

# **St. Ignatius Loyola Parish**



**Altar Server's Handbook  
2010-2011**

# Table of Contents

Role of Altar Servers.....	3
General Guidelines and Parish Contact Information.....	4
Dress Code.....	4
Parts of the Mass.....	5
Patron Saint of Altar Servers: St. John Berchmans.....	6
Altar Server's Prayer.....	6
Procedures for Altar Servers (Saturday, 5:30 PM Mass).....	7
Procedures for Altar Servers (Sunday, 8:00 AM Mass).....	7
Procedures for Altar Servers (Sunday, 9:30 AM Mass).....	12
Procedures for Altar Servers (Sunday, 11:00 AM Solemn Mass).....	18
Procedures for Altar Servers (Sunday, 11:00 AM Family Mass).....	25
Procedures for Altar Servers (Funeral Mass).....	30
Glossary of Liturgical Terms.....	37
A Visual Guide to Items Used at Mass.....	40

## Role of Altar Servers

Altar servers help the entire community in their prayer and worship of God by assisting the priest at Mass. The care and attention altar servers show to their ministry add to the reverence and beauty of our liturgies. During Mass each altar server has different responsibilities:

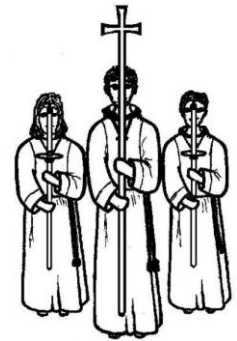


### **Thurifer**

The Thurifer handles the thurible and incense that is used during the procession into the Church and the recessional out of the Church. During the Solemn Mass the altar and the Book of the Gospels are incensed. At the Offertory the gifts of bread and wine and the people are incensed as well.

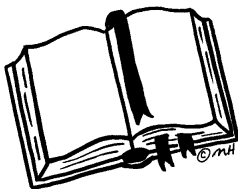
### **Crucifer**

The Crucifer carries the processional cross at the beginning and end of Mass.



### **Candle Bearers**

Altar servers (Candle 1 & 2) holding candles follow the Crucifer in the procession into the Church and the recessional at the end of Mass.



### **Book**

Altar servers (Book 1 & 2) hold the Sacramentary, the book with the prayers for Mass, for the priest during the Opening Prayer and the Prayer after Communion.

### **Offertory**

Altar servers (Offertory 1 & 2) prepare the altar and help the priest bring the gifts of bread and wine to the altar as the cantor sings the Offertory Hymn.



### **Lavabo**

Altar servers (Lavabo 1 & 2) assist the priest in washing his hands with water as he says the prayer asking God to make him worthy to offer the sacrifice of the Eucharist.

## General Guidelines and Parish Contact Information

Each of the liturgies at St. Ignatius has a different style and feel. Altar servers must be familiar with the different tasks to which they are assigned at each of these Masses. Below, the procedures for each of the Masses have been clearly stated. Please review them before serving.

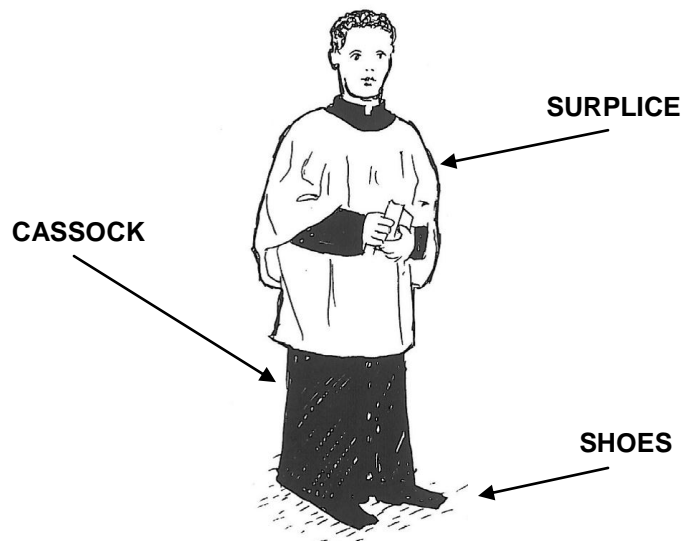
A member of the parish staff will create a schedule for the altar servers and assign their tasks for each Mass.

If a server must be absent, it is his or her responsibility to find a replacement several days beforehand. S/he should also contact the parish and leave a message for Fr. SooHoo, SJ, who can be reached by phone at 1-212-288-3588 or by email at [soohoo@saintignatiusloyola.org](mailto:soohoo@saintignatiusloyola.org)

At the back of this handbook you will find a glossary which gives you the names and describes the important items with which you will be working as altar servers.

### Dress Code

Altar servers should dress neatly and not wear excessive jewelry. Make sure your hair is combed before coming to Mass. Servers should wear shoes and not sneakers. At St. Ignatius Loyola Parish, the customary outfit for altar servers during Mass is a black cassock and white surplice. Choose vestments that are the appropriate length and fit you properly.



## **Parts of the Mass**

- I. Introductory Rite**
  - a. Procession
  - b. Greeting
  - c. Penitential Rite (Kyrie)
  - d. Gloria
  - e. Opening Prayer
  
- II. Liturgy of the Word**
  - a. First Reading
  - b. Psalm
  - c. Second Reading
  - d. Alleluia and Gospel
  - e. Homily
  - f. Profession of Faith (Creed)
  - g. Prayers of the Faithful
  
- III. Liturgy of the Eucharist**
  - a. Offertory (Presentation of the Gifts & Preparation of Altar)
  - b. Eucharistic Prayer
  
- IV. Communion Rite**
  - a. Lord's Prayer
  - b. Sign of Peace
  - c. Fraction (Lamb of God)
  - d. Communion
  - e. Prayer after Communion
  
- V. Concluding Rite**
  - a. Blessing and Dismissal
  - b. Recession

## Patron Saint of Altar Servers

Saint John Berchmans is **the Patron Saint of Altar Servers**. His feast day is celebrated every year on November 26<sup>th</sup>.

He was born in Belgium in 1599. As a boy, he had a very great devotion to the Mass and the rosary. When he was nine years old, his mother became ill. John spent much of his time taking care of her. For three years he was a student of a parish priest who prepared boys for the priesthood. John entered the Jesuit novitiate in Mechlin and later traveled to Rome on foot to continue his education.

During the evening of August 12, 1621, he clasped his rosary, his crucifix and the book of rules, and said, "These are my three treasures; with these I shall gladly die." On August 13 he passed away, his eyes still fixed upon his "treasures." In 1888, Pope Leo XIII canonized him.



## Altar Server's Prayer

O God,

You inspired St. John Berchmans

to serve you with humility and great love.

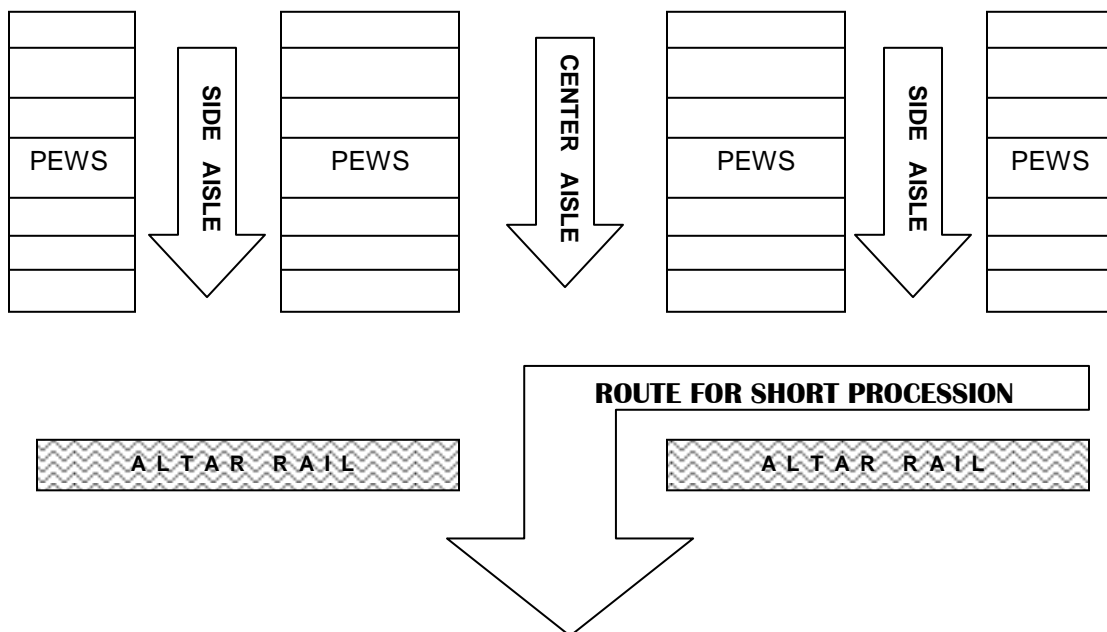
Through his prayers, strengthen us

so that we might be like him in our service.

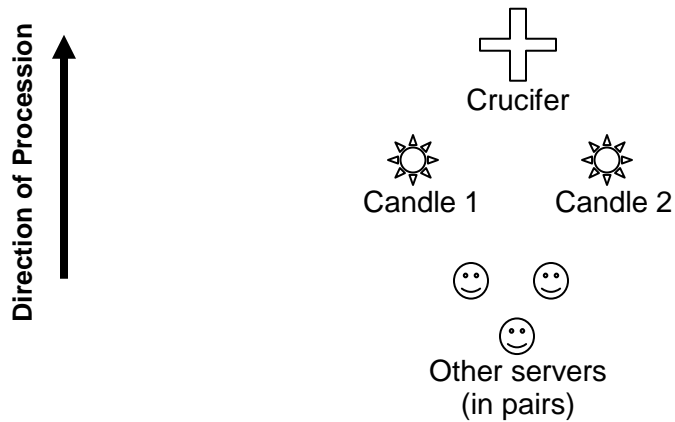
Grant this through Christ Our Lord. *Amen.*

## Saturday 5:30 PM Mass; Sunday 8:00 AM Mass Procedures for Altar Servers

1. Dress appropriately for mass. You should wear shoes and not sneakers.
2. Sit straight and with your feet on the floor when you are in the sanctuary. Remember, the entire assembly can see you and may be distracted from its worship by your actions. Let your reverence be seen throughout the Mass.
3. Please sign in when you arrive by placing a check by your name on the schedule in the binder on the table by the closet where the robes for altar servers are kept.
4. Please be on time. Altar servers should be dressed and ready to go **15 minutes before Mass**.
5. If you are not able to serve at the liturgy you have been assigned, it is your responsibility to find a substitute by contacting another altar server. Also, please leave a message for Fr. SooHoo, SJ at the rectory by calling 212-288-3588 or emailing him at [soohoo@saintignatiusloyola.org](mailto:soohoo@saintignatiusloyola.org)
6. Try to maintain an atmosphere of reverence, quiet, and peace in the sacristy while you are waiting for Mass to begin.
7. Be sure to use hand sanitizer before Mass. It is located on the table in the sacristy.
8. Before leaving the sacristy one of the Eucharistic Ministers or the priest will lead all the liturgical ministers, including the altar servers, in a short prayer.
9. Altar servers process from the sacristy into the Church two by two. This is a short procession that goes in front of the altar rail and directly into the sanctuary.

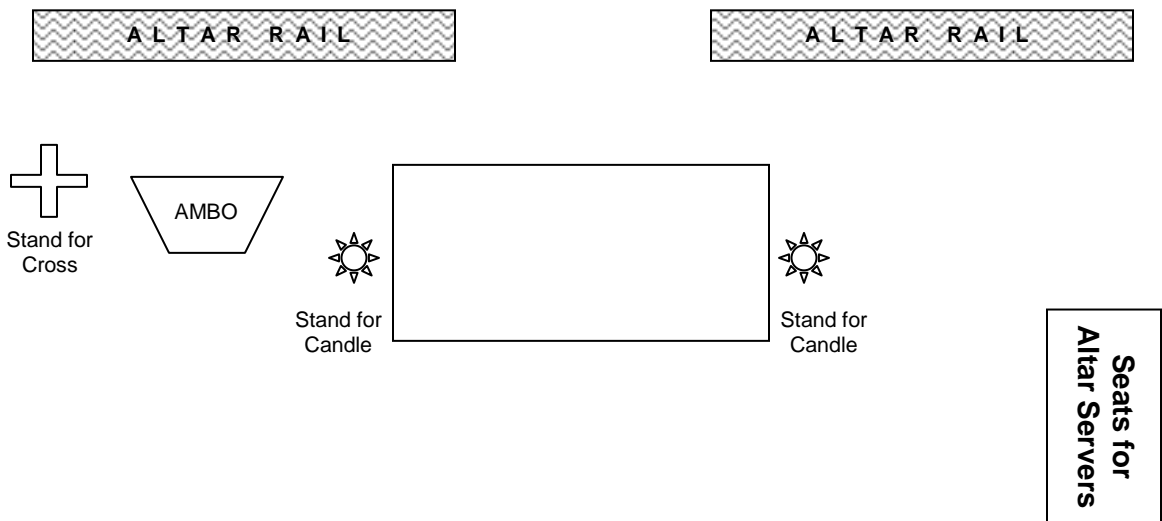


The order of the altar servers in the procession is as follows:



The Crucifer (person carrying the cross) is first. If there are enough servers, then the two people carrying the candles follow. Finally, the other servers process in two by two afterwards. If there is an odd number of servers, then the last person should process alone. Walk reverently and sing joyfully—there is no rush; we are beginning a celebration of the Lord's Banquet!

