

Christ the King Catholic Church



ALTAR SERVER INSTRUCTIONS

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Table of Contents

Overview – All Positions	4
Pictures of Liturgical Items.....	7
Definition of Terms: Liturgical Items Used At Mass	8
Helpful Hints and Red Cassocks.....	10
1st Server Instructions	11
2nd Server Instructions	14
Crucifer Instructions	17
Special Notes about FUNERALS	19
BENEDICTION	23

ALTAR SERVER INSTRUCTIONS

Christ the King Church

OVERVIEW

INTRODUCTION

First of all, **THANK YOU** for answering God's call to assist at Mass. You are now one of the liturgical ministers, along with the priest, deacon, lector and Extraordinary Ministers of Holy Communion.

Serving at the Lord's altar is a great honor and privilege, and is to be treated with reverence and respect. After all, you will be ministering to the entire Christ the King Catholic Community alongside of the other ministers. You are a very important part of our liturgy. So, again, thank you for serving in this ministry!

In order to assist you in knowing how to properly fulfill your ministry, this booklet has been prepared. You have been instructed in a special training class, but there are so many things to remember! Hopefully, you will be able to refresh your memory by reviewing this booklet before you serve at Mass.

If you have any additional questions that are not answered in this material, please be sure to ask the priest or deacon, or one of your fellow servers. We are all here to serve and assist one another as well as our parish community.

BEFORE MASS

Servers should **arrive 10-15 minutes before** Mass. Servers should put on a black cassock (see page 10 for when to wear a RED cassock) and a white surplice, and then begin preparing the altar for Mass. Take the cruets of water and wine and the ciborium to the gift table at entrance of the church for the Offertory Procession; light the single candles on both sides of the altar and light the triple candle sets on both sides of the tabernacle. Remember to reverently genuflect (your right knee should **touch the floor**, and do not move until you are again in a full standing position) the first time you pass the tabernacle. After the first time, you stop and reverently bow your head as you pass in front of the tabernacle. Place the priest's chalice on the credence table. Servers are then ready for the entrance procession.

ENTRANCE PROCESSION

The crucifer gets the crucifix, and the 1st and 2nd servers get the candles from their stands beside the altar. (NOTE: If there are only 2 servers, we do not carry the candle. Instead, the second server has prayer

hands for the Entrance Procession.) Starting from between the pews at the entrance of the church, the crucifer leads the procession down the aisle, followed by the other two servers (candle bearers), and the priest and deacon. Once on the altar, the crucifer goes to the right side so that he/she is facing the triple candle, and the 1st and 2nd servers stand in front of their candle stands. The priest (and deacon) will stand in between the candle servers so that all ministers are in a straight line. The clergy will genuflect and the servers will reverently bow their heads. The candle bearers place the candles in their stands and go directly to their positions on the altar (standing at their kneelers). The crucifer goes to the sacristy, puts away the crucifix, and then returns to the pew located on the side where the second server is standing. All servers sit in altar pews at the beginning of the first reading.

PREPARATION OF THE GIFTS

At the beginning of the collection the 1st server brings the chalice (and then any extra ciboria) from the credence table to the altar. The server then returns to the pew. The celebrant will motion that he is ready to receive the gifts in the Offertory Procession. The 1st and 2nd servers follow him to the altar railing. The priest will hand the cruets and Ciboria to the servers. The server who is handed the Ciboria places them on the altar. The cruets are brought to the credence table.

After removing the cruet stoppers, the servers immediately bring the water and wine to the altar. They each hold a cruet in their left hand and place their right hand over their hearts. The cruets are presented with the handles facing the priest. They then return together to the credence table and replace the stoppers. One server picks up the hand towel and the other server picks up the finger bowl, and they return to the altar. After the priest washes his fingers, the servers return the bowl and towel to the credence table, and then return to their kneelers.

[Note: The servers **always stay side-by-side** during this process – they go to the table and return from it as a pair. Always walk reverently, please. Also, when bringing these items to the priest, be sure to stand close to the altar platform so that Father does not have to reach out.]

