

ST. REGIS PARISH

SERVER HANDBOOK



Revised October 2008

PROCESSION

1. Before Mass:

- Servers are to arrive at least 15 minutes before Mass.
- Servers are to sign in the upper sacristy and put on their robes.
- You may use the sink and mirror across from the closet to check your appearance or get a drink of water.
- Remain in (or by) the sacristy until told to leave. Most priests will lead a short prayer with the participants (servers, lector, MoC, etc.) before the start of Mass.



Priest (celebrant)



Deacon (or concelebrant)

This position can also be filled by a Deacon or another Priest (concelebrant).



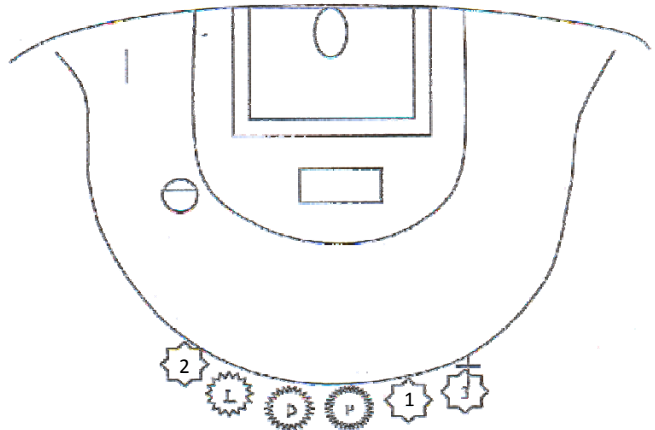
Lector

There is at least 1 lector per Mass but there can be more.



Altar server

Most weekend Masses will have 3 servers. Some special Masses may have more.



PROCESSION

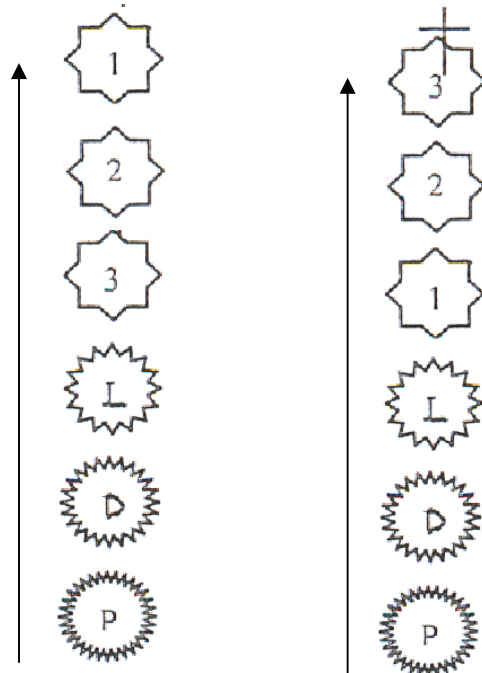
2. Just before Mass begins:

- 1, 2 and 3 line-up as indicated in the diagram.
- All servers are to participate in the Opening Song.

INTRODUCTORY RITE

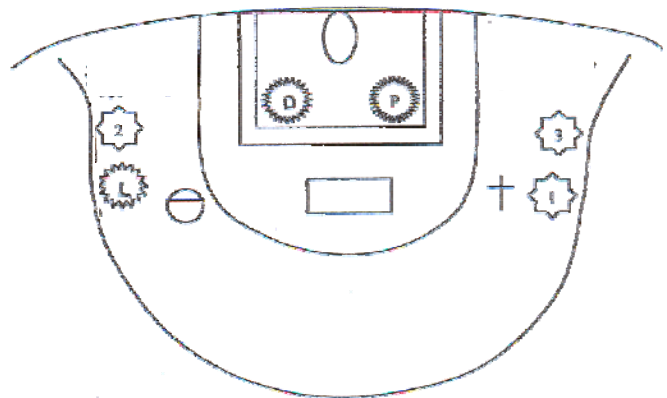
3. When the gathering song begins and the signal is given:

- Walk down the aisle **SLOWLY**.
- Wait for the priest at the foot of the Sanctuary.
- All bow/genuflect with the priest (except cross-bearer).