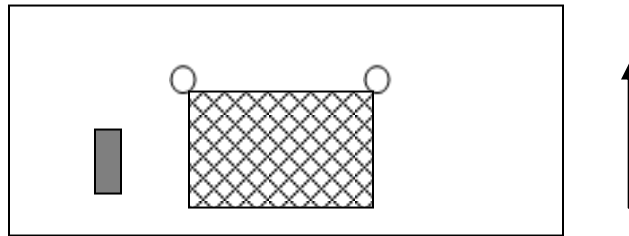
10. After you pass the altar rail, if you are not holding anything, please bow.
11. The Crucifer places the cross in the stand by the ambo and altar rail and goes to his/her seat by way of the passage behind the main altar. The servers (Candle 1 & 2) should place the candles in the stands next to the altar and go to their seats.



12. After the Gloria (either sung or spoken), the priest will say, "Let us pray." This is the cue for the server (Book 1) to get the Sacramentary from the table next to the priest's chair

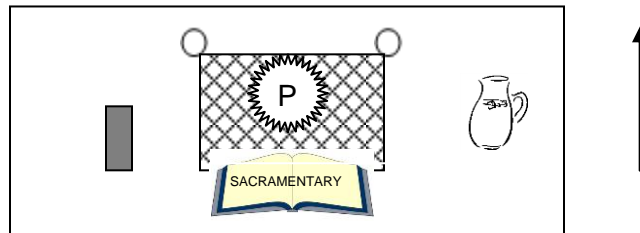
and hold it in front of the priest while he reads the Opening Prayer. When the priest finishes the prayer, the server closes the book, places it on the table next to the priest's chair, and sits down.

13. When the cantor begins the Offertory Song, an altar server (Offertory 1) removes the plastic stand that is for the Gospel from the altar and brings it to the table on the side. S/he then brings the chalices to the altar and place them on the altar in the following manner:



The chalices (indicated in the diagram by the circle) should be placed at the upper left- and right-hand corners of the corporal that is already on the altar (indicated by the box filled with the crosshatching). Make sure there is enough space for the Sacramentary (the book of prayers used by the priest). Place all purificators, neatly, flatly and on top of one another, to the left of these chalices (indicated by the grey rectangle in the diagram). Both servers (Offertory 1 & 2) wait by the credence table until the priest is ready.

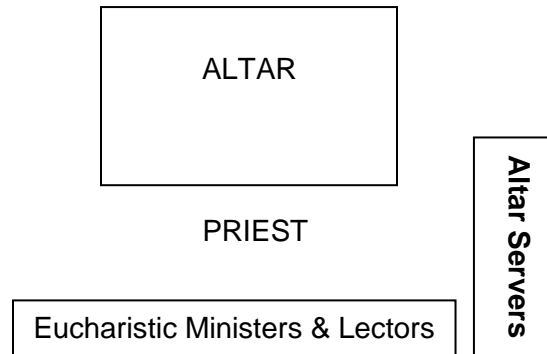
When the priest goes to receive the gifts, the altar servers (Offertory 1 & 2) should join him and help him receive the gifts and bring them back to the altar. Please place the gifts on the altar in the following manner (circle with "P" indicates position of paten):



Place the pitcher on the right side of the altar and the paten in the center of the corporal.

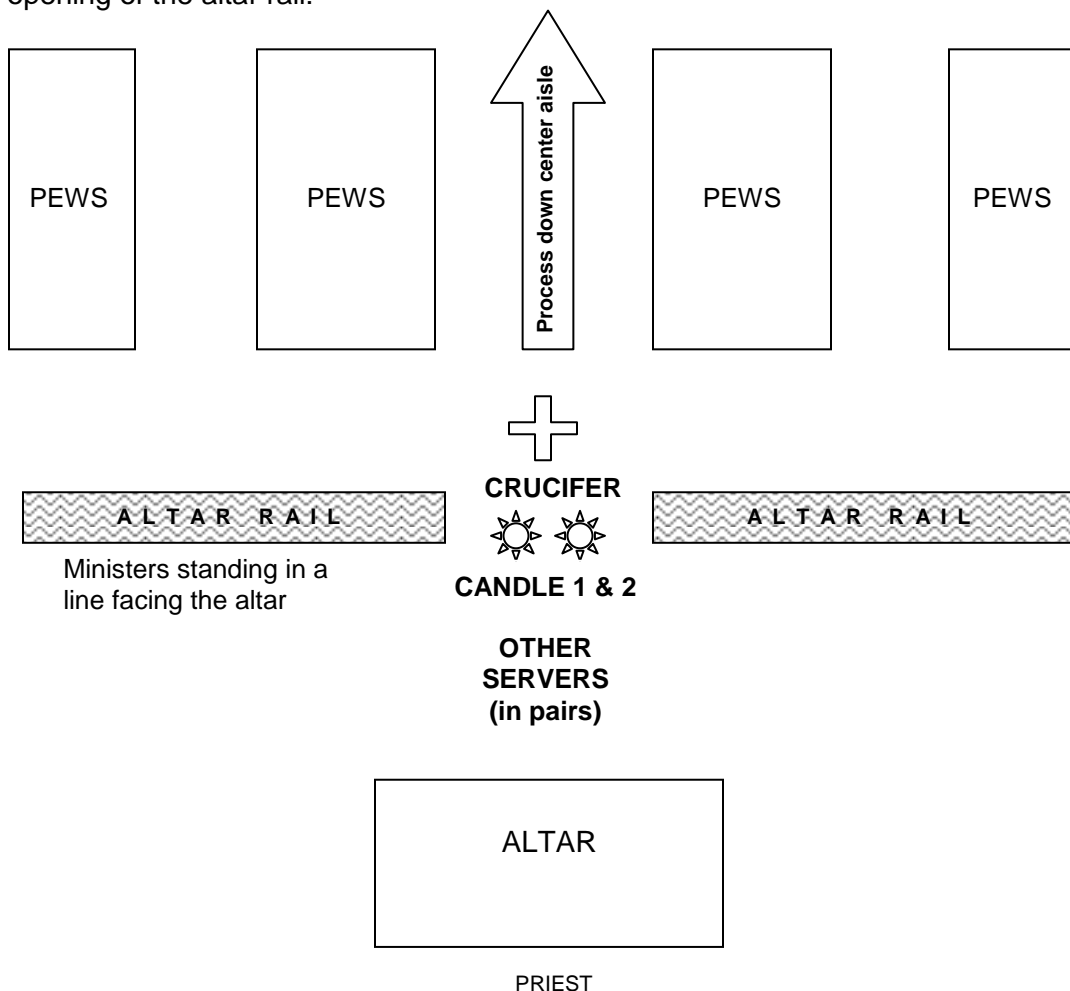
14. The presider will then fill the chalices. While he is doing so, the altar server (Offertory 2) brings the cruet with water and waits for him to mingle the water and the wine. After the presider has done so, the altar server takes away both the empty pitcher and the cruet of water.
15. When the priest is ready to have his hands washed (the lavabo), he will signal by turning to face the servers. Then, an altar server (Lavabo 1) comes forward with the bowl and a towel draped over his or her arm. A second altar server (Lavabo 2) follows with the cruet of water. After the lavabo, the servers bring the materials back to the credence table and return to their seats.

16. After the Our Father, share the Sign of Peace with the other servers where you are seated and then proceed to your positions around the altar:



17. While communion is being distributed, if there are covers for the ciboria on the altar, servers (Offertory 1 & 2) should bring them to the small table by the Mary altar. Also, bring the Sacramentary (the book that the priest uses) to the small table next to his chair.

18. After the final blessing, the various servers get into position for the recession by the opening of the altar rail:

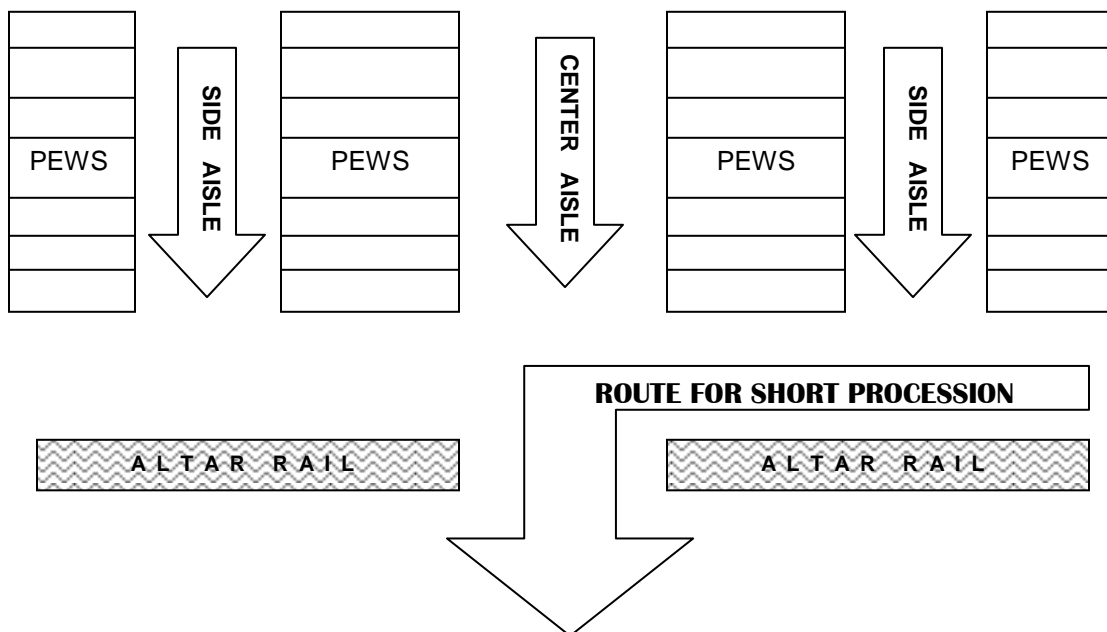


During the closing song, the presider will go to the altar and then kiss it. Afterwards, he will bow, which is the signal for all who are not holding anything to bow. Then, the altar servers turn and follow the Crucifer down the center aisle, two by two.

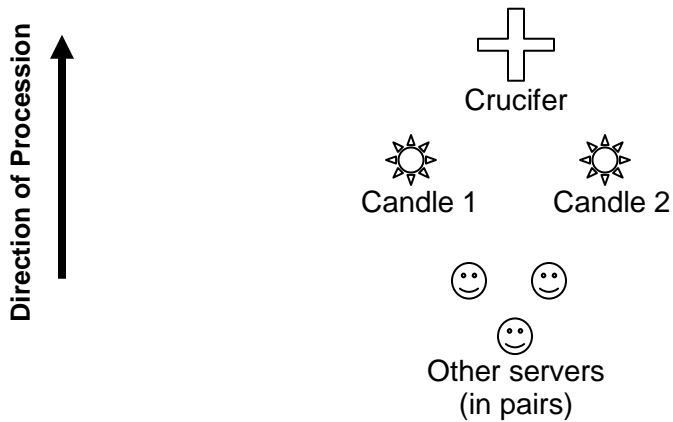
19. Afterwards, remaining in the same order as they were for the recession, the servers go back together to the sacristy using the side aisle.
20. After Mass, the Crucifer brings the cross back to the stand in the sanctuary and the altar servers with the candles extinguish them and return them to their stands. All altar servers should hang up their surplices and cassocks neatly in the closet.

## Sunday 9:30 AM Mass Procedures for Altar Servers

1. Dress appropriately for mass. You should wear shoes and not sneakers.
2. Sit straight and with your feet on the floor when you are in the sanctuary. Remember, the entire assembly can see you and may be distracted from its worship by your actions. Let your reverence be seen throughout the Mass.
3. Please sign in when you arrive by placing a check by your name on the schedule in the binder on the table by the closet where the robes for altar servers are kept.
4. Please be on time. Altar servers should be dressed and ready to go **15 minutes before Mass**.
5. If you are not able to serve at the liturgy you have been assigned, it is your responsibility to find a substitute by contacting another altar server. Also, please leave a message for Fr. SooHoo, SJ at the rectory by calling 212-288-3588 or emailing him at [soohoo@saintignatiusloyola.org](mailto:soohoo@saintignatiusloyola.org)
6. Try to maintain an atmosphere of reverence, quiet, and peace in the sacristy while you are waiting for Mass to begin.
7. Be sure to use hand sanitizer before Mass. It is located on the table in the sacristy.
8. Before leaving the sacristy one of the Eucharistic Ministers or the priest will lead all the liturgical ministers, including the altar servers, in a short prayer.
9. Altar servers process from the sacristy into the Church two by two. This is a short procession that goes in front of the altar rail and directly into the sanctuary.

