

## ***SERVING AT St. PATRICK'S in ELKHORN***

### **Prior to Mass:**

When you serve, please dress appropriately. Wear a solid color shirt and nice shoes. Please arrive **at least** 10 minutes before mass is scheduled to begin, allowing enough time to complete the following:

- a) Vest: choose an alb that reaches to your ankles and a server pendant.
- b) Go to the narthex (church lobby) immediately. Don't wait by the sacristy.
- c) Check the oil in the processional candles. Light processional candles only 5 minutes before mass begins.

If you don't arrive 10 minutes early, another server may be chosen to take your slot.

### **RULES OF THUMB**

1. Sing, respond, listen . . . in short, participate fully with the entire assembly. After all, you are here to pray! And since you are very visible, set a great example of full participation at mass!
2. Carry all liturgical items with dignity and care; these vessels serve in the "making of Eucharist" so should be handled with respect.
3. Always fold hands when not carrying liturgical items.
4. Never rush, move with style and grace.
5. Nothing other than the items needed for "making Eucharist" should be placed on the altar. This "table of sacrifice" is NOT a storage area!

### **Entrance procession:**

1. Proceed to the lobby, main entrance of church, waiting there until the commentator finishes announcements, then to the sanctuary area by the center aisle. A solemn, dignified pace should be kept.
2. Cross bearer always leads; 2 candle bearers follow four benches behind carrying the candles; lector is next; then deacon. The priest-presider is last.
3. The cross bearer walks slowly to the altar platform, bows his/her head, proceeds to the place where the cross stand is located, then remains standing at the server bench.
4. The candle bearers walk behind the cross and maintain a distance of about 4 benches. When they reach the altar platform, they bow their heads. The candle on the left goes around the altar platform to the left. The one on the right goes around the altar platform to the right. Proceed to the candle stands, and note that they aren't always in the same place. Go to the server bench and remain standing.

5. Participate in the rest of the gathering song by taking out a hymnal. At this time you do what the rest of the people do. Be a good example and FOLD YOUR HANDS when you aren't holding something.

### **Liturgy of the Word:**

1. When the presider states "let us pray," the cross bearer brings the Roman Missal to him. He opens it, as cross-bearer places his/her hands at the bottom of the book, leaning the top against the chest (this holds the book solidly for ease of reading, and is not tiresome for the one holding it.) When the presider closes the Roman Missal, return to your seat, placing Roman Missal on the shelf of the credence table.
2. During the proclamation of Scriptures, listen, look at the lector, and respond to the psalm. Again, set a good example!
3. When the Gospel Acclamation begins (*Alleluia* during most of the year, *Praise to you, Lord Jesus Christ* during Lent), the candle bearers immediately retrieve their candles and go to their positions in front of the altar platform, facing the altar and leaving a space between them.
4. The deacon or the priest will come and stand between the candle bearers. The three of you will bow your heads to the altar. When he turns to his left, this is your cue to turn to your left and move toward the ambo.
5. The leading candle goes around the ambo and stands in front of it to the deacon or priest's left.
6. The following candle goes up the step in front of the ambo, standing to the deacon or priest's right.
7. Candle bearers hold the candles in a comfortable position (but keep them straight) until the Gospel is over. When the Gospel is over, they immediately go to the back of the altar platform and return the candles to the stands.

### **Liturgy of the Eucharist:**

1. When the collection begins, the cross bearer "sets the table" in the following order:
  - Chalice and Purificator: place cup in center of corporal, with purificator to the right. Bring the stand for the Book of the Gospels back with you to the credence table.
  - Roman Missal: placed unopened at the front of the corporal, near the priest's position.
2. Cross bearer returns to his/her seat.
3. When deacon or presider moves to center aisle to receive the gifts from the people, the two cross bearers accompany him, accepting the wine and the collection basket from him. Wait until the deacon/presider moves, then do the following:
  - The basket is placed at the center of the top step of the sanctuary.
  - The two cross bearers return to the credence table, where they remove any cruet stoppers, and immediately bring both water and wine to the east side of the altar.
4. The deacon/presider takes the water cruet, adds some to the wine, and returns the cruets to the candle bearers, who move back to the credence table, and ready themselves for washing

of hands. The one with the water also takes the bowl, and the one who had the wine takes the towel. They go to the east side up the altar, going up the steps when the priest turns toward them.