4. After the priest steps into the Sanctuary:

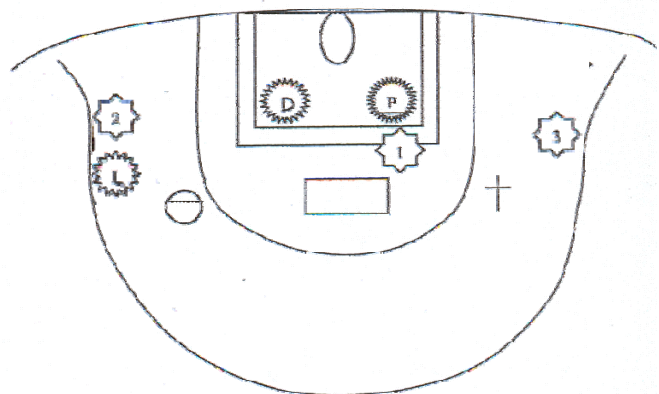
- **3** places the cross into the stand (if carried).
- **1, 2** and **3** move to their positions and remain standing.



The priest leads the opening rites:
"Lord have mercy..."
"Glory to God in the highest..."

5. When the priest says "Let us pray":

- **1** comes forward and receives the Sacramentary.
- The Sacramentary should be open to the **GREEN** ribbon.
- **1** holds the book at the bottom with the top resting against his/her chest.



6. When the people say "Amen":

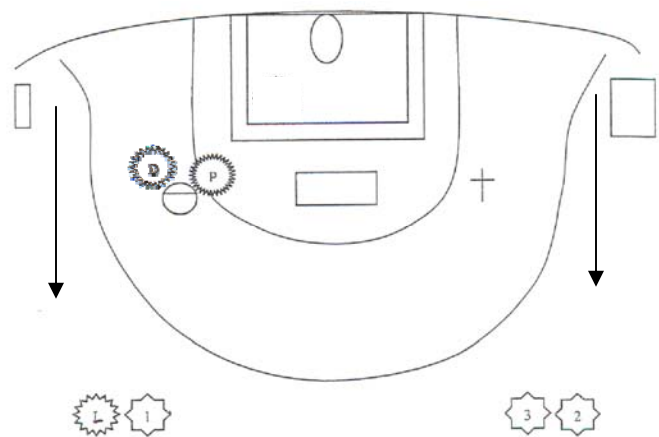
- **1** closes the Sacramentary; it is returned, then **1** returns to his/her position.

LITURGY OF THE WORD

- Sit with hands in lap and feet flat on the floor.
- All servers are to participate in the Responsorial Psalm.

7. When everyone stands for the Gospel Acclamation (Alleluia):

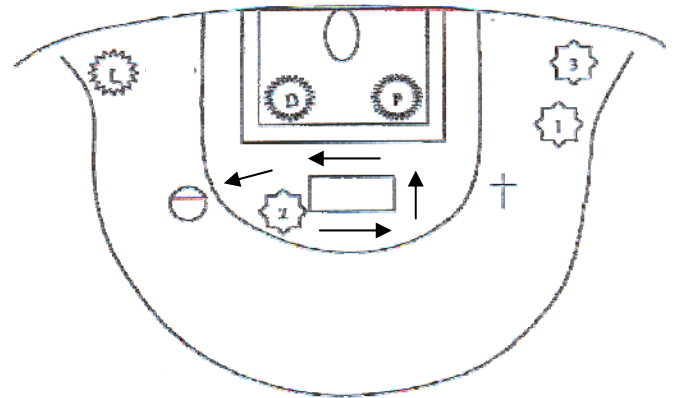
- Servers and lector will exit the Sanctuary and stand in the first available pew for the Gospel reading and homily.
- When the homily is finished, return to the Sanctuary and stand at your position.



LITURGY OF THE EUCHARIST

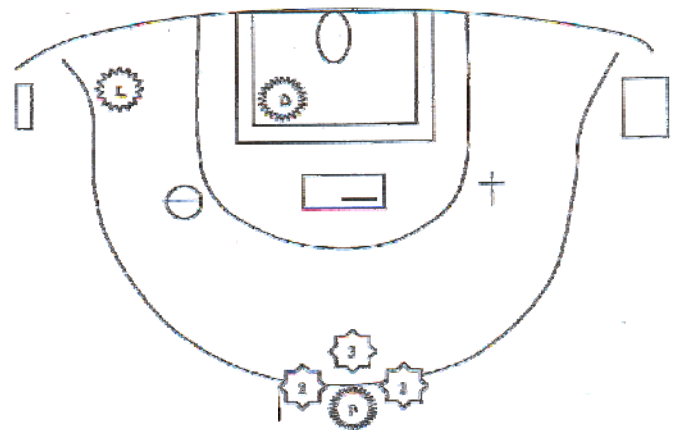
8. While the collection is being taken:

- **2** lights the candles around the altar **THEN** extinguishes the candles next to the ambo.
- **3** places the bookstand (from the **LARGE TABLE**) on the **corporal** [and the Sacramentary on the bookstand].