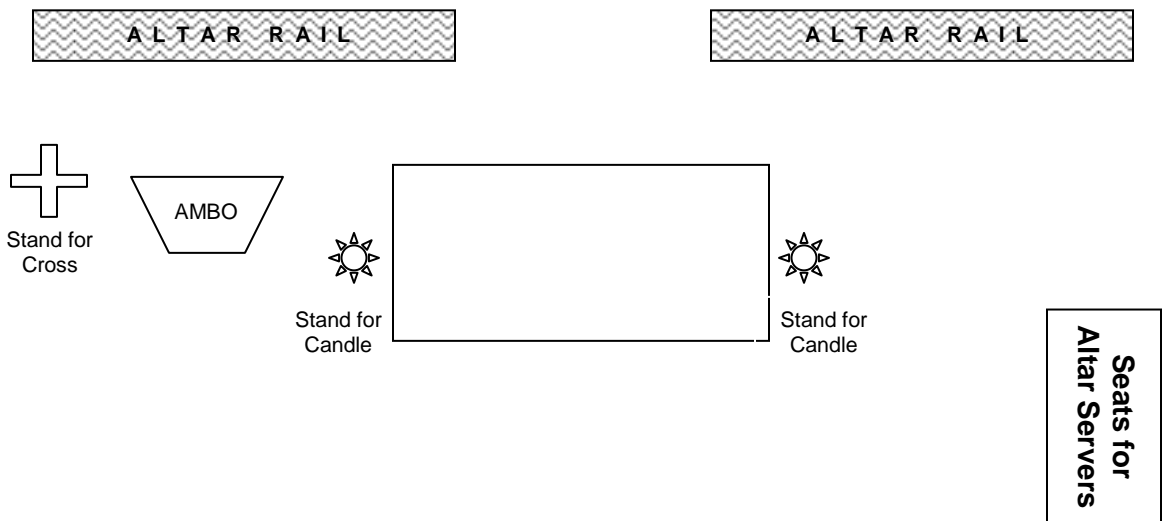


The order of the altar servers in the procession is as follows:



The Crucifer (person carrying the cross) is first. If there are enough servers, then the two people carrying the candles follow. Finally, the other servers process in two by two afterwards. If there is an odd number of servers, then the last person should process alone. Walk reverently and sing joyfully—there is no rush; we are beginning a celebration of the Lord's Banquet!

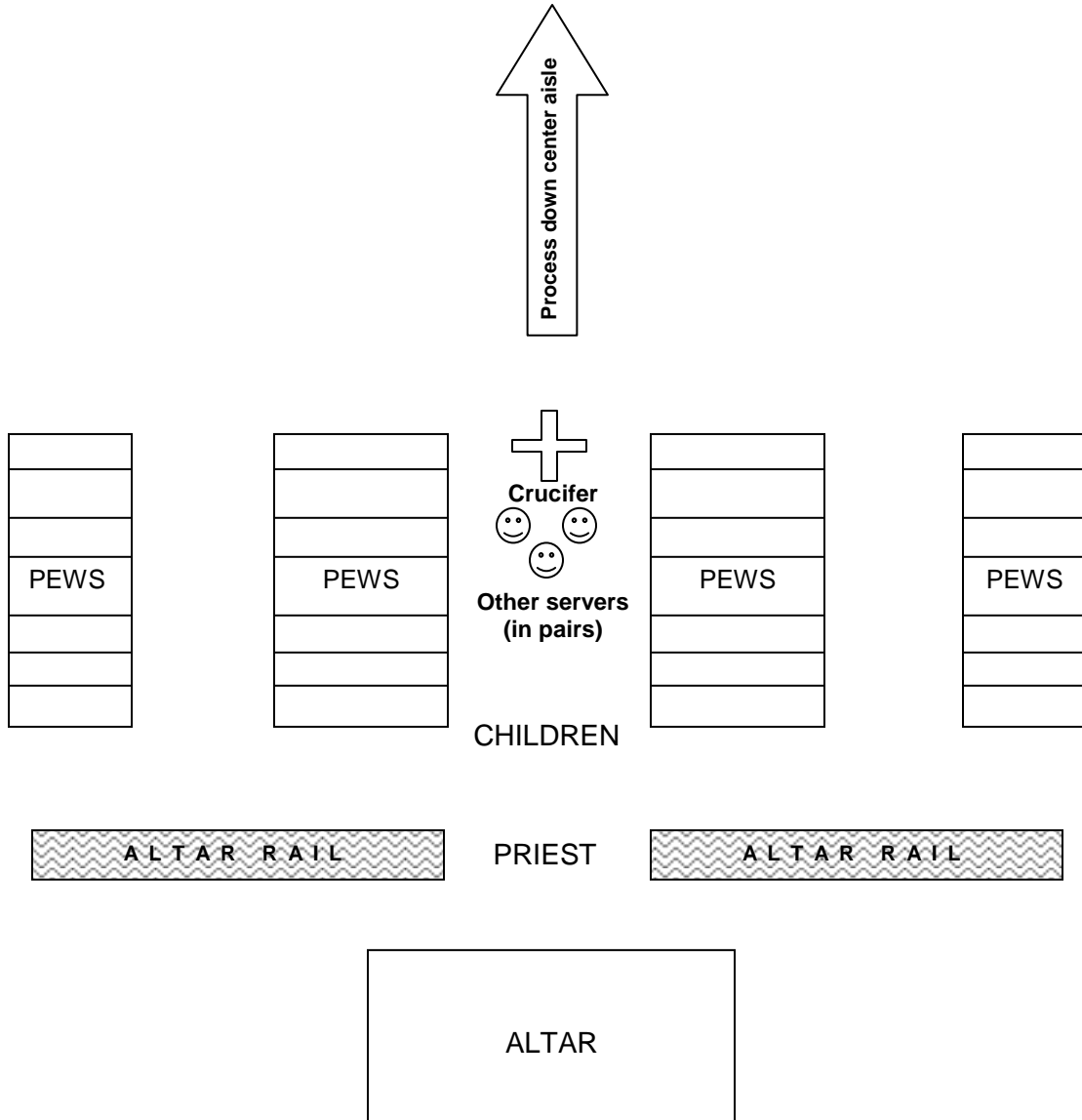
10. After you pass the altar rail, if you are not holding anything, please bow.
11. The Crucifer places the cross in the stand by the ambo and altar rail and goes to his/her seat by way of the passage behind the main altar. The servers (Candle 1 & 2) should place the candles in the stands next to the altar and go to their seats.



12. After the Gloria is sung, the priest will say, "Let us pray." This is the cue for the server (Book 1) to get the Sacramentary from the table next to the priest's chair and hold it in

front of the priest while he reads the Opening Prayer. When the priest finishes the prayer, the server closes the book, places it on the table next to the priest's chair, and sits down.

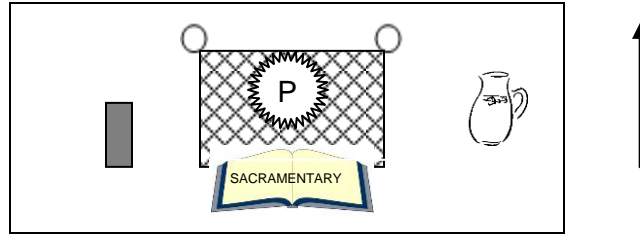
- Then the priest will invite all the children to come forward for a blessing before they go for their Liturgy of the Word. While he is doing that, the Crucifer gets the cross, using the passage behind the main altar, and goes to the center aisle (by the second pillar) The other servers go to the center aisle and wait in front of the Crucifer, facing the altar:



After the priest has said the blessing over the children, the Crucifer and the other altar servers turn and lead them out down the center aisle.

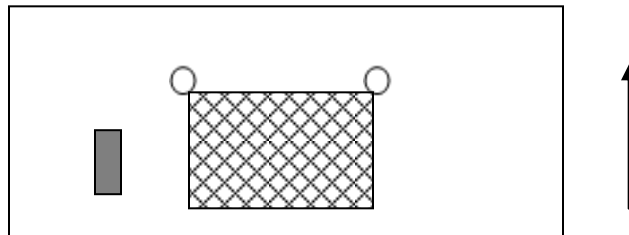
- After the Liturgy of the Word, when the children return, the altar servers lead the people who are bearing the gifts up the center of the aisle. The Crucifer returns the cross to its stand by the altar rail and then goes to his/her seat using the passage behind the main altar.

The other servers (Offertory 1 & 2) stand behind the priest and take the gifts from him while the Offertory Hymn is being sung. Please place the gifts on the altar in the following manner (circle with "P" indicates position of paten):



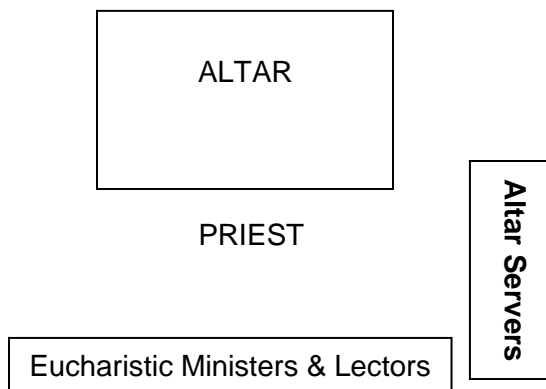
Place the pitcher on the right side of the altar and the paten in the center of the corporal.

15. While the priest is receiving the gifts, an altar server (Lavabo 1) removes the plastic stand that is for the Gospel from the altar and brings it to the table on the side. Another altar server (Lavabo 2) brings the chalices to the altar and place them on the altar in the following manner:

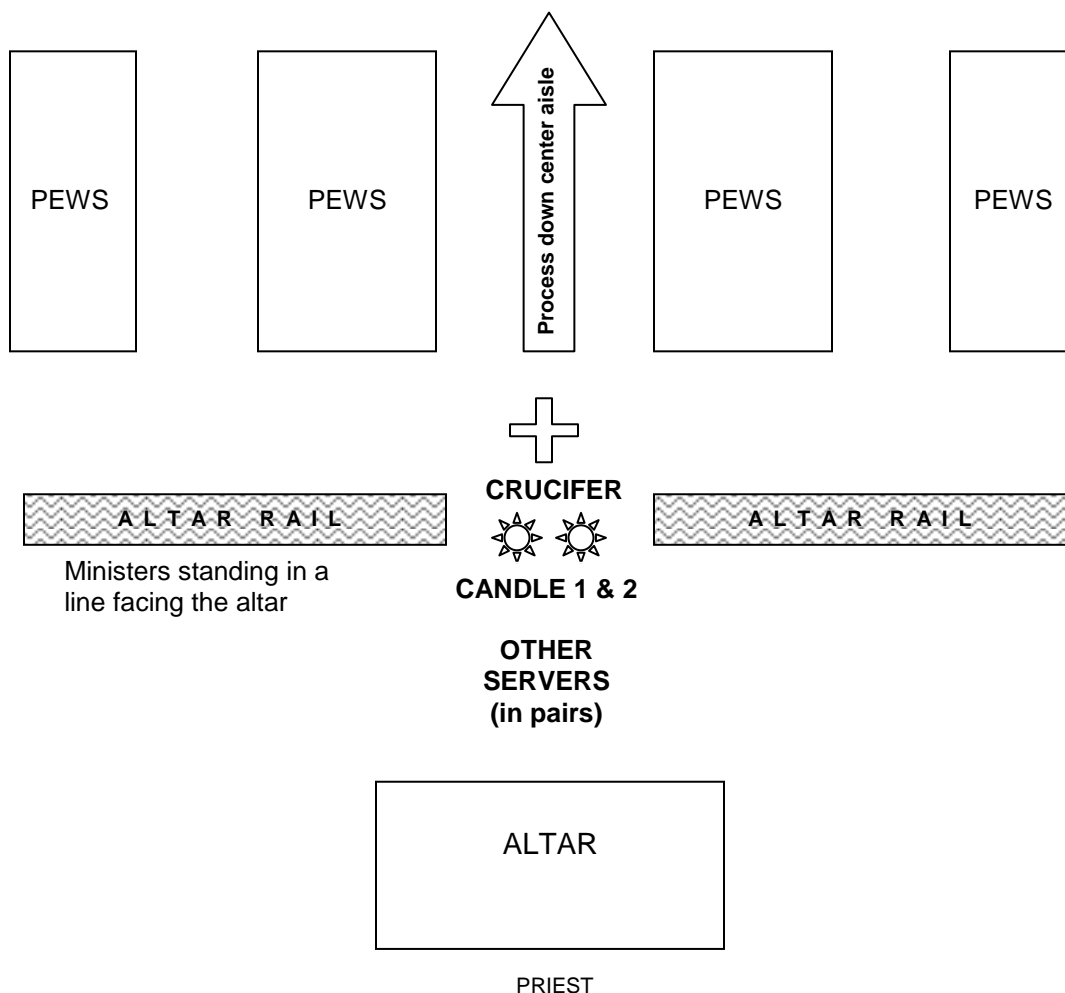


The chalices (indicated in the diagram by the circle) should be placed at the upper left- and right-hand corners of the corporal that is already on the altar (indicated by the box filled with the crosshatching). Place all purificators, neatly, flatly and on top of one another, to the left of these chalices (indicated by the grey rectangle in the diagram). The servers wait by the table until the priest is ready.

