

# *A Guide for*

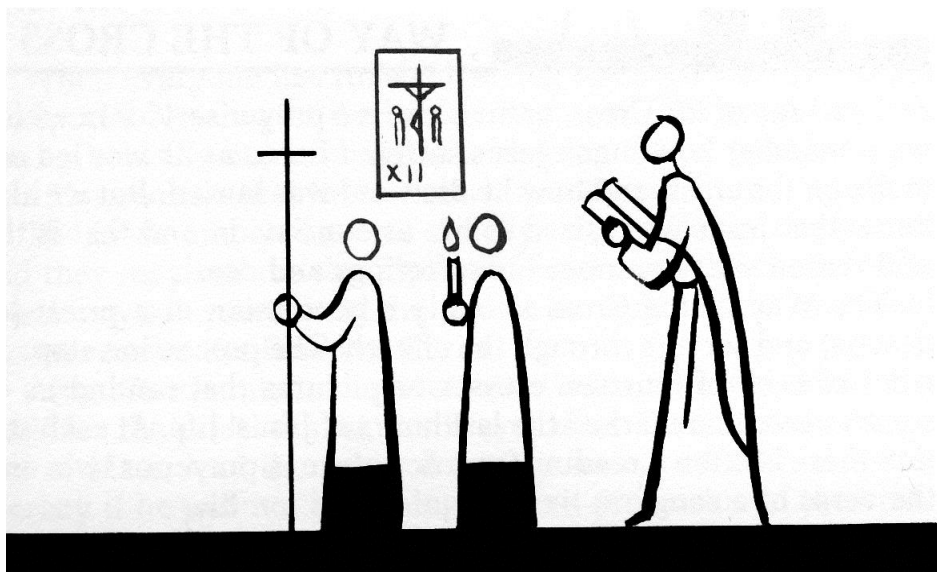


# *Altar Servers*

**Diocese of Prince Albert  
Liturgy Office**



(2017)



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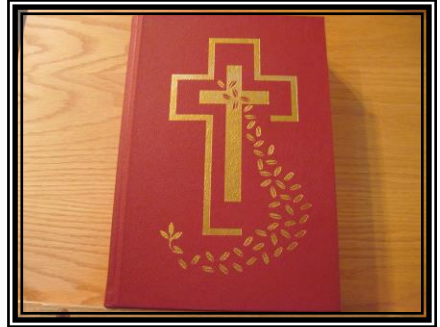
# *Celebrating Liturgy Together*

**When does it start?** Once you have decided to go to church (on Sunday morning or the night before) you've already begun to prepare your heart and soul for what will take place during the Eucharist!

Roman Missal



Lectionary



## Introductory Rites

### **Entrance Chant and Procession**

Usually begins at the back of the church. Usual participants: cross-bearer, candles, reader, con-celebrants, deacon & priest.



If you've been asked to carry something, do so with joy while holding the item high enough to be seen by the people in the church and without swaying the objects back and forth. If you are walking beside another server holding a candle be sure your arm closest to that person is on the bottom and the outside arm is higher up.

When reaching the sanctuary (bow slightly) if you are carrying something place that item and then move to your place and join in singing the Entrance chant along with the priest and people. Use a book if you don't know the words.

# Sign of the Cross & Greeting

## The Penitential Act

The Penitential Act can happen 4 different ways: if it is the Sprinkling Rite a server will assist Father

If the Sprinkling Rite is going to be used for the Penitential Act, one server should be ready to carry the container or bowl with holy water alongside the priest, and go throughout the church. After the sprinkling is over, place the container or bowl where the serving



## Glory to God

This is said or sung on all Sundays outside of Lent and Advent, and on great feasts.

You should join the people in the Penitential Act and the Glory to God. These prayers are said or sung every time the Eucharist is celebrated and it should be easy to know them by heart.

## The Collect (Opening Prayer)



As the Glory to God is ending, take the Roman Missal (the large book with prayers) and stand in front of the priest where he can reach and read the book easily. Hold the bottom of the book firmly in both hands (right side up!) with the top resting on your arms and chest.

When the Collect (opening prayer) is over, the server says "Amen" with the people and then returns with the book to their place. While you walk carrying the book, remember to hold it with both hands in front of you.



# Liturgy of the Word

**Remember:** The readings are the Word of God! By using these readings God speaks to us here and now. The other people in the church will notice when you set a good example and listen with full attention. Just as you did during the introductory rites, join the people after each reading when they respond, “Thanks be to God”.

