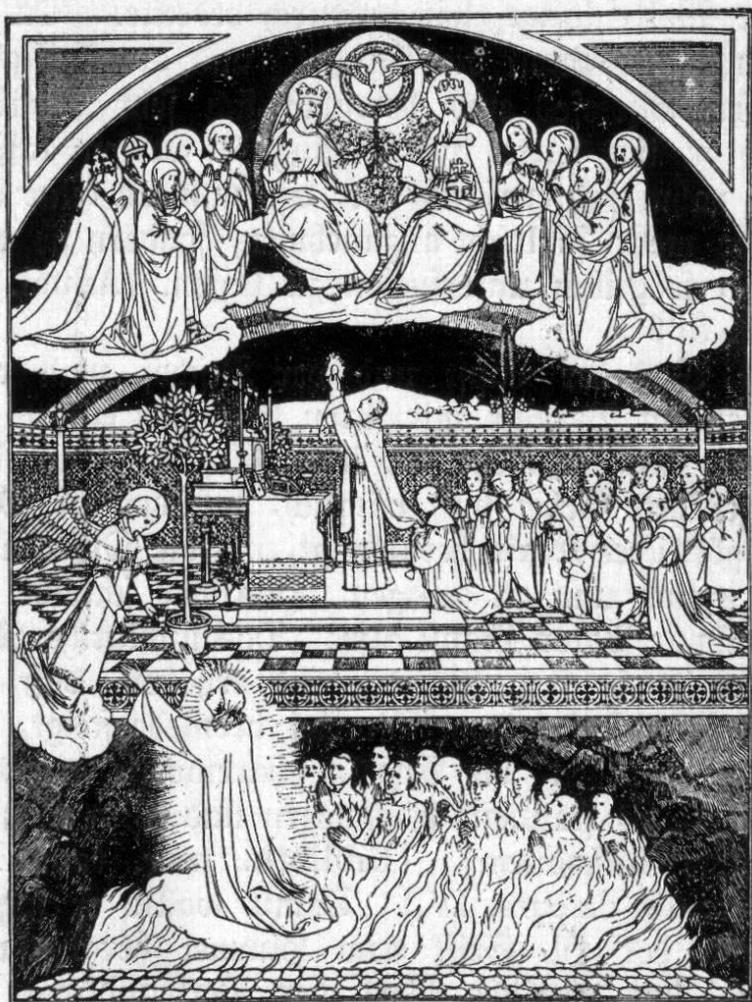


Clermont Catholic Communities

Server Manual

2016



Chapter 1: Best Practices

- 1) Arrive at Church **15 minutes** prior to the start of mass. It gives you plenty of time to get ready.
- 2) Pick an alb that is the right size for you.
- 3) Wear nice shoes/sneakers.
- 4) Wear appropriate clothes. T-shirts with images or words can often show through the server robes.
- 5) Please do not bring food or drinks into church (including gum).
- 6) During the mass keep an eye on the priest in case he needs something.
- 7) Try to get yourself ready for mass by praying your server prayer. Do not be too chatty before mass begins.
- 8) If you are attending mass, but not scheduled, just check in to make sure there are enough servers or if they need a hand.

Serving with Proper Posture & Position

Because serving on the altar is serving our Lord by assisting the Priest and at the same time drawing the Congregation to a greater sense of reverence, these guidelines should to be followed for proper posture and position:

- a) While standing (holding cross, candles or while folding hands) – stand with your back straight & upright

- b) While genuflecting: Make sure it is done with reverence and has a deliberate movement ~ going down on one knee – making sure knee has touched the ground – and pausing for a second before standing.
- c) While bowing to the Altar: whenever you cross behind or in front of the altar, you should stop, making sure your feet are together, facing the altar, hands are folded in prayer position, bow your head slowly and reverently – then continue to walk. This is not done in a rushed manner, but as an acknowledgement to the place where the Holy Sacrifice of the Mass happens, as well as acknowledging & honoring the relics that are present

Note: Position of hands: hands are *always* in a prayer position – folded with elbows slightly bent – when they are not in use. Just like the Priest.

- d) When sitting in chairs: sit upright, without slouching. Hands are in your lap, not at your sides. Feet are together in front, no folding of legs. Just like the Priest.
- e) When kneeling during the consecration: be attentive to what is happening at the Mass. Kneel, backs straight, with hands in front of you.

Chapter 2: Serving at Mass

Step 1: Please arrive 15 minutes early when you are serving.