16. The presider will then fill the chalices. While he is doing so, the altar server (Offertory 1) brings the cruet with water and waits for him to mingle the water and the wine. After the presider has done so, the altar server takes away both the empty pitcher and the cruet of water.
17. When the priest is ready to have his hands washed (the lavabo), he will signal by turning to face the servers. Then, one altar server (Lavabo 1) comes forward with the cruet of water. A second server (Lavabo 2) comes with a towel draped over his or her arm and the bowl. After the lavabo, the servers bring the materials back to the credence table and return to their seats.
18. After the Our Father, share the Sign of Peace with the other servers where you are seated and then proceed to your positions around the altar:



19. While communion is being distributed, if there are covers for the ciboria on the altar, servers (Offertory 1 & 2) should bring them to the small table by the Mary altar. Also, bring the Sacramentary (the book that the priest uses) to the small table next to his chair.
20. After the final blessing, the various servers get into position for the recession by the opening of the altar rail:



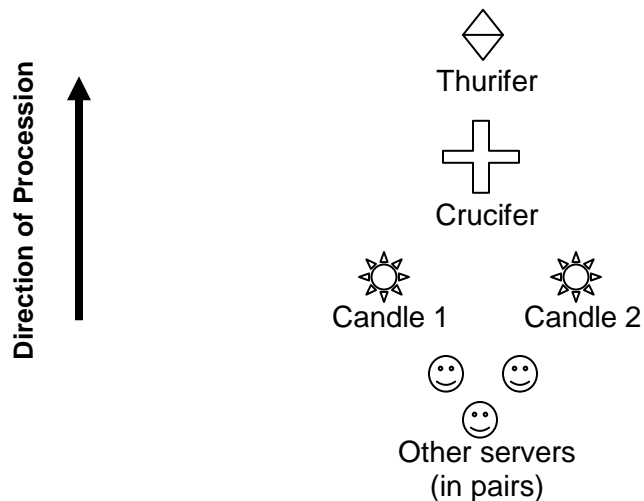
During the closing song, the presider will go to the altar and then kiss it. Afterwards, he will bow, which is the signal for all who are not holding anything to bow. Then, the altar servers turn and follow the Crucifer down the center aisle, two by two.

21. Afterwards, remaining in the same order as they were for the recession, the servers go back together to the sacristy using the side aisle.
22. After Mass, the Crucifer brings the cross back to the stand in the sanctuary and the altar servers with the candles extinguish them and return them to their stands. All altar servers should hang up their surplices and cassocks neatly in the closet.

## **Solemn Mass (Sunday 11:00 AM in Main Church)**

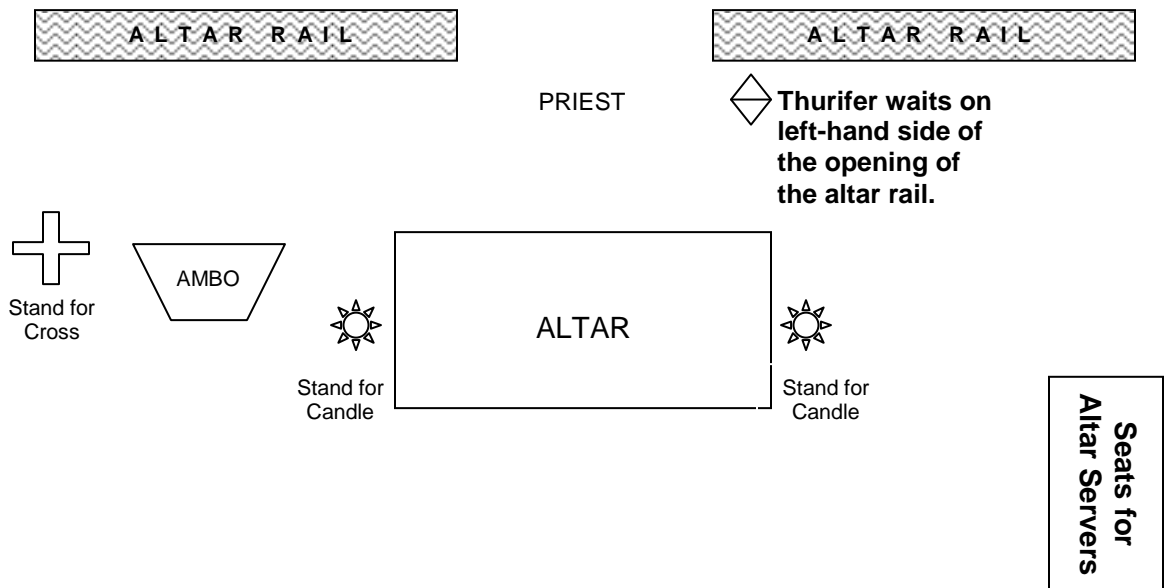
### **Procedures for Altar Servers**

1. Dress appropriately for mass. You should wear shoes and not sneakers.
2. Please sign in when you arrive by placing a check by your name on the schedule in the binder on the table by the closet where the robes for altar servers are kept.
3. Please be on time. Altar servers should be dressed and ready to go **15 minutes before Mass**.
4. If you are not able to serve at the liturgy you have been assigned, it is your responsibility to find a substitute by contacting another altar server. Also, please leave a message for Fr. SooHoo, SJ at the rectory by calling 212-288-3588 or emailing him at [soohoo@saintignatiusloyola.org](mailto:soohoo@saintignatiusloyola.org)
5. Try to maintain an atmosphere of reverence, quiet, and peace in the sacristy while you are waiting for Mass to begin.
6. Be sure to use hand sanitizer before Mass. It is located on the table in the sacristy.
7. Before leaving the sacristy one of the Eucharistic Ministers or the priest will lead all the liturgical ministers, including the altar servers, in a short prayer.
8. Sit up straight and with your feet on the floor when you are in the sanctuary. Remember, the entire assembly can see you and may be distracted from its worship by your actions. Let your reverence be seen throughout the Mass.
9. When all the ministers are ready, the Crucifer goes and gets the cross by way of the passage behind the main altar. Two servers (Candle 1 & 2) go and get the candles. The Thurifer (with the thurible and incense boat) and the other servers (in pairs) should exit from the sacristy through the bronze door. Both groups meet at the side aisle and walk to the Narthex. The thurifer is first, followed by the Crucifer, the two servers (Candle 1 & 2) with the candles, and finally all the other servers (in pairs). If there is an odd number, the last server walks in the center alone.
10. The altar servers get into position in the center aisle for the long procession into the Church from the Narthex. The order should be:



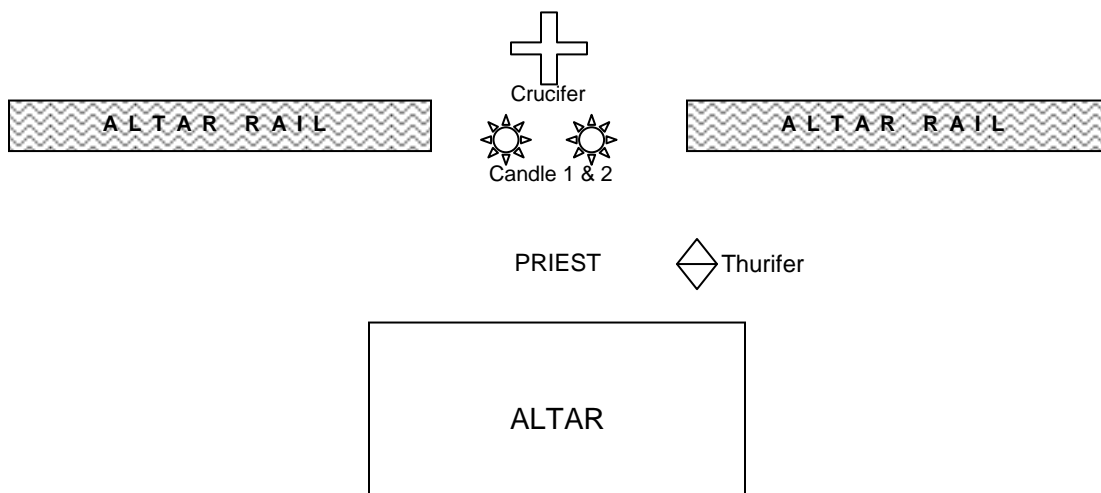
The Thurifer is always first, followed by the Crucifer. Next are the servers (Candle 1 & 2) holding the candles. All other servers follow in pairs. If there is an odd number, the last server walks down the center of the aisle alone. The procession begins when everyone stands and begins singing the Opening Hymn. Space yourselves out in the procession. Walk reverently and sing joyfully—there is no rush; we are beginning a celebration of the Lord's Banquet!

- After you pass the altar rail, before the steps in the sanctuary, please bow if you are not holding anything. The altar servers take up the following positions:

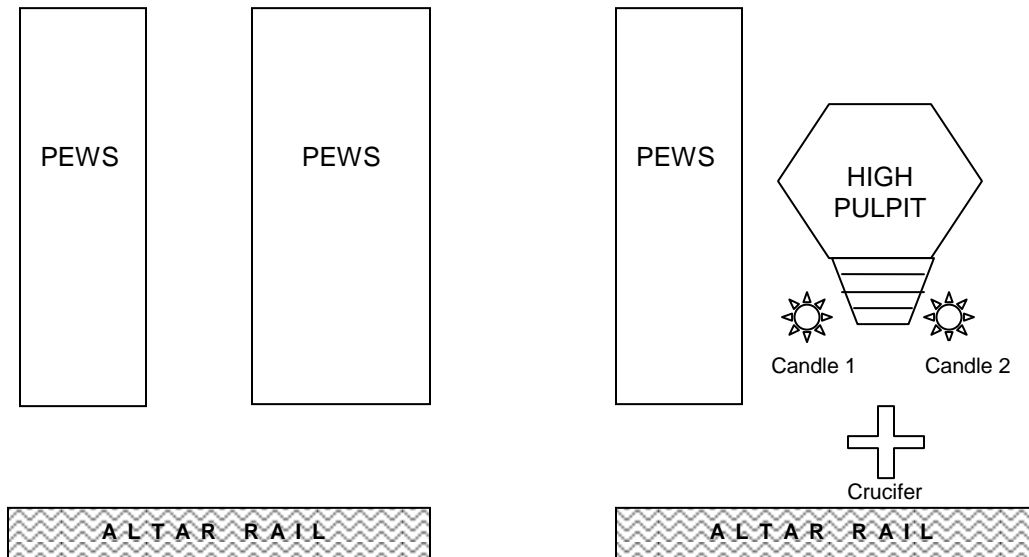


- The Thurifer stands inside the altar rail on the left side (facing the altar) and waits for the priest (see diagram above).

13. The Crucifer should place the cross in the stand and go to his/her seat using the passage behind the main altar.
14. The servers holding the candles (Candle 1 & 2) place them in the stands by the altar and go to their seats.
15. The other servers go directly to their seats after bowing.
16. When the priest arrives in the Sanctuary, the Thurifer hands him the incense boat and lifts the cover of the thurible so that the priest can fill it with incense. After the priest has put in the incense, s/he takes back the incense boat and gives the thurible to the priest, who incenses the altar. Afterwards, the priest will hand the thurible back to the Thurifer, who takes it into the sacristy and gives it to the Sacristan. Then the Thurifer goes to his / her seat.
17. After the Gloria is sung, the priest will say, "Let us pray." This is the cue for the server (Book 1) to get the Sacramentary from the table next to the priest's chair and hold it in front of the priest while he reads the Opening Prayer. When the priest finishes the prayer, the server closes the book, places it on the table next to the priest's chair, and sits down.
18. After the First Reading, the Thurifer should go into the sacristy to get the thurible and incense boat. S/he remains in the sacristy until the Second Reading is finished. Then s/he goes and stands next to the chair where the priest sits. S/he hands the priest the incense boat and lifts the cover of the thurible so that he can fill it with incense. When the priest is ready, the Thurifer accompanies him to the front of the altar and stands to his left.
19. While the priest is filling the thurible with incense, the Crucifer, using the passage behind the altar, goes to get the cross. Two servers (Candle 1 & 2) go to get the candles. They position themselves at the gate of the altar in this way and wait for the priest to incense the Book of the Gospels:

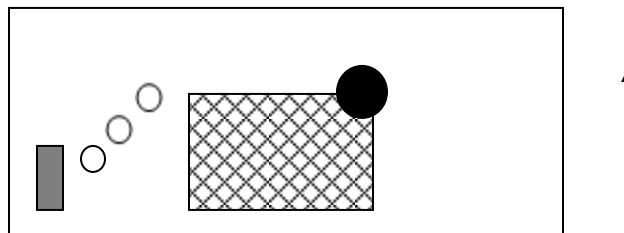


20. After the priest incenses the Gospel book he will give the thurible back to the Thurifer, who then takes it and the incense boat back into the sacristy. Afterwards, s/he returns to his seat.
21. Then the Crucifer and the two servers (Candle 1 & 2) carrying the candles process with the priest to the high pulpit. The Crucifer stands with the cross by the altar rail in front of the staircase into the high pulpit. The two servers (Candle 1 & 2) stand on either side of the staircase while the priest climbs up:



After the priest finishes proclaiming the Gospel, the Crucifer brings the cross back to the stand in the sanctuary and returns to his / her seat by way of the passage behind the main altar. The altar servers holding the candles also return them to their stands by the altar and go to their seats.