## **First Reading:**

(from the Old Testament or the Acts of the Apostle in the Easter Season)

## **Responsorial Psalm**

## **Second Reading:**

(from the letters or other writings in the New Testament)  
\*\*On most weekdays there is no second reading

## **Gospel Acclamation:**

Those doing candles will need to accompany the priest or deacon to the ambo for this reading

## **Third Reading /Gospel :**

(from the Gospels: Matthew, Mark, Luke & John)



Remember: Hold the candle steady and try to hold it the same height as the server across from you. Again, join the people in responding “Praise to you, Lord Jesus Christ”

Moving together, return the candle to its place and then return to your seat where you will quietly pay attention to the homily.

## **Homily**

Following the homily, there will be a time of silence to think about all you have heard and felt from the readings. Following this, you will stand and pray the Creed and Prayers of the Faithful (Universal Prayer) with the people.

## The Creed

(Apostles or Nicene)

## Prayer of the Faithful or Universal Prayer

### Liturgy of the Eucharist

#### ***Preparation Rites:***

#### The Presentation & Preparation of the Gifts

(During this time a number of things happen at the same time. The servers set the Altar while a song is being sung and before the gifts are brought up in procession.)



Once the altar is set, take a step back together and wait for the priest to move to where you will receive the gifts. Servers should stand on either side of the priest.

***Remember:*** Most often the priest will give one server the wine and one server the bread. Take these gifts and stand beside the Altar until the priest comes and in turn again receives them while quietly praying.

#### Prayers over the Bread and Wine



## **Mingling of Water and Wine**

### **Prayer of the Priest**

### **Washing of Hands**

Once the priest has added the water to the wine, return the cruets to the side table and return to the Altar with the basin and towel for the washing of the hands.

(After the priest washes his hands, return the bowl & towel to the side table. Each parish has a place for the servers to stand for the rest of the Eucharistic prayer, your serving coordinator or priest will tell you the best place to be. The rest of the people will be standing now too.)

## **Prayer over the Gifts**

### **Eucharistic Prayer:**

**Remember:** Make sure to respond with the rest of the people during the Eucharistic Prayer and sing when they do.

## **Preface**

## **Holy, Holy (Sanctus)**

### **Consecration and Institution Narrative**

For the consecration, kneel or stand in your place, depending on what the rest of the people in church do. If your church stays standing, bow when the priest genuflects. If you are kneeling, you will stand again before the priest says: “The mystery of faith”.



## **Memorial Acclamation (The Mystery of Faith)**

## **The Offering**

Anamnesis (Remembering)

Intercessions and Commemorations

## **Great Amen**

(As the Eucharistic Prayer ends, the priest holds up the Body and Blood of Christ. Join everyone when they sing or say “Amen”. By saying this it means you praise God with everyone in the church! And you agree with what has just taken place.)



# *Amen!*

## **Communion Rite:**

(The Communion Rite begins with the Lord’s prayer and continues until the Prayer after Communion is said.)

## **Lord’s Prayer**

## **Rite of Peace**

(This is a time for showing we are at peace with God and each other and that is what we share with those closest to us.)

Each parish may have a slightly different movement for the servers. Your Serving Coordinator will give you these instructions.



## **Fraction Rite (Breaking of Bread)**

## **Lamb of God**



## **Communion**

(After the priest receives communion it will be your turn to receive communion with the rest of the people and return to your place praising God. Another way of taking part during this time is by singing the song that is being sung while the procession is happening.)

## **Prayer after Communion**

(After the communion procession, there should be a time of silence. Watch the priest so that when he stands the server in charge of the Roman Missal bring it to him for the “Prayer after Communion”).



## **Concluding Rites**

Some parishes may have brief announcements at this time and then the priest will give the blessing and dismissal.

## **Final Blessing**

## **Dismissal**

The priest sends the congregation out to serve God and his People.

## **Closing Chant and Procession**

The ministers depart the altar area in the order in which they entered.

For the Closing procession and chant, line up in the opposite order as the entrance procession. Very reverently get the cross or candles if you carried them in or stand beside the priest. The cross and candles again lead the procession out once the priest and other servers have bowed to the Altar.



