

# JUST A LITTLE *Reminder*

**If you cannot serve your assignment,  
PLEASE CONTACT A SUBSTITUTE!**

Write the names and phone numbers of those you can call below. You will find them on the quarterly ministry schedule by the church doors.

Name:

Phone #:

_____	_____
_____	_____
_____	_____
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_____	_____

# The Ministry of **SERVER**



**Saint Mary Church  
Solon, Iowa**

**January—2015**



## THE MINISTRY OF SERVER

God calls everyone in the Church to use the special gifts he has given with joy and generosity.

I thank you very much for hearing God's call to be a server at Mass and saying "YES."

Your special service at Mass is called "ministry" because you are serving God and his people by helping the priest and all who worship to praise God in the very best way we can.

As you give yourself to this special ministry know that you also receive God's help and blessing.

Your ministry has a long tradition. A youth named Samuel served the Jewish priest in the temple over 700 years before Jesus. You can read about him in the Old Testament book of 1 Samuel, chapter 3.

May God indeed bless you as together we lead families in prayer at Mass and many other celebrations of the Church. *Father Tim*

## **PREPARING TO SERVE AT MASS BEGINS AT HOME**

Our actions and appearance tell others a lot about how we are feeling inside. At Mass our actions and appearance should show that we love God and his people.

Here are a few tips to help you get ready at home when you are scheduled to serve Mass:

- Get a good night's sleep
- Bring along a clean face and hands
- Make sure your hair is combed
- Wear clean shoes and socks
- Wear "dress up clothes" – no torn jeans, tee shirts, etc.
- Put a Kleenex or handkerchief in your pocket if you have the sniffles.

### **A PRAYER BEFORE SERVING**

**Father in heaven,  
your Son, Jesus Christ, showed his love for you  
by serving the needs of his brothers and sisters.**

**I now ask you to give me your help  
as I serve you and your people.**

**Open my mouth to praise you in word and song.  
Open my ears to hear your Word  
Open my hands to do your work well.**

**Help me to serve reverently at your holy altar  
And so give you praise and glory,  
Now and for ever. Amen.**

## THINGS USED AT MASS AND OTHER CELEBRATIONS:



### ALB

The sacred vestment common to all liturgical ministers. It is full length and is white or off-white in color to represent the dignity of the baptized. It is a reminder that through baptism we “put on Christ.”



### CHASUBLE

The outer garment worn by the priest at Mass. Its color matches the liturgical season or feast day. The **STOLE** is a long band worn over the neck symbolizing liturgical leadership

- GREEN** ... Ordinary Time
- WHITE** .... Easter Season & Saints  
Christmas & Easter
- RED** ..... Pentecost & Martyrs
- PURPLE** ... Lent & Advent



### MISSAL

The book of the official prayers prayed by the priest at Mass. A similar book called the **LECTIONARY** contains the scripture readings used at Mass.

**# 3**

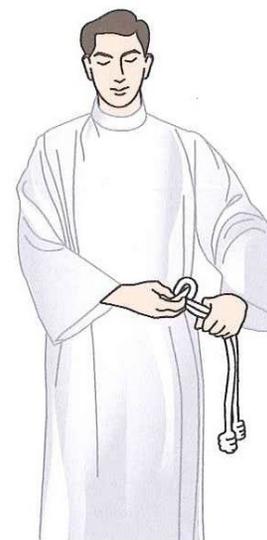


Grab knotted end with your right hand



Slip knotted ends through loop (where left hand is making sure that single loop is on top of double cincture.) Feed knotted ends through loop from top to bottom