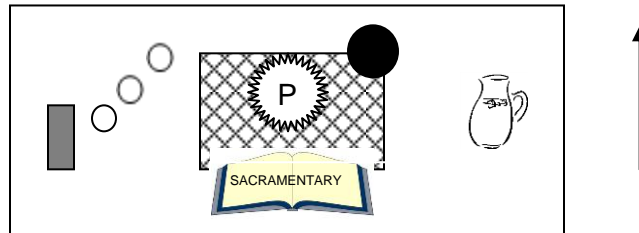
22. When the cantor starts singing the Offertory Hymn, the Thurifer goes into the sacristy to get the thurible and incense boat and waits by the credence table until the priest is ready. Another altar server (Offertory 1) brings the chalices to the altar and place them on the altar in the following manner:



The main chalice (indicated in the diagram by the filled in circle) should be placed on the right hand side of the corporal that is already on the altar (indicated by the box filled with the crosshatching). The other chalices should be arranged on the left side as indicated in the diagram. Place all purificators, neatly, flatly and on top of one another, to the left of these chalices (indicated by the grey rectangle in the diagram). Please make sure that

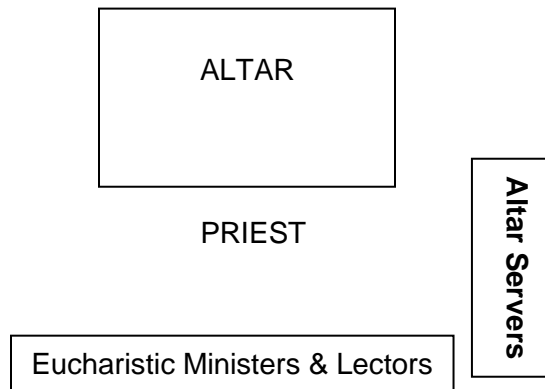
there is enough space for the Sacramentary and be mindful of the microphone on the altar. The main thing to keep in mind is that the altar should not appear cluttered.

When the presider goes to receive the gifts, two altar servers (Offertory 1 & 2) should join him and help him receive the gifts and bring them back to the altar. Please place the gifts on the altar in the following manner (circle with "P" indicates position of paten):

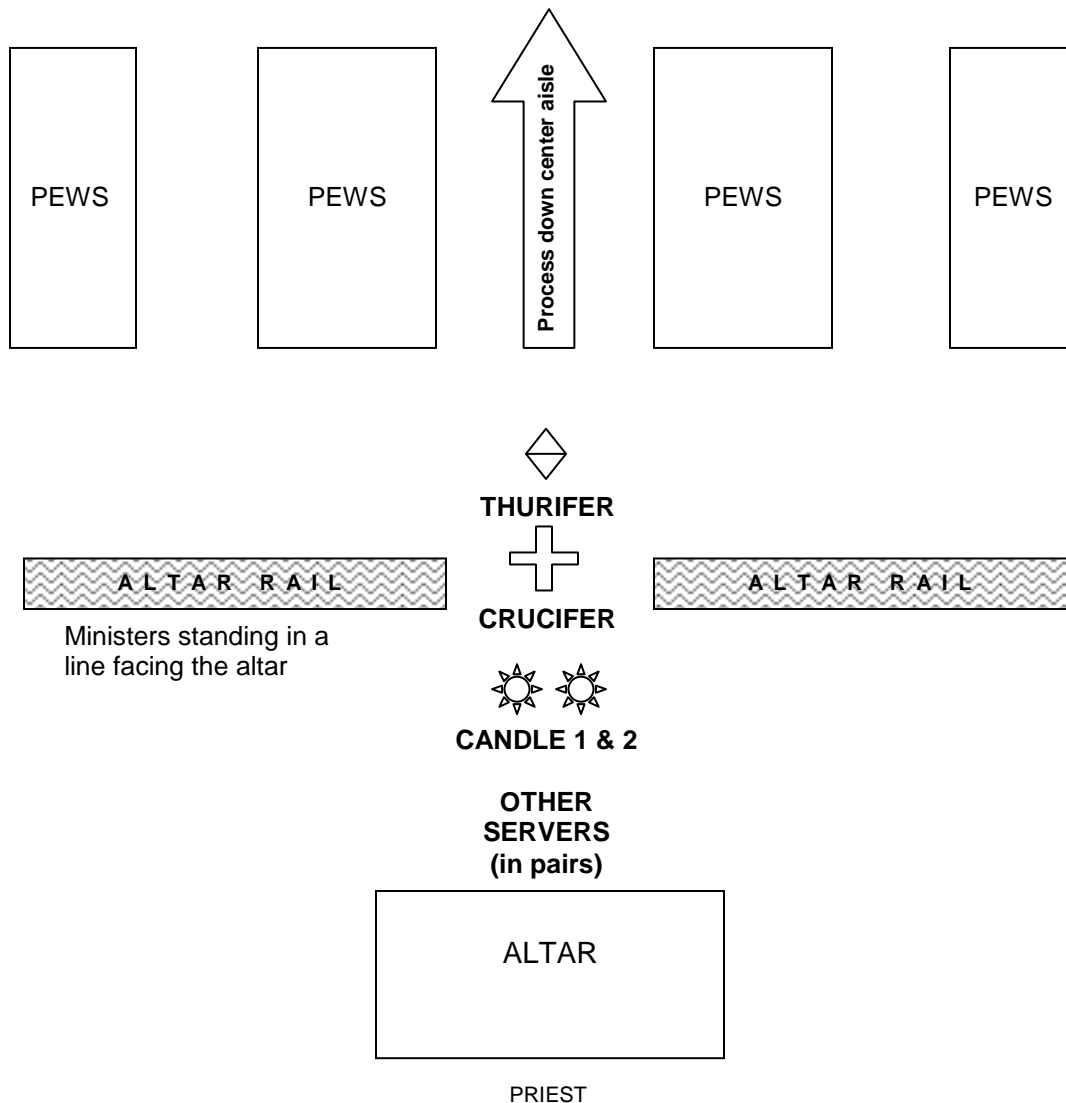


Place the pitcher on the right side of the altar and the paten in the center of the corporal.

23. The presider will then fill the chalices. While he is doing so, an altar server (Offertory 1) brings the cruet with water and waits for him to mingle the water and the wine. After the presider has done so, the server (Offertory 1) takes away both the empty pitcher and the cruet of water.
24. Afterwards, the priest will say the blessing over the bread and wine and bow. Then he will turn to face the Thurifer. This is the cue for the Thurifer to bring the thurible and incense boat to the priest. The Thurifer hands the incense boat to the priest and lifts the cover of the thurible so that the priest can put in the incense. Then, the Thurifer hands the thurible to the priest, goes, places the incense boat on the credence table, and waits there until the priest finishes incensing the altar. When the priest is done incensing the altar, the Thurifer goes, bows, and incenses the priest, swinging the thurible 3 times, and bows again. Next, the Thurifer incenses the other servers and the cantor and the Eucharistic Ministers and Lectors. Finally, the Thurifer stands at the gate of the altar rail and incenses the people.
25. When the priest is ready to wash his hands (the lavabo), he will signal this by turning to face the altar servers. Then, an altar server (Lavabo 1) comes forward with the cruet of water and another server (Lavabo 2) approaches with a towel draped over his or her arm and the big blue bowl. After the lavabo, both servers bring the materials back to the credence table and return to their seats.
26. After the Our Father, share the Sign of Peace with the other servers and proceed to your positions around the altar:



27. While communion is being distributed, if there are covers for the ciboria on the altar, servers (Offertory 1 & 2) should bring them to the small table by the Mary altar. Also, bring the Sacramentary (the book that the priest uses) to the small table next to his chair.
28. While the announcements are being read, the Thurifer goes into the sacristy to get the thurible and the incense boat and waits until after the final blessing (when the priest makes the sign of the cross and says "Go in peace to love and serve the Lord. Thanks be to God.") to get into position at head of the procession in the opening of the altar rail (see diagram below).
29. When the priest is ready to begin the Prayer after Communion, he will say "Let us pray." This is the cue for the server (Book 2) to come, get the book from the table next to his chair, and hand it to him. When he finishes the prayer, everyone will say "Amen." The server then closes the book, places it on the table, and goes to his/her seat.
30. After the final blessing, the Crucifer goes to get the cross using the passage behind the main altar. The altar servers (Candle 1 & 2) holding the candles get them and go to their position at the gate of the altar rail. The other altar servers (in pairs) also get into position at the gate of the altar rail:

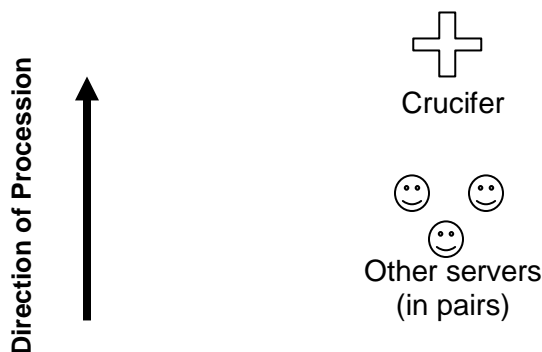


The Crucifer, with the altar servers (Candle 1 & 2) holding the candles, stand in front of the altar at the gap between the rail (indicated by cross and stars in diagram). All the altar servers face the altar.

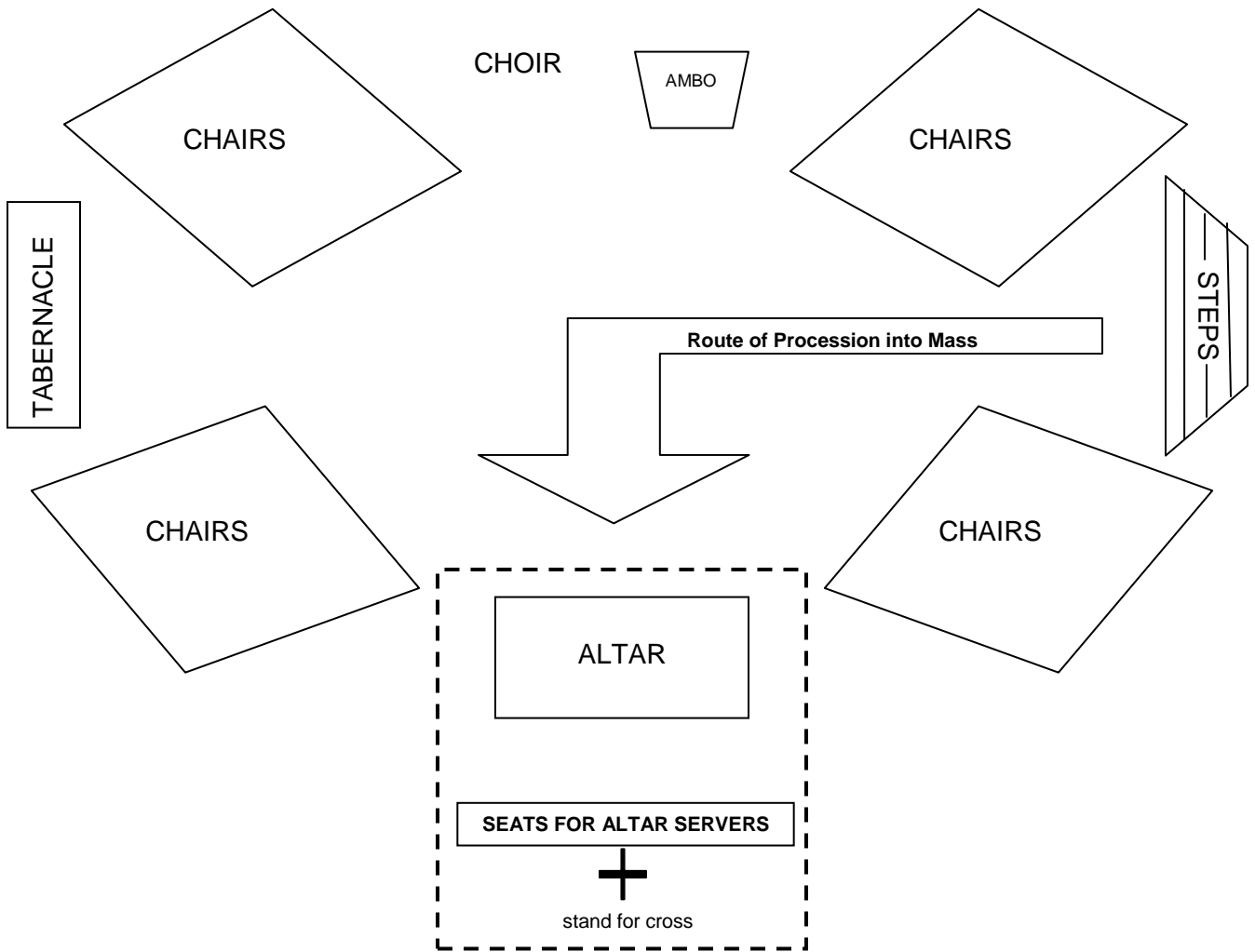
31. During the closing song, the priest will go to the altar and then kiss it. Afterwards, he will bow, which is the signal to bow for all the servers who are not holding anything. Then, all the servers, turn and follow the Thurifer, processing out of the church down the center aisle, two by two.
32. Afterwards, remaining in the same order as they were for the recession, the servers go back together to the sacristy using the side aisle.
33. After Mass, the Crucifer brings the cross back to the stand in the sanctuary and the altar servers with the candles extinguish them and return them to their stands. All altar servers should hang up their surplices and cassocks neatly in the closet.