The first server is responsible for ringing the bells three times. The first time is when the priest places his hands over the gifts. The second time is when he raises the Body of Christ and the third time is when he raises the chalice containing the Blood of Christ. The server should ring the bells loudly for approximately 2 full seconds (say “one thousand-two thousand”). After receiving Communion, the servers kneel in their pews.

When the priest returns to the altar after Communion, the 1st server takes the water cruet to the priest at the altar and **the server pours** a little water into the chalice. The server then returns the cruet to the table. When the priest is finished purifying the chalice, the 1st server returns to the altar and takes the chalice to the credence table. Then returns to the pew.

RECESSIONAL

The priest may sit for a few moments of prayer after Holy Communion. The servers should also be seated. When the priest stands and says, "Let us pray...", the crucifer gets the crucifix from the sacristy and waits at the sacristy doorway for the priest's dismissal ("Go in peace."). At the same time the 2nd server immediately goes to the chair and holds the Sacramentary for the priest while he reads the final prayer. After the prayer is concluded, he gives the missal back to the deacon and returns to his pew.

When the priest or deacon says, "Go forth - the Mass is ended," and walks around to the front of the altar, the first and second servers remove the candles from their stands, and join the clergy, standing on either side of him. The crucifer joins the priest and other servers, but stands behind the priest. After the clergy genuflect, the crucifer leads the recessional, followed by the two servers with the candles, and finally the priest and deacon.

AFTER MASS

After the recessional, extinguish the candles and replace them in their stands on the altar. The 3rd server returns the crucifix to its place in the sacristy.

1. Extinguish all altar candles.
2. Collect the ciboria, the priest's chalice and the cruets and take them to the sacristy.
3. If there is another Mass to be celebrated that day, wait until the vessels are prepared and take them to their proper location at either the gift table or the credence table.
4. Ask the priest or deacon if there is anything else that needs to be done **before** you leave the sacristy!
5. Finally, hang the white surplice and black cassock back up **NEATLY** for the next server to use.

HELPFUL HINTS

- Be on time (**no less than** 10 minutes before Mass)
- Arrange for a substitute when needed
- Use the restroom BEFORE Mass begins
- Pay attention to the celebrant (different celebrants may vary things a little)
- Ask another server if you are unsure of anything (also, a copy of these instructions should be found in the sacristy)
- Pray the prayers at Mass! – you are not an observer, but rather a participant
- Observe fellow servers when you are not serving
- Move slowly and respectfully in your cassock and surplice (cassock length should be just above the tops of your shoes; the surplice should hang below your waist)
- Wear nice, comfortable shoes; if sandals, they must have a back strap (never wear flip-flops)
- Leave the servers room neat and tidy
- Fold your hands at all times when not carrying a sacred object – folded at your waist or in the prayer-hands form
- If you must cough or yawn, please cover your mouth
- Participate in the singing
- If you feel ill or warm, quietly excuse yourself

RED CASSOCKS:

Red cassocks are worn for the following liturgies:

- **Christmas**
- **Easter**
- **Easter Vigil**
- **Holy Thursday (The Lord's Supper)**
- **Pentecost**
- **Confirmation**
- **1st Communion**

Proper wearing of Altar Server vestments (cassock and surplice)

What should I wear to Mass when I am serving?

Wearing the proper clothing underneath your cassock is very important. It can make you look properly dressed and appropriately reverent, or it can make you appear careless and disrespectful of the ministry and of God's altar. The best option is dark colored pants (preferably black slacks), black dress shoes and black socks. Then, if the cassock ends up being a little bit short, no one will take notice.

How are the cassock and surplice supposed to fit?

Finding the correct size cassock and surplice is important.

As shown in the picture, **the cassock** should be long enough to just barely touch the top of your shoes. If need be, a little bit shorter is better than too long (the cassock should NEVER be long enough to touch the floor when you are standing) because of the possibility of tripping.

