

# Servers

Thank you for volunteering to be a Server at Sorrowful Mother Parish. Servers are a significant part of a parish noted to be vibrant and dynamic.

Our main focus is to assist the priest at the altar at Mass. From time to time we may be called upon to assist at Funerals, Weddings, Stations of the Cross and other Liturgical services.

There normally are three servers assigned per Weekend Mass. If any server is unable to help at a given Mass, they should call a substitute from the assignment sheets. The servers should then notify the other assigned servers as to who their substitute is. The servers should arrive at least 15 minutes before the celebration of Mass.

There are certain words our servers need to know.

Chalice	The priest's cup used for wine at Mass.
Ciborium	The bowl used for bread, usually has a lid on it.
Paten	The plate used for bread; does not have a lid on it.
Stole	The long scarf like garment the priest wears.
Chasuble	The outer garment the priest wears at Mass (different colors.)
Alb	The white garment the priest wears under the chasuble.
Lectionary	The Book containing the readings used at Ma
Roman Missal	The Book containing the prayers the priest uses at Mass.
Purificator	The rectangular cloth used to wipe the chalice, cups, and patens.
Corporal	The square cloth placed on the altar for Mass.
Credence Table	The table used to set things on for Mass.
Bowl	The bowl used for the washing of the hands.
Towel	The towel used for the washing of the hands.
Cruets	The glass containers in which wine and water are put.
Boat	The container used to hold the incense.
Thurible	The container used to hold the charcoals for incense.

Server Responsibilities:

1) Before Mass: Put on the server's alb. Make sure that it does not drag on the ground. It should be at ankle height. Then light the candles on the altar. Please use the candle lighters to light the candles.

- 2) Entrance Procession: 3 Servers = 1 cross and 2 candle bearers  
2 Servers = 2 candle bearers  
1 Server = 1 cross bearer

The cross bearer goes first followed by the 2 candle bearers.

3) At the foot of the altar, the servers should genuflect as the priest genuflects, except for any server who is carrying something. If you are carrying something, you should bow your head. To genuflect the server's right knee should touch the floor. After the priest genuflects, the servers should set down the Candles and cross. Then the servers should be seated.

4) Opening Prayer: When the priest says, "Let Us Pray," one of the servers should bring the Roman Missal to the priest. The server should close the Roman Missal when the people say, "Amen." The Roman Missal should then be placed on the credence table, not on the altar.

5) Offertory: After the intercessions one server should place the Missal, the Key, the cups, the purificators, the corporal and the Chalice on the altar. They should then go and help the priest as the people bring the gifts to the priest. The servers should place everything from the Offertory procession on the altar. The priest needs the water first. Secondly, the priest needs to wash his hands. One server should hold the towel, and the other server should hold the water and bowl.

6) For the Eucharistic Prayer, all of the servers should kneel on the kneeler.

7) The bells should be rung when the priest holds his hands over the bread and wine, and at the consecration.

8) During Communion the two servers should clear the altar placing everything back on the credence table except for the key and the corporal.

9) After Communion one of the servers should bring the water to the priest so that he can purify the chalice.

10) One server should bring the priest the Roman Missal when he says, "Let Us Pray." The Missal should be closed when the people respond, "Amen." The Missal should be placed by on the credence table.

11) Recessional: As the priest kisses the altar, the servers should pick up the cross and candles and stand at the foot of the altar. They should genuflect or bow as at the beginning of Mass. The cross goes first followed by the candles, then the priest.

12) After Mass: After Mass the servers should help by taking the water, key, and chalice to the sacristy. The servers should also put out the candles with the candlesnuffer. Then the servers should take off their albs and hang them up.

13) The servers must hang up their alb so that it will not fall down. The servers should also check to make sure that there are not any albs on the floor. If so, **YOU MUST HANG THEM UP.** Any albs on the floor of the cabinet are assumed to have come from the last Mass.

The Parish sincerely thanks each of you for your time and energy in helping the priest at the Altar.

God Bless you in your ministry!!!!

