **Cross Bearer** removes the sacramentary from the altar and places it on the credence table.
- After the presider has cleared the Altar and returned to his seat, both servers approach the altar and fold the corporal, place the corporal on the credence table. They will need to stand to the side as the presider and Eucharistic Ministers purify the vessels, then return to their seat.
- After the blessings, when the presider asks everyone to stand for the final blessing the **Cross Bearer** goes to sacristy to retrieve cross, stand in doorway until the presider reverences (kisses) the altar. Then move to the front of the altar (on the top step) with the processional cross until the presider reverences it. Then proceed down the steps and either down the center aisle or into the pavilion. The **Book Bearer** remains in seat until the presider has revered the altar -

follows the presider down the steps and stands on the ambo side facing the altar. Reverence the cross when the presider does and follows the cross out.

- Under no circumstances are the servers to handle the collection. That is the responsibility of the Hospitality Ministers (ushers).

### After Mass

- Return to the sacristy, hang up your alb and fasten the snaps so they remain on the hangar.
- When extinguishing the candles after Mass, be sure not to push the wick into the liquid wax. Never blow out candles. It causes the wax to fall on the altar cloths or the floor.
- Know where the following items can be found in the sacristy:
  - Corporals** – credence table – right drawer
  - Purificators** – credence table – left drawer
  - Hand towels** – credence table – right drawer
  - Tabernacle key** – sacristy – key door
  - Ciborium & Chalice** – sacristy
  - Lights and Sound System switches** – sacristy by the door by the ambry
  - Batteries** – second drawer marked priests’ stoles

### Special Instructions when the Bishop is present

- The Bishop will use both the binder and the sacramentary. Be prepared to hold whichever book he prefers.
- The Bishop prefers to have the giftbearers bring the gifts to him at his chair. You need to stand next to him to take whatever gifts he hands you. Then proceed to take the gifts to the altar as usual.

- The Bishop will remove his zucchetto at the beginning of the Eucharistic prayer. If a Deacon is not present, you need to take the zucchetto from the altar and place it on the seat of his chair (Cathedra).
- In addition to washing his hands at the Preparation of the Gifts, he also wishes to cleanse his hands after communion. After he has purified the vessels and sits down, come forward to his chair with the lavabo bowl, water pitcher and towel and repeat the process as before. The Bishop will be seated during this time.

### Terms to be familiar with

#### **Alb**

This is the white vestment worn by the servers in their ministry. It is similar to the priest’s alb but has a cowl (hood). It is usually fastened around the waist with a cincture.

#### **Cincture**

This is a long white cord used for fastening albs at the waist. It holds the alb in place and is used to adjust it to the proper length.

#### **Stole**

A stole is a long cloth “scarf” often ornately decorated, of the same color and style as the chasuble. According to the manner in which it is worn, it is a mark of the office of a priest or deacon. A priest wears it around the neck, letting it hang in front. A deacon wears it over his right shoulder and fastened at his left side.

#### **Chasuble**

The sleeveless outer vestment, slipped over the head, hanging down from the shoulders and covering the stole and alb. It is the proper Mass vestment of the

priest and its color varies according to the liturgical season or Mass of the Day.

### **Ciborium**

This is a cup-like vessel (usually large) with a lid. It contains the hosts (Blessed Sacrament) that are reserved in the tabernacle. It is brought to the altar when there is a need for more hosts for communion.

### **Chalice and Communion Cups**

These are the vessels that the priest uses on the altar at the time of consecration. They are brought to the altar at the time of the Preparation of the gifts. The communion cups already have wine poured into them (**when there is no Deacon**) and must be carefully carried to and placed on the altar.

### **Cruet**

This is the small bottle that contains water to be used during the consecration. It is brought to the altar at the same time as the chalice and communion cups.

### **Paten**

This is a plate or bowl that contains the hosts which will be consecrated for communion. It is brought forward along with the flagon by the giftbearers during the Presentation of the Gifts and placed on the altar.

### **Flagon**

This is the carafe-like vessel used to hold the wine which will be consecrated at Mass for the communion of the people. It is brought forward along with the paten by the giftbearers during the Presentation of the gifts and placed on the altar.

### **Censer or Thurible**

The metal container extended from a chain in which the charcoal and incense are burned for liturgical ceremonies. It has a lid which can be raised.

### **Boat**

This is a small metal container which holds the incense to be put in the censer (thurible). It has a cover and comes with a small spoon.

### **Aspergillum**

Also called the holy water sprinkler, it is a perforated metal ball or tube on a handle which holds the holy water used by the priest to sprinkle the faithful or articles to be blessed. It is kept in a small metal bucket with a handle.

### **Zucchetto**

The small round skullcap worn by the Bishop. The zucchetto's color is magenta (pink violet). It is worn at Mass, except during the Eucharistic Prayer or during Benediction of the Blessed Sacrament.

### **Miter**

The liturgical headdress which is worn by Popes, Cardinals and Bishops. It is removed when the Celebrant prays. The points symbolize the tongues of flame that rested on the heads of the disciples on the day of Pentecost and the streamers represent the everlasting water the Christ offers to each believer.

### **Cope**

The cope is a long vestment with a hood worn for special celebrations.

### **Crosier or Pastoral Staff**

A hooked staff carried by the Bishop. It represents a shepherd's staff. It is a reminder of Jesus, the Good Shepherd. The Bishop carries it because he is called to be a good shepherd to the people in the Diocese. It is a symbol of authority and strength.

### **A Server's Prayer**

*Loving God, your Son Jesus showed his love  
by serving others.  
Help me as I serve you and your people.  
Open my ears to hear your Word.  
Open my mouth to praise and thank you.  
Open my hands to do your work well.  
Help me to know what I should do and do it well.  
Help to serve reverently at your holy altar  
and so give you praise and glory.  
Amen.*

Thank you for sharing  
Your time and talents  
with us!  
Our parish family is  
blessed to have you say  
"yes" to the Ministry  
of Server!