9. When the priest goes to the steps of the Sanctuary:

- **1** and **2** stand to either side of the priest and **3** behind (ready to take the place of **1**).
- The priest hands gifts to each server.
- **1**, **2** and **3** walk around to the back of the altar with their gifts and place them on the corporal.
- Return to the priest to carry more gifts until all are on the altar (the priest will carry the offering basket).

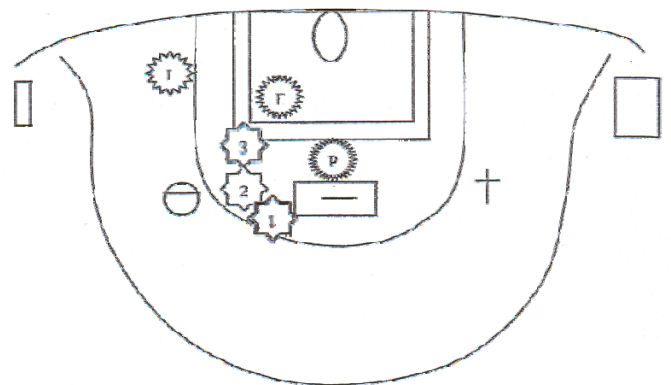


10. While the priest returns to the altar and blesses the bread and wine:

- **2** AND **3** go to the **CREDESCENCE TABLE** and carry the dish and hand-towel to the altar.
- **1** remains by the altar and takes the cruet filled with water.

11. When the priest turns to the servers:

- **2** holds the dish.
- **1** pours a small amount of water over the priest's hands.
- **3** hands the priest the purificator.

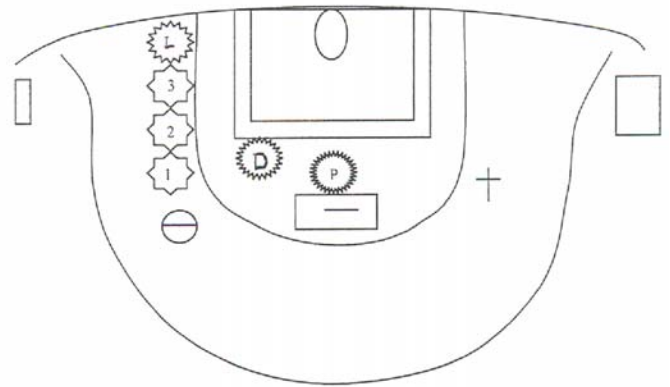


12. After the priest dries his hands:

- **1** takes [both] cruets.
- **1**, **2** and **3** return the cruets, dish and hand-towel to the **CREDESCENCE TABLE**.

13. Servers return from the CREDENCE TABLE:

- 1, 2 and 3 stand side-by-side at the step next to the altar.
- When the people kneel, servers also kneel with hands folded together.
- Servers are to participate in the sung responses.



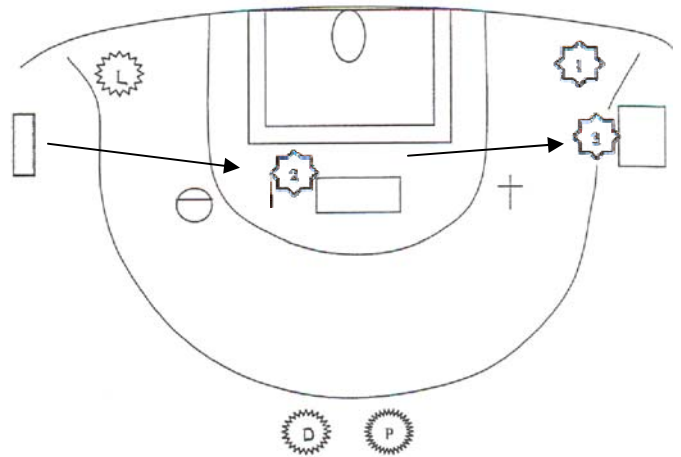
14. At the Consecration:

- 3 rings bell as the bread is being raised and stops when lowered.
- 3 rings bells as the chalice is being raised and stops when lowered.