The surplice should be long enough that the body part extends to between you palms and the end of your fingers when your arms are straight down at your side.



Also, your shirt collar should not be visible under the cassock. If you take the collar and flip it all of the way over, that should make the collar no higher than a t-shirt, thus keeping it hidden from sight.

SERVER OF THE YEAR

Each year the Serra Clubs of Dallas honor one server from each parish for outstanding service to their parish. Deacon Tim solicits nominations from the Server Coordinator, the Middle School Youth Coordinator, and from CTK School. He then compares it to his own recommendations and then reviews all of the nominations with Msgr. Zimmerman. Once a name has been selected, the individual and his/her parents get to have a special lunch at the City Club and he/she receives an award from the Bishop. To be nominated, a server must be dependable, at Mass on time, is willing to fill in for other servers, and volunteers for special assignments such as funerals.



Cruets



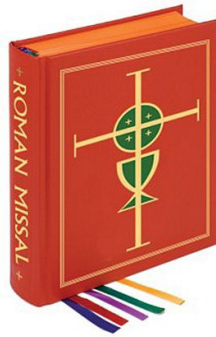
Chalice, Paten, Ciborium



Priest's chasuble



Cassock



Missal (Sacramentary)



Pyx



Censor and Boat



Monstrance



Surplice



Style 723

Holy Water bucket



Candle lighter

Definition of Terms
Liturgical Items Used At Mass

ALB

Full length white vestment worn by the priest and the deacon.

ALTAR

The stone or wood table upon which the Sacrifice of the Mass is offered.

ALTAR CLOTH

White cloth used to cover the altar. It may have another colored cloth placed upon it, the color being the color of the Church season (red, green, or purple).

BOAT

Small container used to hold the incense. Usually has a small spoon within it to spoon out the incense into the thurible.

CASSOCK

Full length black (or red for special days) garment worn both by altar servers at Mass and by priests at formal occasions.

CENSOR

(see thurible)

CHALICE

Cup made of precious metal (usually gold); used at Mass for the Precious Blood of Christ.

CHALICE VEIL

Cloth covering placed over the chalice, paten and pall; cloth is the seasonal color.

CHASUBLE

The principal vestment worn by the priest, covering the other vestments.

CIBORIUM

Large container made of precious metal in which is placed the hosts for the people to be consecrated at Mass. Often times it will have a cover or lid of the same material.

CIBORIA

More than one ciborium (plural of ciborium)

CINCTURE

Cord that is tied around the alb like a belt.

CORPORAL

White linen square cloth on which are placed the priest's host and chalice.

CREDENCE TABLE

The side table where the cruets and the lavabo bowl and cloth reside.

CRUETS

Small glass containers used for the water and the wine.

LECTIONARY

The book containing the readings from Scripture used at Mass.

MONSTRANCE

Ornate vessel designed to hold the Body of Christ during exposition and adoration.

PALL

At Mass: the small linen-covered board used to cover the chalice.

At Funerals: the name of the large white cloth used to cover the casket.

PATEN

Small gold plate used to hold the priest's host.

PURIFICATOR

Linen cloth used to cleanse the sacred vessels.

SACRAMENTARY (ROMAN MISSAL)

Large red book containing the prayers said by the priest at Mass.

STOLE

Narrow vestment worn by the priest (around his neck) and the deacon (across one shoulder)

SURPLICE

White, long-sleeved tunic worn by servers at Mass, and by clergy at special celebrations.

THURIBLE

Special metal container used for burning incense; usually has a cover and a long chain.

Christ the King Church
Altar Server Instructions by Position

1st Server

The first server is one of the two servers who carry the candles in and out of Mass in the entrance procession and recessional. He or she is the lead server for the Mass. During Mass, the first server is on the "server's room" or "bells" side of the altar.