## Family Mass (Sunday 11:00 AM Mass in Wallace Hall) Procedures for Altar Servers

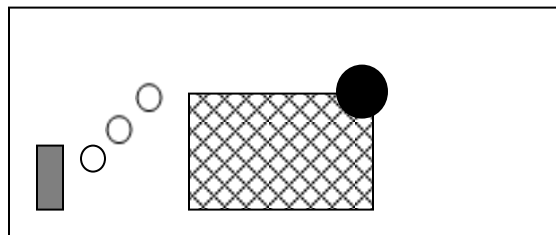
1. Dress appropriately for mass. You should wear shoes and not sneakers.
2. Please sign in when you arrive by placing a check by your name on the schedule in the binder on the table by the closet where the robes for altar servers are kept.
3. Please be on time. Altar servers should be dressed and ready to go **15 minutes before Mass**.
4. If you are not able to serve at the liturgy you have been assigned, it is your responsibility to find a substitute by contacting another altar server. Also, please leave a message for Fr. SooHoo, SJ at the rectory by calling 212-288-3588 or emailing him at [soohoo@saintignatiusloyola.org](mailto:soohoo@saintignatiusloyola.org)
5. Try to maintain an atmosphere of reverence, quiet, and peace in the sacristy while you are waiting for Mass to begin.
6. Be sure to use hand sanitizer before Mass. It is located on the table in the sacristy.
7. Sit up straight and with your feet on the floor when you are in the sanctuary. Remember, the entire assembly can see you and may be distracted from its worship by your actions. Let your reverence be seen throughout the Mass.
8. The altar servers begin the procession by the steps where the entrance of Wallace Hall is located. There order is as follows:



The Crucifer leads the procession. The other servers follow in pairs. If there is an odd number of servers, the last person walks in the center alone. The servers begin at the steps. When they reach the center, they bow, facing the tabernacle. Then they turn to face the altar and bow again if they are not holding anything. Afterwards, the crucifer goes and places the cross in its stand and the rest of the servers proceed to their seats on the platform. The route of the procession is indicated on the map by the arrow:

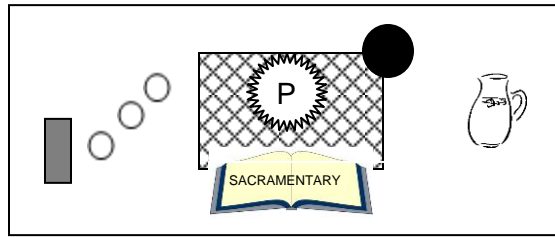


9. After the Gloria is sung, the priest will say, "Let us pray." This is the cue for the server (Book 1) to get the Sacramentary from the table next to the priest's chair and hold it in front of the priest while he reads the Opening Prayer. When the priest finishes the prayer, the server closes the book, places it on the table next to the priest's chair, and sits down.
10. When the cantor begins the Offertory Hymn, one altar server (Offertory 1) sets the table. S/he should bring the chalices to the altar and place them on the altar in the following manner:



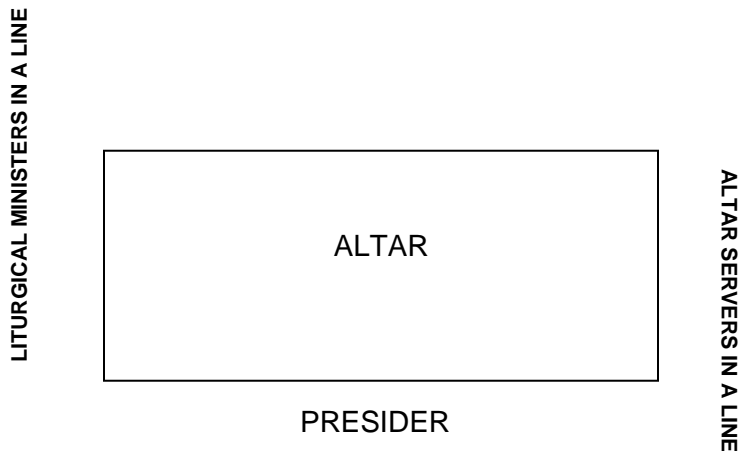
The chalices (indicated in the diagram by the circle) should be placed at the upper left- and right-hand corners of the corporal that is already on the altar (indicated by the box filled with the crosshatching). Place all purificators, neatly, flatly and on top of one another, to the left of these chalices (indicated by the grey rectangle in the diagram). Please make sure that there is enough space for the Sacramentary. The main thing to keep in mind is that the altar should not appear cluttered.

- When the presider goes to receive the gifts, two servers (Offertory 1 & 2) join him and help him receive the gifts and bring them back to the altar. Please place the gifts on the altar in the following manner (circle with "P" indicates position of paten):

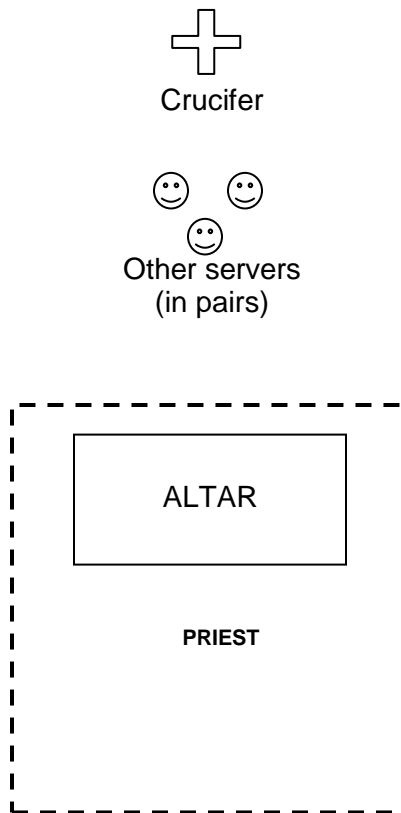


Place the pitcher on the right side of the altar and the paten in the center of the corporal.

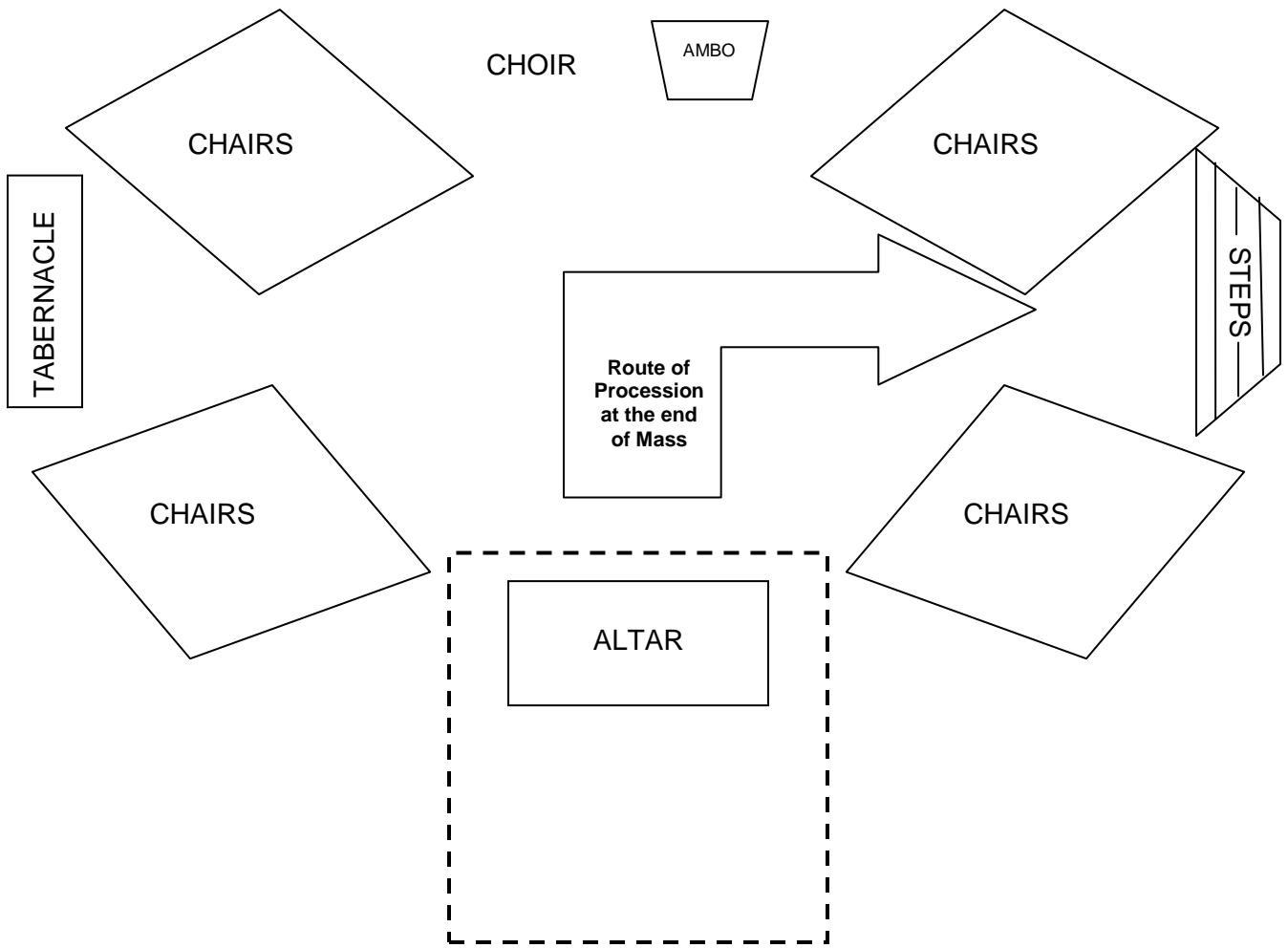
- The presider will then fill the chalices. While he is doing so, a server (Offertory 1) brings the cruet with water and waits for him to mingle the water and the wine. After the presider has done so, the server (Offertory 1) takes away both the empty pitcher and the cruet of water.
- When the priest is ready to wash his hands (the lavabo) he will signal this by turning to face the servers. Then, one server (Lavabo 1) comes forward with the cruet of water. Another server (Lavabo 2) comes with a towel draped over his or her arm and the bowl. After the lavabo, the servers bring the materials back to the credence table and returns to their seats.
- After the Our Father, share the Sign of Peace with the other ministers where you are seated and then proceed to your positions by the altar. Please be in position before the presider begins the Fraction Rite (when the "Lamb of God" is sung).



15. While communion is being distributed, a server (Offertory 1) brings the Sacramentary (the book that the priest uses) to the small table next to his chair.
16. When the priest is ready to begin the Prayer after Communion, he will say "Let us pray." This is the cue for the server (Book 2) to come, get the book from the table next to his chair, and hold it for him. When he finishes the prayer, everyone will say "Amen." The server then closes the book, places it on the table, and goes to his/her seat.
17. After the final blessing, when the priest has said, "Go in peace to love and serve and Lord," and everyone responds "Thanks be to God," the Crucifer goes and gets the cross. Then, all the servers get into position in front of the platform, facing the altar. The Crucifer stands behind the other altar servers:



When the priest bows, all the servers who are not holding anything also bow. They then turn and follow the Crucifer, who leads the procession to the steps using the following route:

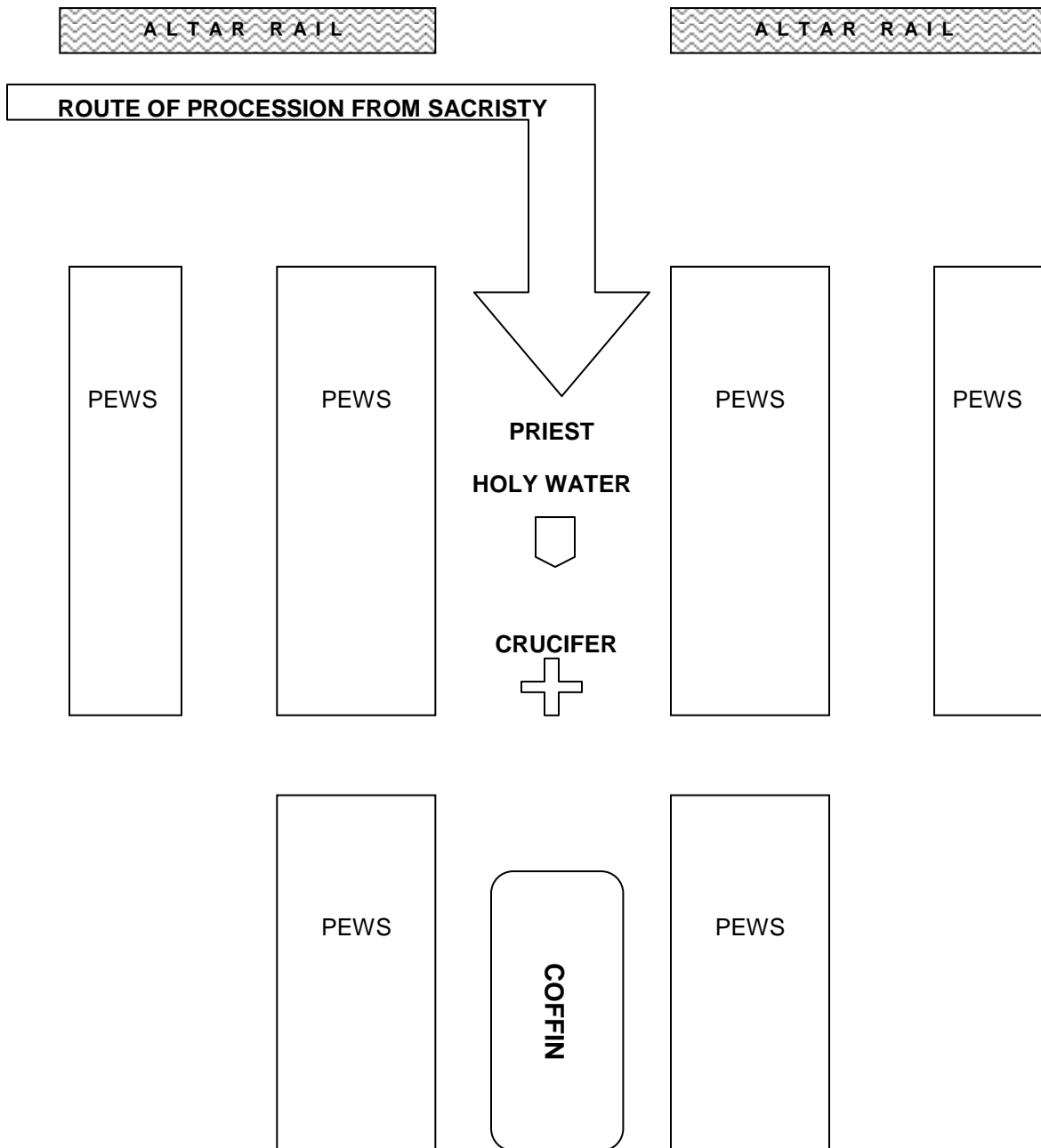


18. After Mass, the Crucifer brings the cross back to the stand in the sanctuary and the altar servers with the candles extinguish them and return them to their stands. All altar servers should hang up their surplices and cassocks neatly in the closet.