**# 4**



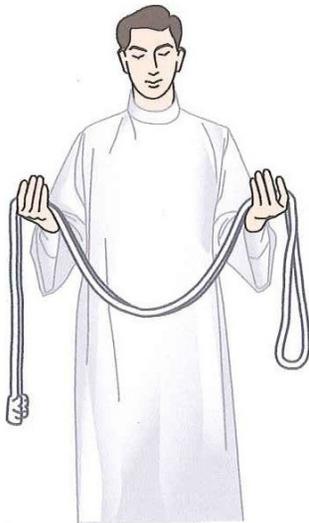
Drop loop and then tighten around waist



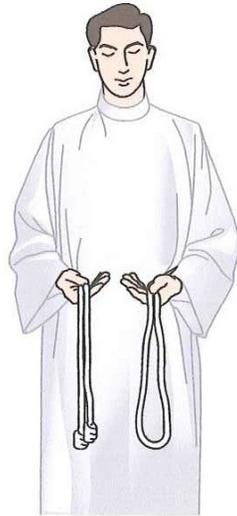
Knot is on left hip

# HOW TO TIE A ROPE CINCTURE

**# 1**

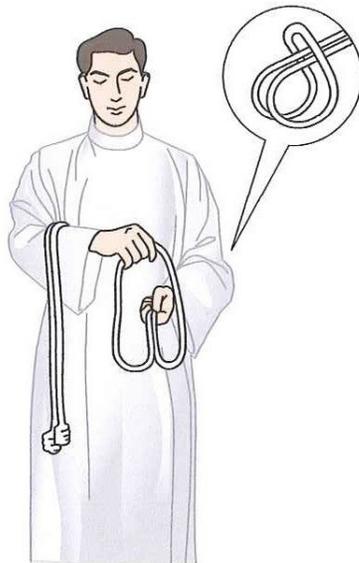


Fold cincture in half



Wrap around waist with knots on your right side

**# 2**



Grab end of loop made by the fold and overlap as shown



Using right hand, slip loop over left hand, keeping hold of cincture

## THE GATHERING AREA:



### **BAPTISM FONT:**

The pool where adults and children are immersed in the waters of Baptism.

### **PASCHAL CANDLE**

(Easter candle): The large decorated candle next to the font. It is blessed and lighted at the Easter Vigil to symbolize Jesus as the light of the world. It is lighted during the Easter season, and at baptisms and funerals.



### **AMBRY;**

The cabinet that contains the Holy Oils used in three sacraments: **Sacred Chrism** for Baptism, Holy Orders and Confirmation. **Oil of Catechumens** for those preparing for Baptism. **Oil of the Infirm** for the sacrament of Anointing the Sick.





## ALTAR

The holy table where bread and wine become the Body and Blood of Jesus. As a symbol of Jesus' sacrifice, we **bow to the altar** at the beginning and end of Mass.



## AMBO (or Lectern)

The reading stand where the scripture readings are proclaimed, the psalm is sung and the homily is given.

## THE PROCESSIONAL CROSS:

A crucifix mounted on a pole that is carried during processions. It symbolizes that we are called to always follow Jesus each day.



## EUCCHARISTIC CHAPEL:

The holy room where Holy Communion is kept after Mass. The special container is called the **TABERNACLE**. Jesus' Body and Blood is kept after Mass so that the Priest, Deacon or eucharistic ministers may take Holy Communion to the sick and those in the hospital. The chapel is also a place of quiet prayer.

## A FEW TIPS FOR SERVERS:



**HOLDING THE WATER CRUET:** As you bring the cruets to the priest or deacon to put wine and water into the chalices, hold the water cruet with the **handle facing the priest/deacon**. It is much easier for him to take the cruet from you that way.

**WASHING PRIEST'S HANDS:** One server holds the bowl with both hands. Put the towel over your arm. **Hold the bowl at the priest's waist**. The other server holds the pitcher. Pour lots of water over the priest's hands.

**LIGHTING CANDLES:** After lighting the candles, pull the wick back into the candle lighter to extinguish the flame.

Then **push it out again** so it doesn't get stuck.

**Push the wick OUT**



**EXTINGUISHING CANDLES:** Hold the cup of the lighter over the metal candle follower. Try not to push on the candle follower because it smashes the candle.