## **What does this mean?**

**We are sent out to transform the world—our families, schools, sports teams, jobs and communities. Each one of us is called to let the Lord's light, peace, mercy and love shine through our lives. God is with us in this challenge, step by step—thanks be to God!**

**(The Mass: step-by-step)**

## **Serving when the Bishop Comes**

Who is the Bishop? Bishops are leaders who are shepherds for the church, like the apostles who lived long ago. That's why the bishop carries a shepherd's staff, called a **crozier**.

You know your pastor. Your pastor is the priest who takes care of your parish. (The word pastor is a Latin word that means shepherd, someone who takes care of sheep.) Well, the bishop is the pastor of all the parishes in the area called the **diocese**.

The bishop comes to our parish out of love and concern for us. Sometimes, the bishop comes just for a visit! More often, the bishop comes for a particular reason: to preside over the celebration of confirmation, usually once a year or so. New deacons and priests are usually ordained at the bishop's church, the **cathedral**.

When the bishop comes, no matter what day of the week it is, it is like Sunday for us! If the bishop comes just for a visit, serve just like on Sunday. Two servers will be assigned to help the bishop. These two servers have a special job: One takes care of the bishop's staff (the **crozier**) and another takes care of the bishop's hat (the **miter**).

When you hold the crozier or miter, hold it carefully and don't fuss with it. *At all times, make sure that you do what the assembly does: Pay attention, sing, make the responses, sit, stand, bow, kneel and the like.* Your pastor or Altar server coordinator will let you know of any specific details before the Celebration begins.



(Adapted from "Serve God with Gladness" by David Philippart)

# **Here's a quick outline of what to do with the mitre and crosier !!**

**Entrance Procession:** When the bishop arrives at the foot of the sanctuary, take the miter and crosier before he goes to kiss the altar.

## **Liturgy of the Word:**

1st & 2nd readings: When the bishop sits for the readings he needs the mitre.

Gospel Acclamation: The server takes the mitre and gives the bishop the crosier.

After the Gospel: The server takes away the crosier.

## **Liturgy of the Eucharist:**



Just before the Prayer over the Gifts the bishop removes his zucchetto until after communion. Before the prayer after communion the bishop again wears the zucchetto for this prayer.

## **Concluding Rites:**

The bishop will need the miter and crosier for the Final Blessing.

## **What if there is Incense?**

In the more solemn celebrations of the liturgy, incense is used. The custom of using incense in religious ceremonies is an ancient one. Incense is a symbol of our recognition of God's majesty. It also symbolizes our prayer rising to God.

Two servers are used in incensing (1) a thurifer who carries the thurible and has charge of it during the liturgical service; and (2) a boat-bearer who carries the incense to be used in the thurible.

There are three times during Mass when incense may be used:

1. The altar is incensed during the entrance procession.
2. The Book of Gospels or Lectionary is incensed when the Gospel is read.
3. The gifts, altar, ministers, servers, and congregation are incensed during the preparation of the gifts.

Incense is also used at Benediction and in processions of the Blessed Sacrament.



## **Celebrating Sundays and Solemnities:**

(With each change of season, the Church changes the colour of the vestments, this is a visual sign of our need to change and to grow.)

**White:** Used at Easter and Christmas, as well as many of the Solemnities

**Green:** Used on the Sundays and weekdays of Ordinary Time.

**Violet, Purple:** Used during Advent and Lent.

**Red:** Used on Passion Sunday and Good Friday, Pentecost, feasts of apostles, evangelists and martyrs.

## **The Liturgical Year:**

**Advent/** Advent goes from the first Sunday of Advent until Christmas Eve.

**Christmas/** Christmas Time begins with the Christmas Eve Celebration and goes until the Baptism of the Lord.

**Ordinary Time**/ Ordinary Time begins the day after the Baptism of the Lord and goes until the day before Ash Wednesday (which can be called Shrove Tuesday).

**Lent**/ Lent begins on Ash Wednesday and ends with the celebration of the Mass of the Lord's supper (Holy Thursday).

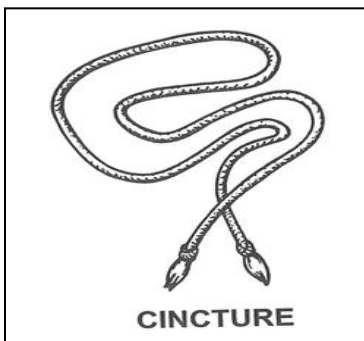
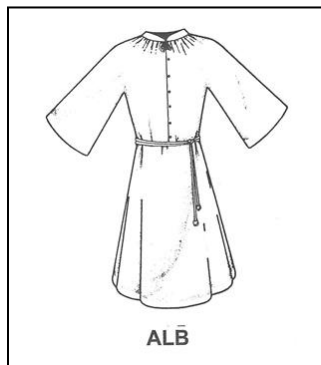
**Triduum**/ The Easter Triduum is the 3 day celebration of the Death and Resurrection of Christ. Three days, one Celebration.  
The Triduum begins on Holy Thursday and ends with Evening Prayer on Easter Sunday.