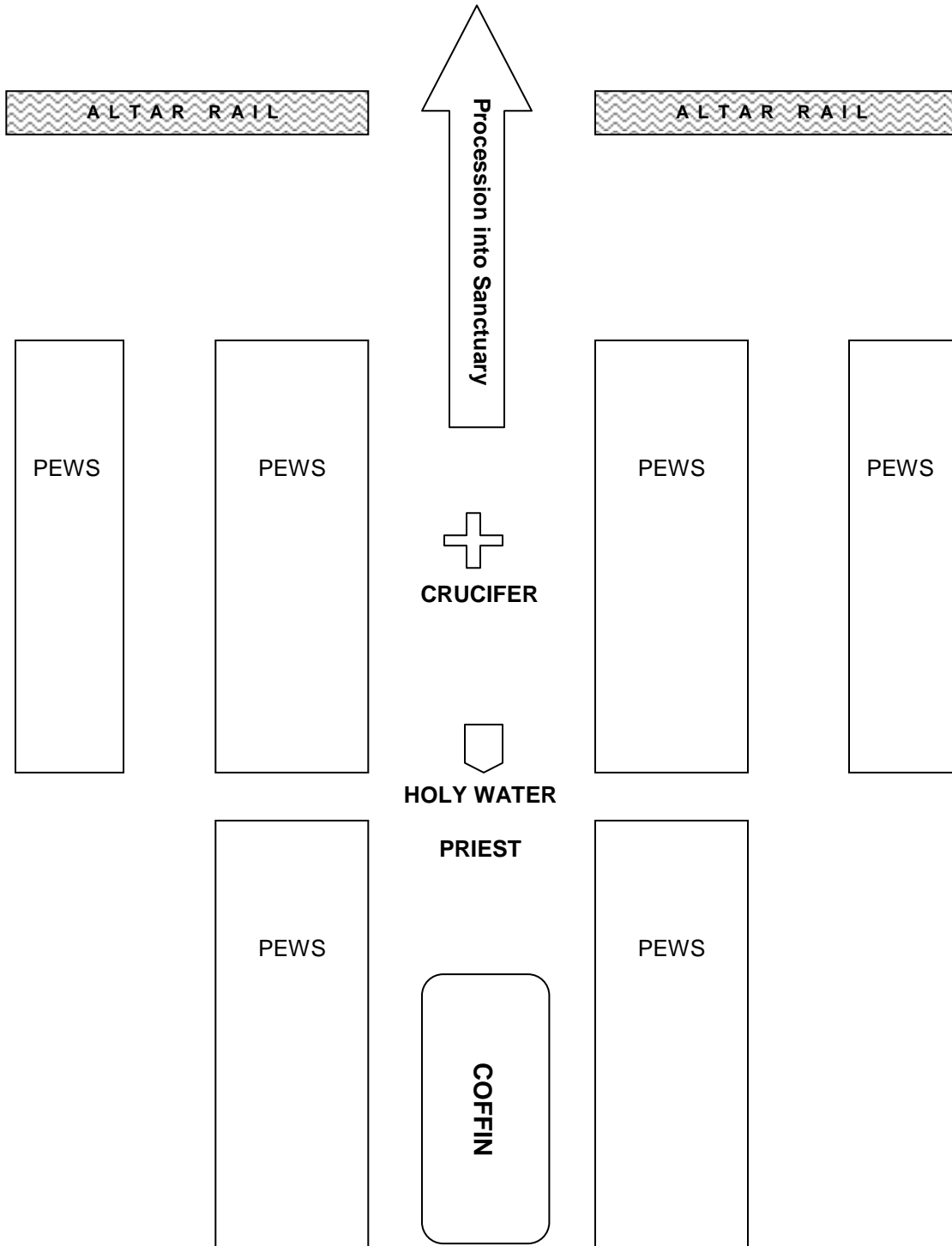
# Funeral Mass Procedures for Altar Servers

1. The servers depart the sacristy from the bronze door and process in silence down the center aisle.
  - a. If there is only one server, s/he (the Crucifer) carries the cross and leads.
  - b. If there are two servers, one carries the cross (the Crucifer) and leads while the second follows with the bucket of Holy Water.

The order and route of the procession is as follows:

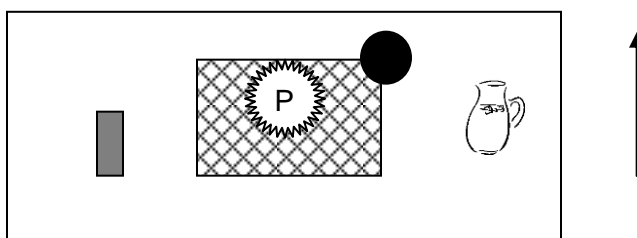


2. The altar servers stop 3 pews before the coffin and step to either side of the aisle so that the priest can pass. The altar server who is holding the bucket with the holy water follows the priest and stands next to him in front of the coffin.
3. After the priest sprinkles the coffin with holy water and the funeral pall (large, white cloth) is placed on it, the priest turns and faces the altar and the Opening Hymn begins. All the servers turn and face the altar. The procession begins down the center aisle when the singing starts. The Crucifer leads the procession, followed by the servers holding the candles and the bucket of holy water.



The Crucifer places the cross in the stand by the altar rail and goes to his/her seat by way of the passage behind the main altar. The servers holding the candles place them in their stands on either side of the altar and go to their seats. The server carrying the bucket of holy water places it on the credence table next to where the altar servers are seated. He/she then goes to his/her seat.

4. The priest then greets the family and begins the Opening Prayer, using the words, "Let us pray." This is the cue for the altar server (Book 1) to come forward, get the black book (Funeral Book) from the table next to the priest, and hold it for him as he prays. When the priest finishes the prayer, close the book, place it on the table, and return to the seats for the altar servers.
5. When the priest goes to the gate of the altar rail to receive the gifts during the Offertory Song, the two servers (Offertory 1 & 2) follow him and help him bring the gifts to the altar. They are placed on the altar in the following manner:

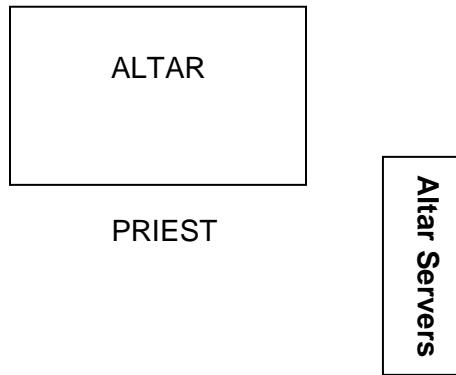


The chalice (indicated on the diagram by the black circle) is placed at the upper right hand corner of the corporal. The purificator (indicated by the grey rectangle) is placed to the left of the corporal. The paten (indicated by the circle with a "P") is placed in the center of the corporal and the cruets of wine is placed to the right of the corporal.

6. As the table is being set by the other servers, the Thurifer should go into the sacristy to get the thurible and the incense boat from the Sacristan. S/he should stand by the credence table until the priest is ready.
7. The priest will fill the chalice with wine. While he is doing so, an altar server (Offertory 1) brings the cruets with water and waits for him to mingle the water and the wine. After the presider has done so, the server (Offertory 1) takes away both the empty pitcher and the cruets of water.
8. Afterwards, the priest will say the blessing over the bread and wine and bow. Then, the priest will turn to face the Thurifer. This is the cue for the Thurifer to bring the thurible and the incense boat to the priest. The Thurifer hands the incense boat to the priest and lifts the cover of the thurible so that the priest can put in the incense. Then, the Thurifer hands the thurible to the priest, goes, places the incense boat on the table, and waits there until the priest finishes incensing the altar. When the priest is done incensing the altar, the Thurifer goes, bows, and incenses the priest, swinging the thurible 3 times, and bows again. Afterwards, the Thurifer brings the thurible and incense boat back to the sacristy and returns to his/her seat.
9. The priest is now ready to wash his hands (the lavabo). He will signal this by turning to face the altar servers. Then, an altar server (Lavabo 1) comes forward with the cruets of

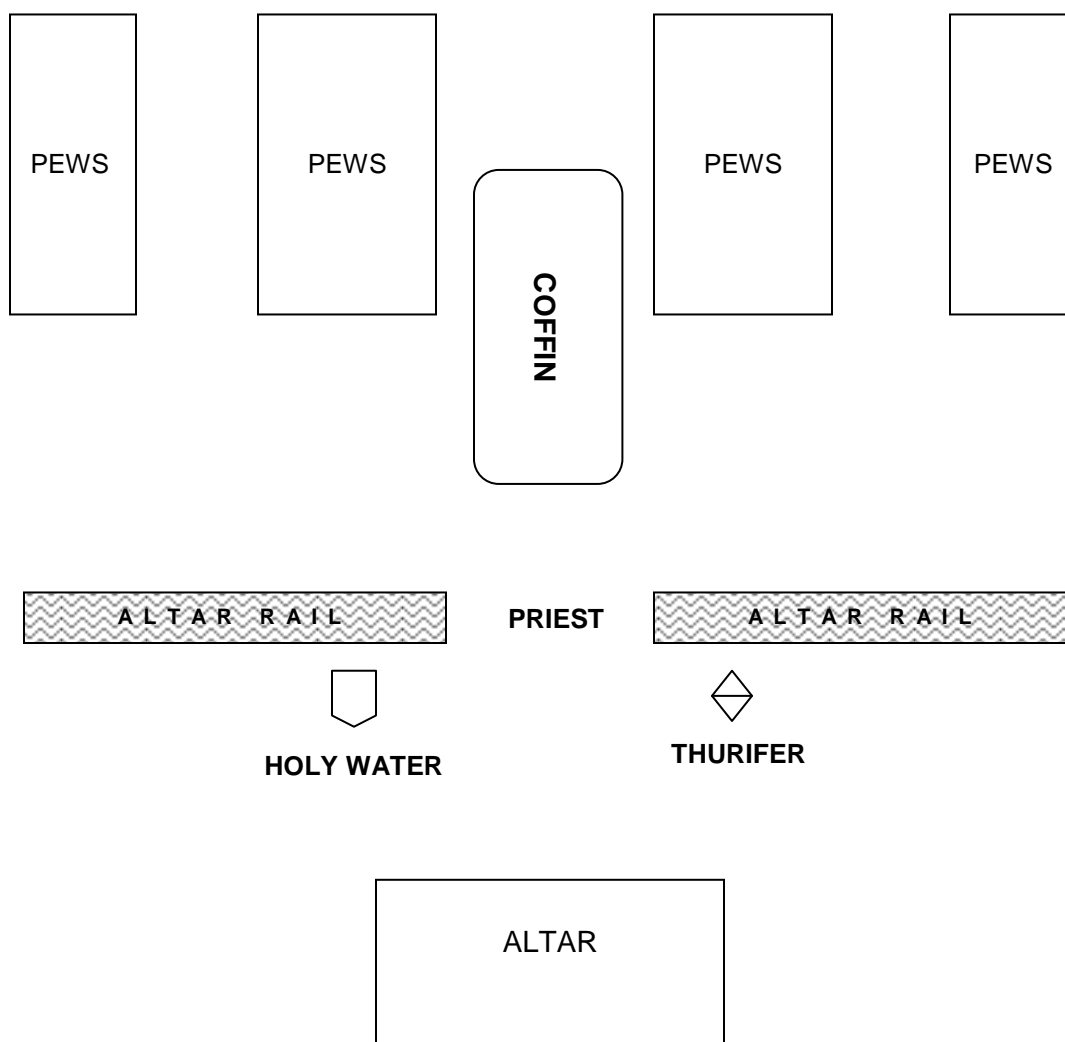
water. A second server (Lavabo 2) follows with the bowl, and a towel draped over his / her arm. After the lavabo, the server brings the materials back to the credence table and returns to his/her seat.