COMMUNION RITE

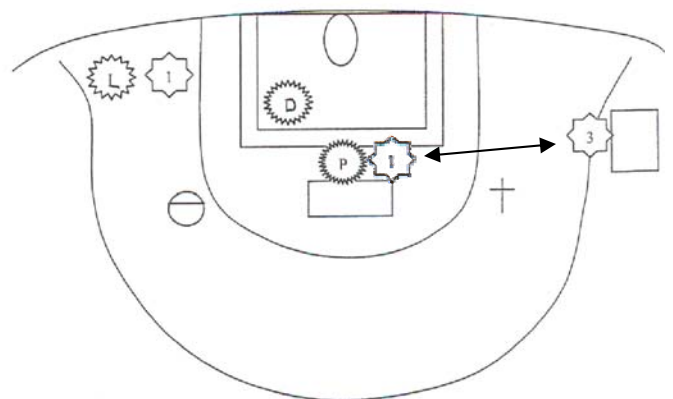
15. After the Sign of Peace:

- The servers may move their line toward the wall to make room for the **EMOHC**.
- Remain standing in place until the priest and **EMOHC** leave the Sanctuary.
- 1 return to his/her position.
- 2 brings the cruet of water from the **CREDENCE TABLE** back to the altar and places it on the corporal.
- 3 removes the bookstand from the altar and places it on the **LARGE TABLE**.



16. After the distribution of Communion:

- All of the **ciboria** are brought to the altar by the **EMOHC**.
- The priest/deacon places all of the hosts in one ciborium.
- The priest/deacon purifies the **ciboria**. 1 and 3 stand at the priest's side and take the purified **ciboria** to the **LARGE TABLE**.
- 1 and 3 return to their positions.

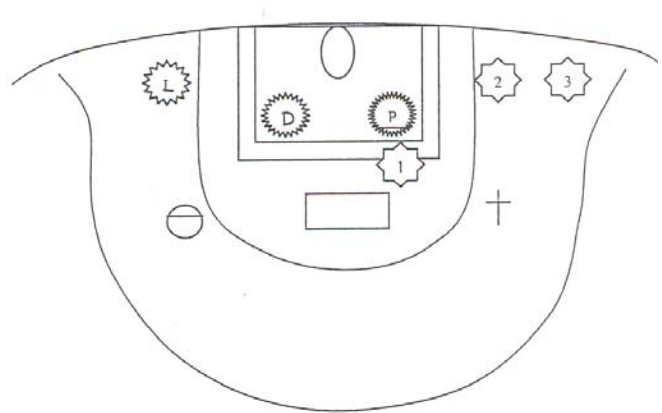


* When the priest/deacon approaches the tabernacle with the reserved communion, all servers stand, face the tabernacle and bow with the priest/deacon.

CONCLUDING RITE:

**17. When the priest says
"Let us pray":**

- **1** comes forward and receives the Sacramentary.
- The Sacramentary should be open to the **GREEN** ribbon.
- **1** holds the book at the bottom with the top resting against his/her chest.

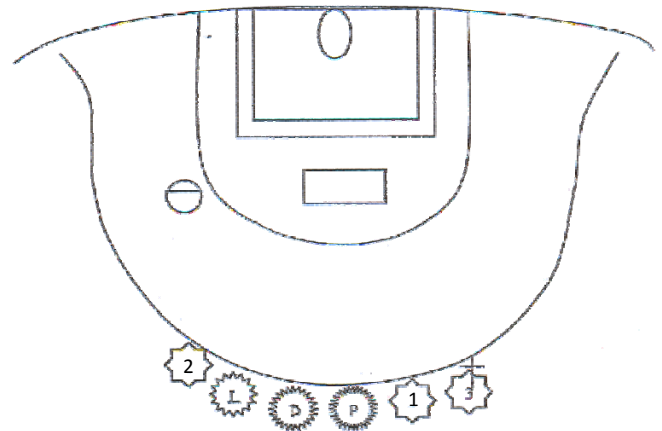


18. When the people say "Amen":

- **1** closes the Sacramentary; it is returned, then **1** returns to his/her position.

19. During the closing hymn the priest/deacon kisses the altar:

- **1, 2** and **3** move to the edge of the Sanctuary.
- If the cross is carried, **3** retrieves the cross then moves to the edge of the Sanctuary.
- Bow/genuflect with the priest (except cross-bearer).