Before Mass

- Put on a black cassock (or red cassock on special days – see page 10) and a white surplice (the cassock should reach down to just above your shoes, and the surplice should hang down below your waist)
- Go to the sacristy, and with the other servers:
- make sure the finger bowl on the credence table has water in it
- make sure the water and wine cruets are filled (over the cut glass)
- if not already done, take the water and wine cruets to the Gift Table at the entrance of the church
- if not already done, take the two (usually two but sometimes just one) Ciboria* to the Gift Table at the entrance of the church

*NOTE: There can be as many as three or four Ciboria of hosts to be consecrated at Mass. If there are more than two Ciboria, only two go to the Gift Table; the others go on the Credence Table with the Chalice.

- Make sure the candles on the altar are lighted. These are the two next to the front altar and the three on both sides of the back altar. Also **be sure to light the Pascal Candle** if it is Easter Season.

Entrance Procession

- For 8AM Mass on Sunday, take the short route between the altar rail and the 1st row of pews; all other Masses, enter from the back of the Church.
- Before the procession starts, take one of the candles next to the front altar from its stand and return to the sacristy (Be sure there are matches inside it)
- Walk in procession behind the crucifer and in front of the priest, on the priest's left side, to the altar
- Move in front of the left candle stand at the altar and beside the priest, and stand there
- After the priest genuflects or bows, place your candle on the candle stand on your side of the altar, and go to stand behind the kneeler on your side, hands folded at your waist. Remain standing through the Gloria and the Opening Prayer.
- When the priest sits down at the start of the first reading, sit down in the pew beside the Credence Table.

Preparation of the Gifts

- As soon as the priest sits down after the Creed and the Prayers of the Faithful, while the collection is being taken up, go to the credence table and get the Chalice, and place it on the altar. When carrying the chalice, one hand goes on the neck and the other on the top. If there are Ciboria on the credence

- table, take them to the altar also (make two trips).
- When the priest stands to go to the front of the Sanctuary to receive the gifts, stand and follow behind him, standing behind the priest on the right side at the opening of the altar railing.
 - The priest will give you either the Ciboria or cruets. If he gives you Ciboria, place them on the altar and then go to the credence table; if he gives you the cruets, take them to the credence table.
 - Remove the cruet stoppers and bring him one of the two cruets (the second server will carry the other cruet). Walk reverently, **side-by-side**. Carry the cruet with your left hand, and place your right hand over your heart. Present the cruet to the priest or deacon with the handle facing them. After the priest or deacon has returned both cruets to you, **together return** the cruets to the credence table and put the tops back in.
 - Pick up either the finger bowl or the finger towel (the second server picks up the other) and together bring them to the priest to purify his fingers. Once completed, return the finger bowl and finger towel to the credence table.
 - Return to your place, standing at your kneeler.

Consecration (Ringling the Bells)

- After the "Holy, Holy, Holy!" kneel on your kneeler for the Consecration and place the bells on the kneeler beside you.
- You will **loudly** ring the bells three times for about 2 seconds each:
 - first, when the priest extends his hands over the bread and wine, and asks the Father to send the Holy Spirit and change the bread and wine into the Body and Blood of Christ (ring while he prays)
 - second, when the priest elevates the Consecrated Bread
 - third, when the priest elevates the Consecrated Wine

Communion

- Come forward to receive Communion
- After receiving Holy Communion, kneel in your pew until Communion is over.
- When the priest returns to the altar after distributing Communion, take the water cruet to the altar and pour a little water into the chalice. Return the water cruet to the credence table. Stand at the table and wait.
- When the priest is finished purifying the chalice, he will put it on the corner of the altar. Pick up the chalice from the altar (again, one hand on the top of the pall and one hand holding the stem of the Chalice) and return it to the credence table.
- Go to your pew and sit.

Recessional

- Stand when the priest stands
- Once the priest or deacon says "Go forth, the Mass is ended," and the people respond "Thanks be to God", the priest will walk around to the front of the altar. Go to your candle stand, remove the candle, and join the priest in front of the altar, standing on one side of him as in the entrance procession.
- When the priest turns to leave, turn and follow the crucifer, walking ahead of the priest and beside the 2nd server, processing to the entrance of the church. Continue outside and around the church to the sacristy.