**HOLDING THE MISSAL:** Pretend you are a human bookstand. Hold the bottom of the book with your hands. Let the top of the book rest on your chest.

### DURING THE SIGN OF PEACE:

Put 3 silver communion bowls on the altar.

### HOLY COMMUNION:

Servers and cross bearer receive Communion at your pew. Receive from the Cup at the chapel doors.

### AFTER HOLY COMMUNION:

When the priest or deacon goes to the credence table bring him:

- Communion bowls from the altar, and
- Folded corporal

Put the Missal back on your server pew..

### PRAYER AFTER COMMUNION:

When the priest says, "Let us pray", the cross bearer holds the Missal for the priest.

### EXIT PROCESSION:

As soon as the people begin to sing:

- Cross bearer stands in center aisle with cross, facing the altar.
- Two other servers stand in the center aisle between the cross bearer and the altar. (All face the altar)
- Priest goes to center aisle and bows to the altar.
- Cross bearer leads procession to the lobby.

### AFTER MASS:

- Carefully extinguish candles using the candle lighter.
- Put the processional cross back in its stand
- Hang up albs and cords neatly
- Ask the priest if he needs any help



### CHALICE

The cup the priest uses at Mass. It is usually lined with gold or silver since it holds the Blood of Christ.

### COMMUNION BOWLS

The metal dishes used to distribute Holy Communion. The larger bowl is used to bring the bread to the altar during the Presentation of Gifts.



**PATEN** Small plate used to hold Host during the celebration of Mass



### CRUET

Small glass bottles. One contains the wine and is brought to the altar during the Presentation of Gifts. The other contains water the priest pours into the chalice of wine at the altar.



### PITCHER AND BOWL

To wash the priest's hands.



**CORPORAL** (Placemat) Large cloth where the chalices and bowls are placed during Mass.

**PURIFICATOR** (Napkin) Small cloth used to wipe chalices.



### MONSTRANCE

A tall vessel used to show the Blessed Sacrament host. It is used in a special celebration called "Exposition and Benediction of the Blessed Sacrament."

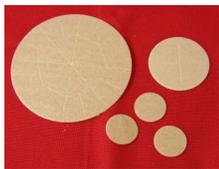
### SPRINKLER (Aspergilla)

Used to sprinkle holy water on people or articles to be blessed.



### CENSER (Thurible) and BOAT

The **censer** contains lighted charcoal. The **boat** is a small container for the incense that is sprinkled on the hot charcoal to make sweet-smelling smoke.



### ALTAR BREAD (HOSTS)

The bread that becomes the Body of Christ. It is made from wheat flour and water.

### CREDENCE (Server's) TABLE

The table behind the altar with the various items needed for Mass



## RECEIVING THE GIFTS:

After the altar is set, the cross bearer walks to the back of the church with the processional cross. Use the side aisle.

When the priest or deacon stands in front of the altar to receive the gifts:

- Servers stand on either side of him
- Cross bearer leads the people carrying gifts to the altar and puts cross in the stand. Then returns to the pew.
- Priest or Deacon gives one server the collection basket
- who places it on the floor in front of the altar.
- Priest/Deacon gives the other server the cruet of wine.
- The server with the wine goes to the altar.
- Other server goes to credence table to get the water cruet and then to altar.
- Priest/Deacon takes bread bowl with him to the altar.
- Servers bring wine and water cruet to the priest/deacon. Hold the cruet with the handle facing him.
- Priest / Deacon places wine and water into the chalices.
- Servers return to the credence table with water & wine cruets.

## WASHING HANDS:

- + One server holds the bowl with the towel over his/her arm. Hold the bowl at the priest's waist.
- + The other server pours water over the priest's hands.
- + Servers return pitcher, bowl and towel to the credence table and sit down.