5. When the singing of the “Holy, holy” has ended, all three servers kneel on the floor with the congregation.
6. At the epiclesis (when Father extends his hands over the bread and wine), the cross bearer rings the bells once. At both elevations (bread and cup) the cross bearer rings the bells three times.
7. During the Lord’s Prayer, all servers stand and join with the presider and/or deacon, in praying aloud.
8. All servers exchange the greeting of peace with each other and any liturgical ministers present. The cross bearer goes to the altar to bring the Roman Missal to the servers’ pew, placing it on the seat, ready for the final prayer. All three servers return to their kneeling positions at the “Lamb of God.”
9. To receive Communion, the three servers move together and stand with the EMHCs, facing the altar. When all three have received, they return to their seats, where they join in the singing of the communion hymn.
10. During the distribution of Communion, the cross bearer removes the empty cup tray from the altar, placing it upon the credence table. This leaves the altar cleared of all items (except the chalice and one purificator) used during the Liturgy of the Eucharist.
11. When the presider says “let us pray,” the cross bearer again brings the Roman Missal to him, holding it as before. Remain there until the presider closes the book himself, as he may also use a blessing from the Roman Missal. Return to seat, placing Roman Missal on its shelf.
12. (*at all Masses except 8:00 and 9:30 Sunday morning*): All servers sing the closing hymn at their places until the presider moves to reverence the altar. Servers pick up their candles and cross, going to a position between the first two benches. All bow together, and proceed down the center aisle, cross and then candles, returning to the sacristy.
13. (*at 8:00 and 9:30 Sunday morning*): After communion, the candle bearers take their candles and stand near the aisle that goes to the tabernacle area, leaving space for ministers to walk between them. After the blessing, the candle bearers lead the procession of ministers out of church and return via the main aisle and stand between the front pew. At the dismissal, the cross bearer joins them and they process out as in #12 above.

### **After the Liturgy:**

When the final hymn has finished:

1. Return candles and cross to their sacristy places.
2. Help the EMHCs to bring all liturgical items from the credence table into the sacristy. Empty the hand-washing bowl, returning it to the credence table; it and the towel remain there.
3. Perform any extra details the presider or deacon may ask of you.
4. Return to the server sacristy, and neatly hang up your alb and pendant.

**TERMS servers need to know:**

<b>Alb</b>	(from the Latin “albus,” meaning “white”) A long, white linen garment worn by priests, deacons, and other ministers for liturgical functions.
<b>Altar</b>	the central table in the worship space, upon which the bread and wine become the Body and Blood of Christ.
<b>Ambo</b>	term for the “pulpit,” the podium from which the Scriptures are proclaimed.
<b>Chalice</b>	cup or goblet used for wine/Precious Blood at Mass.
<b>Ciborium</b>	a covered metal container holding hosts for Communion, reserved in the tabernacle.
<b>Corporal</b>	a square, white linen cloth placed on the altar under the chalice, paten and hosts.
<b>Credence table</b>	a small table near the altar, used to hold the various vessels needed during liturgy.
<b>Cruets</b>	small flasks or bottles which contain the water and wine.
<b>Epiclesis</b>	the calling down of the Holy Spirit upon the gifts of bread and wine, indicated by the priest extending his hands over the gifts.
<b>Lectionary</b>	large book containing the scripture passages which are proclaimed publicly during the Liturgy of the Word.
<b>Paten</b>	a circular, flat dish used to hold enough bread (unleavened) for consecration.
<b>Purificator</b>	a small cloth used for wiping the paten and drying the chalice at Mass.
<b>Roman Missal</b>	book which contains all the prayers needed by the presider for Mass and Sacraments.
<b>Sacristy</b>	a preparation and vesting room, usually located to one side of the sanctuary.
<b>Sanctuary</b>	the space in a church immediately surrounding the altar. In this document, it is referred to as the altar platform.
<b>Server</b>	a minister of the altar who assists; e.g. lighting/carrying candles in procession, offering wine and water to the presider, etc.
<b>Tabernacle</b>	the “cupboard” in a church in which Eucharistic bread is reserved; always locked with a key.