After Mass – All Servers Assist Together

- Extinguish your candle and return it to the stand
- Extinguish the rest of the candles (usually the crucifer does this)
- Take the Chalice from the credence table and put it on the counter in the sacristy
- Take the cruets from the credence table, and check them to see if they have enough water and wine in them. If they don't, refill them to the top of the cuts in the glass. Take them to the Gift Table at the back of the church (except after the 12:30 Sunday Mass or daily Mass, in which case they remain in the sacristy).
- Once the priest or deacon has prepared the Chalice for the next Mass, take it to the credence table (except after the 12:30 Sunday Mass or daily Mass)
- When the ciboria are purified and refilled for the next Mass, take them to the Gift Table or credence table as in the beginning of these instructions.
- Ask the priest or deacon if there is anything else that needs to be done.
- Hang up your cassock and surplice **NEATLY**.

REMEMBER

1. If there are only two servers, one acts as first server and the other acts as both crucifer and 2nd server. The entrance procession and the recession are done without carrying candles.
2. If there is only one server, he or she acts as both crucifer and first server. You carry the crucifix in the entrance procession and the recession, but otherwise stay on the first server side of the altar (don't worry about holding the Sacramentary for the priest). You do all things that the first server does for the preparation of the gifts (you need to carry up both cruets and the finger bowl and towel), consecration (ringing the bells) and Communion.

Christ the King Church
Altar Server Instructions by Position
2nd Server

The second server is one of the two servers who carry the candles in and out of Mass in the entrance procession and recessional procession. During the Mass, the second server is on the “clergy sacristy” side of the altar.

Before Mass

- Put on a black cassock (or red cassock on special days – see page 10) and a white surplice (the cassock should reach down to just above your shoes, and the surplice should hang down to your waist)
- Go to the sacristy, and with the other servers:
 - make sure the finger bowl on the credence table has water in it
 - make sure the water and wine cruets are filled over the cut glass
 - if not already done, take the water and wine cruets to the Gift Table at the entrance of the church
 - if not already done, take the two (usually two but sometimes just one) Ciboria* to the Gift Table at the entrance of the church

*NOTE: There can be as many as three or four Ciboria of hosts to be consecrated at Mass. If there are more than two Ciboria, only two go to the Gift Table; the others go on the credence table with the Chalice.

- Make sure the candles on the altar are lit. These are the two next to the front altar and the three on both sides of the back altar. Also **be sure to light the Pascal Candle** if it is Easter Season.

Entrance Procession

- For 8AM Mass on Sunday, take the short route between the altar rail and the 1st row of pews; all other Masses, enter from the back of the Church.
- Before the procession starts, take one of the candles next to the front altar from its stand and return to the sacristy
- Walk in procession behind the crucifer and in front of the priest, on the priest's right side, to the altar
- Move in front of the candle stand at the altar and beside the priest, and stand there
- After the priest genuflects or bows, place your candle on the candle stand on your side of the altar, and stand behind the kneeler on your side, hands folded at your waist. Remain standing through the Gloria and the Opening Prayer.
- When the priest sits down at the start of the first reading, sit down in the pew on the priest's sacristy side of the church (beside the crucifer).

Opening Prayer

- Towards the end of the Gloria, get ready to stand in front of the priest to hold the Missal (red book) for him to pray the Opening Prayer.
- When he signals you, move quickly to stand directly in front of him (tall servers stand on the altar platform, shorter servers on the first step in front of the priest) and hold the Missal, with the top leaning on your chest.

- At the conclusion of the prayer, the priest will usually take the book from you and you then return to the pew for the readings from Scripture.

NOTE: This process will vary slightly from priest to priest as well as when there is a deacon assisting. Therefore, **stay alert** and be ready to come forward when signaled!