10. After the Our Father, share the Sign of Peace with the other servers and proceed to your positions around the altar:

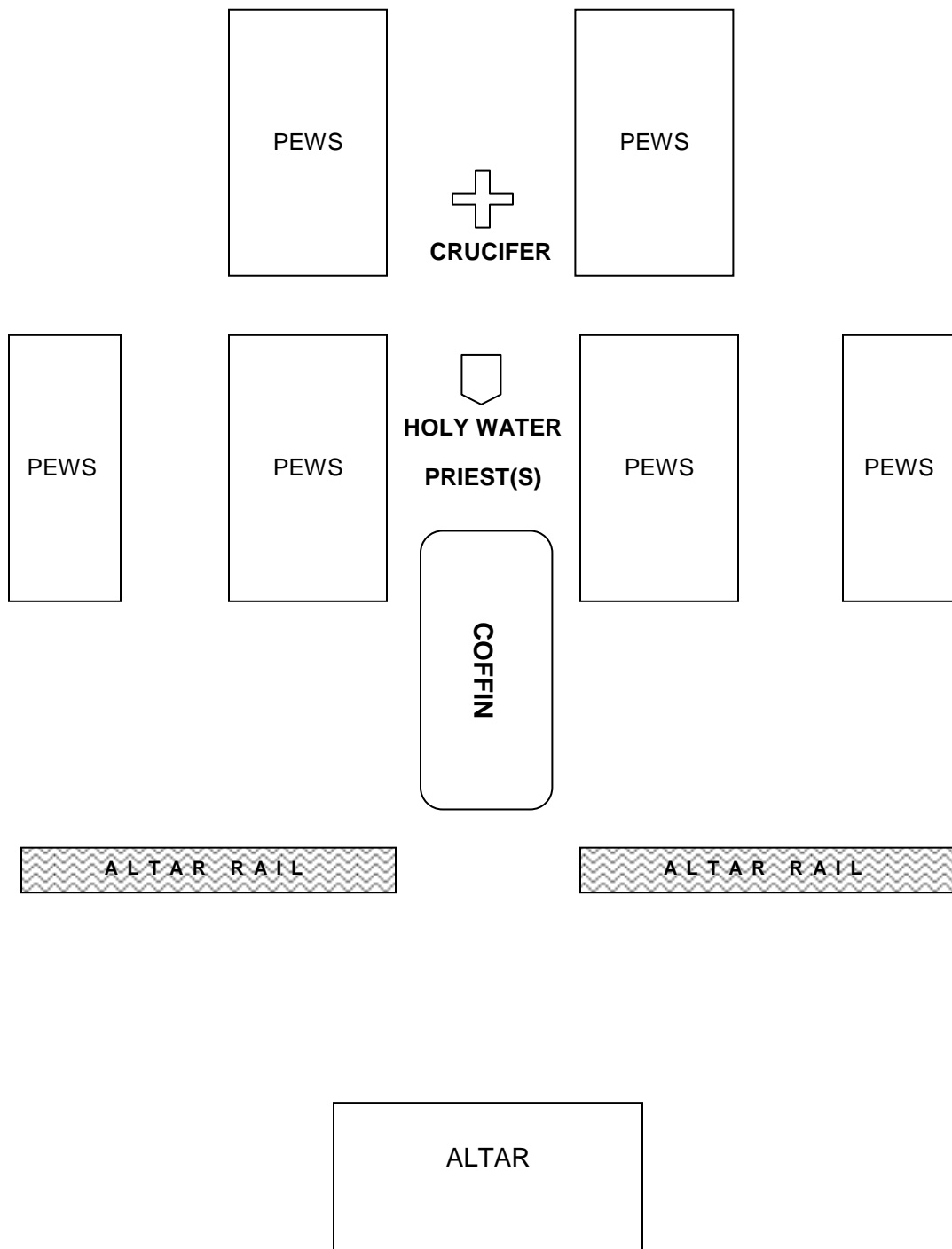


11. While communion is being distributed, if there are covers for the ciboria on the altar, servers (Offertory 1 & 2) should bring them to the small table by the Mary altar. Also, bring the Sacramentary (the book that the priest uses) to the small table next to his chair.
12. After communion, the priest will begin the Prayer after Communion by saying, "Let us pray." This is the cue for the altar server (Book 2) to go, get the Sacramentary (the red book) from the table next to the priest, and hold it in front of him. When the priest finishes the prayer, close the book, place it on the table, and return to the seats for the altar servers.
13. The Thurifer goes into the sacristy to get the thurible and incense boat. S/he waits in the sacristy until the eulogies are done (if there are any) and then proceeds to his/her position at the gate of the altar rail (see diagram below)
14. After the eulogy (if there are any), the priest will go to the gate of the altar rail and face the coffin. The Thurifer, facing the coffin, stands to his right (on the diamond on the floor) and the altar server carrying the bucket of holy water, also facing the coffin, stands to his left (on the diamond on the floor) (see diagram below).
15. If there is only one server, s/he acts as a Thurifer.

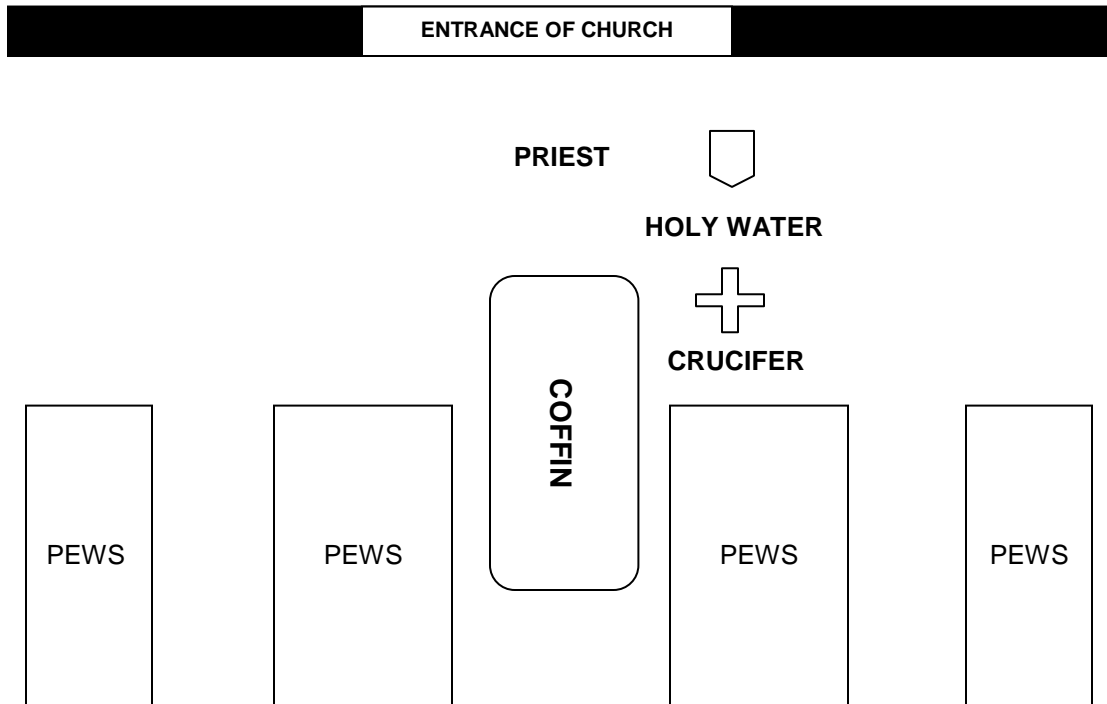
The positions of the servers at the Final Commendation is as follows:



16. When the Cantor begins the Song of Farewell, the Thurifer hands the incense boat to the priest and lifts the cover of the thurible so that the priest can put in the incense. Then, the priest will hand the Thurifer the incense boat and the Thurifer hands the thurible to the priest, who will incense the coffin. When he is done, the priest hands the thurible back to the Thurifer, who brings it to the sacristy. Then, this same altar server goes to get the cross using the passageway behind the altar.
17. When the Closing Song begins, the priest will move to the far side of the coffin (in front of the servers) and face the altar. The server holding the bucket of Holy Water stands immediately behind the priest. The Crucifer is behind the server holding the bucket of Holy Water. They remain facing the altar until the priest turns.



18. When the coffin is turned, the priest will turn. All the altar servers turn and process down the center aisle in this order: Crucifer, altar server holding bucket of Holy Water, followed by the priest.
19. When the servers reach the entrance of the Church, the Thurifer and Crucifer stand on the right side (see diagram below). The altar server holding the bucket of holy water stands next to the priest(s), who sprinkles the coffin with holy water before it is taken out of the Church.



20. Afterwards, remaining in the same order as they were for the recession, the servers go back together to the sacristy using the side aisle.
21. After Mass, the Crucifer brings the cross back to the stand in the sanctuary and the altar servers with the candles extinguish them and return them to their stands. The Thurifer and the altar server with the bucket of Holy Water return them to the Sacristan. All altar servers should hang up their surplices and cassocks neatly in the closet.

## **GLOSSARY OF LITURGICAL TERMS**

**Alb:** white robe worn by liturgical ministers

**Altar:** table for the Sacrifice of the Mass

**Ambo:** stand from which the Scriptures are read

**Aspergillum:** a short wand which the priest uses to sprinkle Holy Water

**Aspersorium:** another name for the Holy Water Bucket (see below)

**Boat:** container which holds the incense

**Book of the Gospels:** the decorated book from which the priest reads the Gospel

**Cantor:** person who leads the people in song during Mass

**Cassock:** black robe worn by servers

**Censor:** another name for the thurible

**Chalice:** cup for holding the Precious Blood

**Chasuble:** an outer vestment that priest wears. Its color reflects the liturgical season and it is the symbol of pastoral love.

**Ciborium (pl. ciboria):** container for the consecrated hosts; it is usually kept in the tabernacle.

**Cincture:** rope-like belt

**Concelebrants:** other priests who are present at Mass

**Corporal:** small, white cloth on the altar on which are placed the chalice and paten; it is used because of reverence for the Blessed Sacrament

**Credence Table:** small table by the side altars for the vessels used at Mass

**Crucifer:** person who carries the cross during the procession

**Cruet:** small container holding water or wine

**Eucharistic Minister:** person who helps the priest distribute Communion

**Finger Towel:** used to dry the priest's hands after he washes it during the Lavabo

**Funeral Pall:** large, white cloth that covers the casket at funerals; it is a reminder of the white garment received at baptism

**Holy Water Bucket (aspersorium):** contains Holy Water that is used to bless people and objects

**Lavabo:** the ritual during the Mass where the priest washes his hands and prays for forgiveness so that he might worthily offer the sacrifice

**Lectionary:** book containing readings from the Old Testament, the Psalms, and the New Testament

**Lector:** person who proclaims the First and Second Readings during the Liturgy of the Word and who offers the Prayers of the Faithful and reads the announcements of the parish.

**Liturgy of the Eucharist:** part of the Mass when we recall Christ's sacrifice on the Cross

**Liturgy of the Word:** part of the Mass when we hear the Scriptures proclaimed

**Offertory:** part of the Mass when the gifts of bread and wine are brought to the altar

**Paschal Candle:** large, white Easter candle; it is always present at baptisms and funerals.

**Paten:** plate used to hold the consecrated hosts, the Body of Christ

**Prayers of the Faithful (Petitions):** part of the Mass when we pray for the Church, the world, and one another

**Presider:** the priest who leads people in prayer during Mass

**Presider's Chair:** chair in which the priest sits while he presides at Mass

**Processional Cross:** used to lead processions

**Purificator:** small, white cloth used with the chalices that contain the Blood of Christ

**Pyx:** small container used to hold a consecrated host for the sick or homebound

**Sacramentary:** book that contains the prayers used at Mass

**Sacristan:** the person who takes care of the sacristy

**Sacristy:** room for storing items for Mass and where the priests and other ministers vest before Mass

**Stole:** a long, narrow strip of cloth that is worn over the Priest's shoulders; it is a symbol of his priestly authority

**Surplice:** white garment worn over cassock

**Tabernacle:** the small box, usually built into an altar, where the Blessed Sacrament is kept

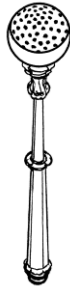
**Thurible (censor):** container which holds the lit charcoal

**Thurifer:** person who handles the thurible and incense boat

# A VISUAL GUIDE TO ITEMS USED AT MASS



**Holy Water Bucket  
(Aspersorium)**



**Aspergillum**



**Processional  
Cross**



**Thurible  
(Censor)**



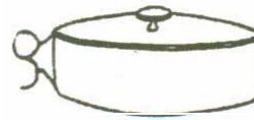
**Incense Boat**



**Chalice**



**Purificator**



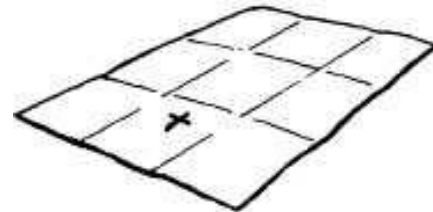
**Ciborium**



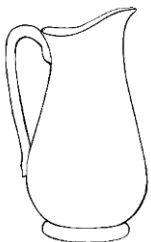
**Pyx**



**Paten**



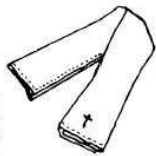
**Corporal**



**Pitcher  
(for wine)**



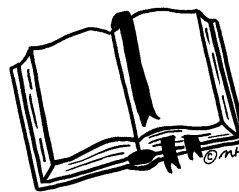
**Cruet  
(for water)**



**Finger Towel**



**Bowl**



**Sacramentary**



**Tabernacle**