Step 2: Put on an alb that fits well and pick a cincture that is the correct color.

Tip: Your alb and cincture should rest at the top of your shoes. You may need a longer alb than what you think!

Step 3: Carry the processional Cross and candles in the procession at the beginning of Mass.

Step 4: Present the Roman Missal to the Priest at the opening prayer. He will say “Let us pray.”

Step 5: Be seated and attentive during the readings.

Step 6: SOMETIMES! You will escort Fr. to the Ambo with your Candle for the Gospel.

Step 7: After the Creed and the Petitions, is the Offertory. During the Offertory, you will:

- 1) Place the Missal and Missal Stand on the Altar.
- 2) Carry the Priest Chalice to the Altar (USE BOTH HANDS!)
- 3) If there are other Chalices and Purificators, place them on the Altar as well.
- 4) After a short period of time, go down with Fr to the foot of the Altar to receive the gifts.
- 5) Hand the Ciborium to Fr at the Altar.
- 6) Hold the Cruet of wine for Fr

Tip: Face the handle toward Fr so he can easily grab it and make sure to take the stopper out!

- 7) Bring over the Cruet of water for Fr

Tip: Face the handle toward Fr so he can easily grab it and make sure to take the stopper out!

- 8) Wash Fr’s hands. You will need the Cruet of Water, the Lavabo bowl, and the Towel.

Tip: Fr may bow to you to thank you for your service. Please bow back to him.

Step 8: Kneel at the end of the Holy, Holy, Holy.

Step 9: Ring the bells one time when Fr puts his hands over the offerings. This is called the “Epiclesis”.

Step 10: Ring the bells three times when Fr holds up the Sacred Host, and three more times when he holds up the Sacred Chalice. Please kneel reverently until after Holy Communion

Step 11: After Holy Communion, assist Fr with the purification of the vessels. You will need to bring over the Water Cruet and pour water in the Chalice for Fr.

Step 12: Move the Sacred Vessels off the Altar after Fr has purified them.

Step 13: Hold the Missal for Fr for the Closing Prayer. He will say “Let us pray”.

Step 14: Carry the Processional Cross or the candle out at the end of Mass.

Chapter 3: Serving at Funerals and Weddings

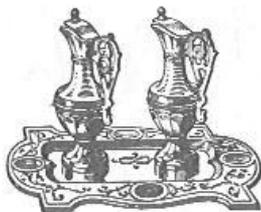
For a Funeral Mass:

- 1) At the beginning of Mass, you will greet the casket in the back of Church with the Pall (large cloth), Aspergillum (Holy Water sprinkler), and Thurible (Incense).
- 2) Fr will need the Missal right away after you enter the sanctuary.
- 3) At the end of mass, after Holy Communion, Fr will need the Thurible again to incense the casket.

For a Wedding Mass:

- 1) After the Homily, you may need to assist Fr as the Bride and Groom exchange their vows.

Appendix 1: Pictorial Glossary



Cruets of Water and Wine on tray



Ciborium with Veiled Lid



Chalice with Purificator, Paten and Pall



Thurible with Incense Boat



Aspergilium (Holy Water Sprinkler)



Altar Server's Prayers

Pray to your patron Saints: St. Tarcisius, St John Berchmans, St. Aloysius

Before Mass:

O God, You have graciously called me to serve You upon Your altar. Grant me the graces that I need to serve You faithfully and wholeheartedly. Guide me in all righteousness as I serve You today at the Altar so I may be always worthy of Your presence. If I happen to make an error, may it be a lesson so my service will be perfect tomorrow. Jesus, I love you with all my heart. Amen.

Grant too that while serving You, may I follow the example of St. Tarcisius, who died protecting the Eucharist, and walk the same path that led him to Heaven. St. Tarcisius, pray for me and for all servers. Amen.

After Mass:

Lord Jesus Christ, thank you for the opportunity to serve You during the Holy Mass. In Your Sacred Presence, my heart is filled with joy and peace. May Your Spirit always guide me so I may grow in Your love by the grace of the Heavenly Father. May I ever seek You and find You; may I always follow You; may your priestly spirit be my guide, and your service of love be my example. May your Holy Name always be on my lips, and to Your praise and glory may every work of mine be done. May I remain pure and blameless and be found worthy to be Your servant, and by Your grace may I persevere to the end. Ever ready in Your service, may I always know and do Your Holy Will in all things. Amen.