**Easter**/ Easter Time has begun with the Triduum and continues for 50 days until we celebrate Pentecost.

**Ordinary Time**/ Ordinary Time continues where it left off between Christmas and Lent and goes until the week we celebrate Christ the King (The week before Advent, then the New Year begins!).

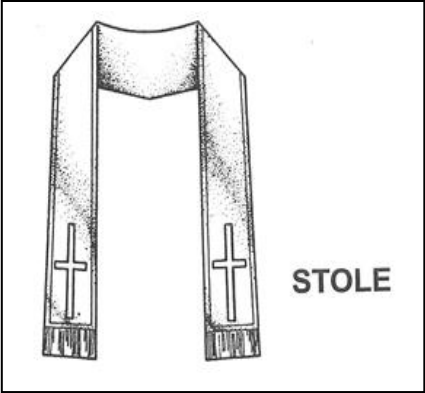
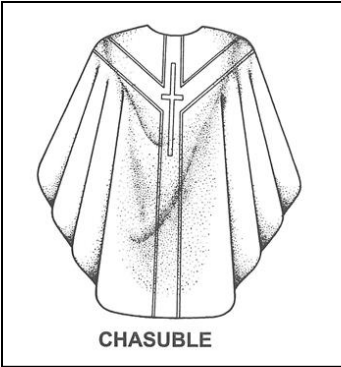
## **Vestments:**

**Alb:** A floor-length white garment with sleeves. It can be worn by all liturgical ministers but especially by those who minister at the altar.



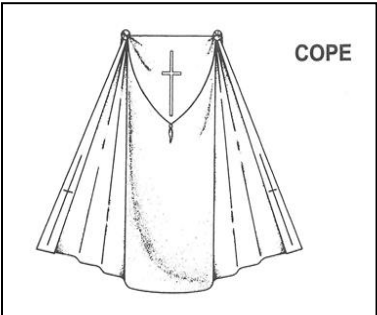
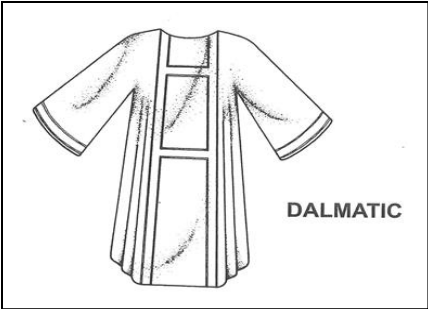
**Cincture:** The cord belt to tie around the waist when wearing an alb. It may be white, green, violet/ purple or red depending on the season being celebrated.

**Chasuble:** The chasuble is 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 feast.



**Stole:** A stole is a long cloth “scarf,” often the same color as the chasuble. The stole can be worn differently depending who is wearing it. A priest’s stole goes around the neck and hangs down in front. A deacon wears it over his left shoulder and fastens it at his right side like a sash.

**Dalmatic:** The dalmatic is a loose-fitting robe with open sides and wide sleeves worn by a deacon. It’s color may also depend on the liturgical season being celebrated.



**Cope:** is a cape-like vestment that is put on over the shoulders and hangs to the ankles, it is open in the front and clasps at the neck. We most often see copes being worn for processions and for Benediction. Copes can be found in any liturgical colour.

Thank you for your service at the Eucharist.



### **An Altar Server's Prayer**

*Dear Lord Jesus,  
thank you for  
calling me to  
serve You at  
Your Holy Altar.*

*During the celebration of the Eucharist  
I know that the priest takes Your place  
when, together with your People and in  
the name of the Church, he makes present  
again Your Passion, Death and Resurrection.*

*Help me to carry  
out my role with  
prayerful dignity  
and participation  
in this memorial of  
the Last Supper.*

*Let me remain close  
to you on earth that  
one day I may share  
in Your glory. Amen*

*Remember: if you have any questions, ask  
your Priest or the Altar Server Coordinator  
in your parish and they will help you!*

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