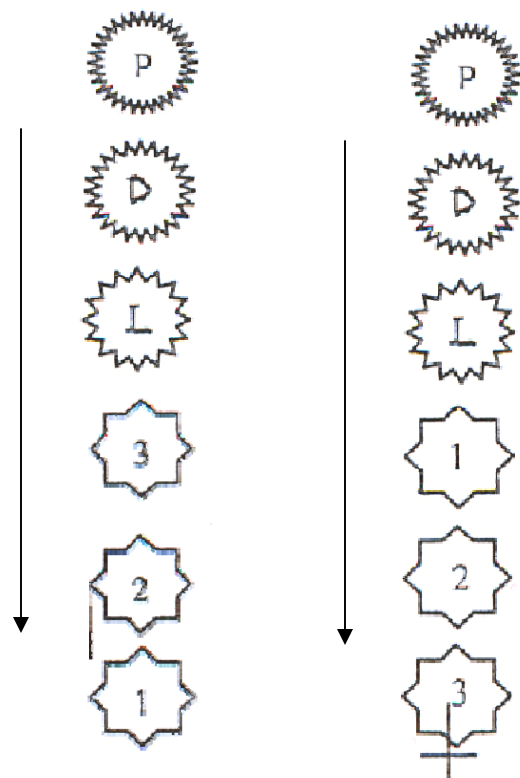
20. After the bow/genuflection:

- **1, 2** and **3** turn and **SLOWLY** lead the procession up the aisle.

21. After Mass:

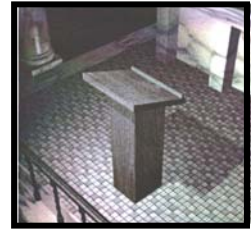
- If the cross was carried, **3** will carry the cross back to the stand using the side aisle.
- All servers are to walk **SLOWLY** with hands folded. In the upper sacristy servers will remove, hang and **ZIP** their robes.
- At least one server needs to return to extinguish the candles around the altar.

* Remember to stop and bow in front of the altar before stepping into the Sanctuary.



AMBO

The Word of God is proclaimed from the ambo. The ambo is sometimes called a lectern. It is a reading table with a slightly slanted surface on which the Lectionary is placed so that the minister can easily see the words.



TABERNACLE

Every church has one and only one tabernacle. This is a locked container where the Eucharist that remains after the celebration of the Mass is kept so that it can be taken to the sick and homebound as needed and for private devotion. The tabernacle is solid, unbreakable, made of a material that cannot be seen through.



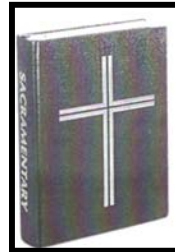
CREDESCENCE TABLE

This is a table usually found in the sanctuary area. On it are placed the cups and plates that will be brought to the altar at the Lamb of God for the communion of the people. The water, bowl and towel for the washing of the priest's hands are also placed on this table.



SACRAMENTARY/ROMAN MISSAL

The large book that contains the prayers of the Mass is called the Sacramentary or Roman Missal. The server usually holds this book when prayers are said at the Presider's Chair.



LECTIONARY

The large book which contains the Word of God read at the Mass and other celebrations is called the Lectionary. It is placed on the ambo and is used by the lectors to proclaim the readings.



CHALICE

The chalice is the cup used by the priest at the altar in which the wine is poured. It is made of solid material that is considered precious.



PATEN

The paten is the bowl or dish on which is placed the bread brought by the people. It is best if there is only one paten. For large assemblies this would have to be a very large plate/bowl.



CIBORIUM

Any Eucharistic bread that remains after communion is placed in a ciborium. This is a covered bowl or cup that is then placed in the tabernacle so that the Eucharist is available for the sick or dying before the next Mass is celebrated.



CRUETS

Cruets are small glass bottles that hold the water that is poured into the wine and that is used to wash the priest's hands.



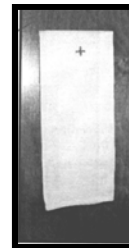
CORPORAL

The Corporal is always a white cloth placed on top of the altar. The chalice and paten are placed on top of the corporal. In many churches the corporal is square with a cross embroidered in the center.



PURIFICATOR

The purificator is a kind of liturgical napkin. It is used to wipe the lip of the chalice and cups from which the Eucharistic wine is drunk. It is also used to dry the wine vessels after they have been cleaned. It is usually folded into a rectangle and has a cross at the top fold.



CENSOR (thurible) and CENSER

Incense is used during celebrations as a sign of reverence and prayer. This highly perfumed mixture is placed on top of hot coals in a kind of pot called a Censor (thurible).

The Censor can be carried at the head of processions and precedes the cross. The incense is placed in a kind of bowl with a cover called an Incense Boat.