# Server's Quiz

Name: \_\_\_\_\_

## Vocabulary:

- \_\_\_\_\_ The cloth used to wipe the chalice.
- \_\_\_\_\_ The thing used to hold the charcoals.
- \_\_\_\_\_ The thing used to hold the incense.
- \_\_\_\_\_ The vessel used for the wine at Mass.
- \_\_\_\_\_ The vessel with a lid used for bread at Mass
- \_\_\_\_\_ The outer garment the Priest uses at Mass.

## At the beginning of Mass:

- 1). When the Servers reach the foot of the Altar as the Priest genuflects, the Servers should \_\_\_\_\_ unless they are carrying something; then they should \_\_\_\_\_.
- 2). The server should bring the \_\_\_\_\_ to the Priest when he says \_\_\_\_\_ . The book should be closed when the people say \_\_\_\_\_.

## At the Offertory:

- 1). One server should place \_\_\_\_\_ on the Altar.
- 2). After the people bring up the gifts, everything goes on the \_\_\_\_\_.
- 3). After the Priest offers up the Bread, and says "Blessed are you Lord God of all creation, etc," he needs first the \_\_\_\_\_. Then the priest needs to \_\_\_\_\_. For this, one server holds the \_\_\_\_\_ the other server holds the \_\_\_\_\_ and the \_\_\_\_\_.

## After Mass:

- 1). Servers need to hang their \_\_\_\_\_ in the sacristy.

# **The Parts of the Mass**

## **Entrance Rites**

Entrance Song  
Entrance Procession  
Sign of the Cross  
Greeting  
Penitential Rite  
Gloria  
Opening Prayer

## **Liturgy of the Word**

First Reading  
Responsorial Psalm  
Second Reading  
Gospel  
Homily  
Creed  
Prayers of the Faithful

## **Liturgy of the Eucharist**

Preparation of the Altar  
Offertory Procession  
Preparation of the Gifts  
Washing of the Hands  
Prayer over the Gifts  
Preface  
Holy, Holy Holy  
Eucharistic Prayer  
Memorial Acclamation  
Our Father  
Sign of Peace  
Lamb of God  
Holy Communion  
Clearing of the Altar  
Prayer after Communion

## **Concluding Rites**

Announcements  
Final Blessing  
Recessional Song  
Recessional

# Stations of the Cross

Entrance Procession: The cross goes first followed by the 2 candle bearers. Walk down the aisle just like at the beginning of Mass. After the priest genuflects, put the cross and candles down. The 2 candle bearers should pick up the thurible and the boat and stand ready to incense the Blessed Sacrament. The other server should kneel next to the priest.

Readings: When the priest goes to the ambo all of the servers should stand for the reading of the Gospel. They should sit for the homily or short meditation.

Stations: When the priest kneels at the foot of the altar after the homily, the servers should pick up the cross and the candles. When the priest begins to walk around the church, the servers should follow the priest. A candle bearer should go first, followed by the priest, followed by the cross, followed by the other candle bearer.

After Stations: When the priest kneels back at the foot of the Altar, the cross should be set back down and the cross bearer should kneel as at the beginning. The candle bearers should place their candles down and pick up the thurible and the boat. After the priest incenses, place the thurible and the boat down and kneel next to the priest. The cross bearer should pick up the Humeral Veil (the Humeral Veil is the very long rectangular garment which is used for the Blessing) and help the priest place it on his back and then kneel for the blessing. After the blessing is over, the cross bearer should help the priest take off the Veil.

Closing: When the priest stands after putting the Eucharist away, the servers should pick up the cross and candles as at the beginning of the service, and leave as at Mass.

# Serving at Funerals

For Funerals everything is the same as at Mass with these exceptions:

1. At the beginning of the Mass, one server takes the cross, another one the pall (which is the long white garment used to drape the casket), and the other one takes the holy water. The priest gives the pall to the family to put on and sprinkles the casket before the entrance procession.
2. At the end of Mass, one server should pick up the cross, one should pick up the boat, and the other one should pick up the thurible. The priest needs to incense the casket before the recessional.