## EUCCHARISTIC PRAYER:

**KNEEL** at the step during the prayer.

**RING THE BELL** During the ENTIRE elevation of the bread (host) and then the wine (chalice). *Continue ringing the bell until the bread is lowered and then later, until the wine is lowered.*

## OPENING PRAYER:

When the priest says, "Let us pray" the **cross bearer** gives the Missal to the priest. He will open to the correct page and give it to you to hold. At the end of the prayer take the Missal back with you to the front pew.

## THE LITURGY OF THE WORD:

Listen to the scripture readings. Be attentive to what the reader is saying. The readings are the word of God, so listen carefully. Sit and stand as the people do.

## THE LITURGY OF THE EUCHARIST.

When the ushers begin the collection — remove the plastic bookstand and put on the bottom shelf of the credence table.

Then place these items on the altar, and return to your pew.  
*ALL THREE servers assist in setting up altar*



Missal

Paten

Silver Chalice

2 Corporals

2 chalices

3 purificators

## YOUR POSTURE AT MASS IS IMPORTANT!

Know what you are to do and do your very best for God. Remember to listen, sing and pray with everyone who has gathered to worship God. You and the priest are examples for the people to follow.

**WALKING:** Walk with your back straight and your head held high. Don't walk like a stiff soldier or lumber around like a grizzly bear. Unless you are carrying something, fold your hands the same way the priest does.

**BOWING:** Bend your body deeply at your waist, and bring yourself slowly to your full height. Be smooth.....

**GENUFLECTING:** Keep your hands folded when you kneel on your right knee. Keep your body upright. Be sure your alb isn't going to catch on your shoe on the way up.



**STANDING:** Stand straight with both feet firmly on the floor. Don't lean against the furniture or walls.

**SITTING:** Sit tall and don't slouch. Place your hands on your lap in a relaxed manner.



**EYES:** Look toward the place where the action is happening — the priest, the reader, and even the people. When you talk to someone you want that person to look at you, right? The same is true at Mass.



**KNEELING:** Kneel during the Eucharistic Prayer on the altar step. Your attention should be on the action that is taking place at the altar. Fold your hands as you kneel.

**ARRIVE AT CHURCH  
and BE DRESSED TO SERVE  
AT LEAST 10 MINUTES EARLY.**



**In Vesting Sacristy:**

1. **Sign-in** on the ministry schedule
2. **Put on an alb.** Make sure it is long enough to *touch the top of your shoes.*

Make sure these items are **on your server table:**

- 1 silver chalice and 2 gold chalices with wine in the 2 gold chalices.
- Gold paten
- 3 small communion bowls
- 4 purificators
- 2 corporals—large & small
- Bowl and Pitcher to wash hands
- Hand towel
- Cruet of water

**On the altar:** Plastic bookstand, for Gospel Book

**By the baptism double-doors:** Processional Cross

**At your pew:**

- Missal
- Hymnals
- Prayer Card

**Light the two altar candles.** During the Easter season, and when there is a baptism during Mass, light the Easter candle by the baptism font.

**SERVING AT MASS**

**The Entrance Procession:**

When the people begin to sing walk in this order:

- Cross bearer
- 2 Servers (side by side) - carrying candles
- Deacon or Reader with Book of Gospels
- Priest

Keep two pews between each person so we are not all bunched up during the procession: **WALK IN SLOWLY**

- **Cross bearer:**  
processes to altar; (does **NOT** bow to the altar); continues walking and puts cross in the stand; place candles on table, then stands by side pew.
- **Other servers**  
process to altar; **BOW** immediately to altar, stand by side pew.
- **Deacon or Reader**  
processes to altar; (does **NOT** bow to the altar); places Book of Gospels on the plastic stand; then goes to pew with family.
- **Priest**  
processes to altar; **BOWS** to altar; kisses altar; goes to the presider's chair

**THE ENTRANCE RITE:**

**Sing the opening song with the people when you reach your pew** The hymn number is on the board in the choir area. Pray all of the prayers with the people. Use the hymnal if you need help.