Preparation of the Gifts

- When the priest rises to go to the front of the Sanctuary to receive the gifts, stand and follow behind him, standing behind the priest on his left side at the opening of the altar rail.
- The priest will give you either Ciboria or cruets. If he gives you Ciboria, place them on the altar and then go to the credence table; if he gives you the cruets, take them to the credence table.
- Remove the cruet stoppers and bring him one of the two cruets (the first server will carry the other cruet). Walk reverently, **side-by-side**. Carry the cruet with your left hand, and place your right hand over your heart. Present the cruet to the priest or deacon with the handle facing them. After the priest or deacon has returned both cruets to you, **together return** the cruets to the credence table and put the tops back in.
- Pick up either the finger bowl or the finger towel (the first server picks up the other) and together, side by side, bring them to the priest to purify his fingers. Once completed, return the finger bowl and finger towel to the credence table.
- Return to your place, walking behind the priest, and stand at your kneeler.

Consecration

- After the "Holy, Holy, Holy", kneel for the Consecration.

Communion

- Come forward to the priest or deacon to receive Communion.
- After receiving Holy Communion, kneel in your pew until Communion is over. Then be seated along with the congregation.

Closing Prayer

- After Communion, watch for the priest to stand. When he does, go immediately to stand in front of him to hold the Missal while he offers the Closing Prayer.
- When he closes the book, return to your pew and stand.

Recessional

- Once the priest or deacon says "Go forth, the Mass is ended," and the people respond "Thanks be to God", the priest will walk around to the front of the altar. Go to your candle stand, remove the candle, and join the priest in front of the altar, standing on one side of him as in the entrance procession.
- When the priest turns to leave, turn and follow the crucifer, walking ahead of the priest and beside the first server, in recession to the entrance of the church. Continue outside and around the church to the sacristy.

After Mass – All Servers Assist Together

- Extinguish your candle and return it to the stand
- Extinguish the rest of the candles (usually the crucifer does this)
- Take the Chalice from the credence table and put it on the counter in the sacristy
- Take the cruets from the credence table, and check them to see if they have enough water and wine in them. If they don't, refill them to the top of the cuts in the glass. Take them to the Gift Table at the back of the church (except after the 12:30 Sunday Mass or daily Mass, in which case they remain in the sacristy).
- Once the priest or deacon has prepared the Chalice for the next Mass, take it to the credence table (except after the 12:30 Sunday Mass or daily Mass)
- When the ciboria are purified and refilled for the next Mass, take them to the Gift Table or credence table as in the beginning of these instructions.
- Ask the priest or deacon if there is anything else that needs to be done.
- Hang up your cassock and surplice **NEATLY**.

REMEMBER

1. If there are only two servers, one acts as first server and the other acts as both crucifer and 2nd server. The entrance procession and the recession are done without carrying candles.
2. If there is only one server, he or she acts as both crucifer and first server. You carry the crucifix in the entrance procession and the recession, but otherwise stay on the first server side of the altar (don't worry about holding the Sacramentary for the priest). You do all things that the first server does for the preparation of the gifts (you need to carry up both cruets and the finger bowl and towel), consecration (ringing the bells) and Communion.

Christ the King Church
Altar Server Instructions by Position
Crucifer

The crucifer is the server who carries the crucifix in and out of Mass in the entrance procession and recessional procession. During the Mass, the second server is on the "sacristy" or "no bells" side of the altar.

Before Mass

- Put on a black cassock (or red cassock on special days – see page 10) and a white surplice (the cassock should reach down to just above your shoes, and the surplice should hang down to your waist)
- Go to the sacristy, and with the other servers:
 - make sure the finger bowl on the credence table has water in it
 - make sure the water and wine cruets are filled over the cut glass
 - if not already done, take the water and wine cruets to the Gift Table at the entrance of the church
 - if not already done, take the two (usually two but sometimes just one) Ciboria* to the Gift Table at the entrance of the church

*NOTE: There can be as many as three or four Ciboria of hosts to be consecrated at Mass. If there are more than two Ciboria, only two go to the Gift Table; the others go on the credence table with the Chalice.

- Make sure the candles on the altar are lit. These are the two next to the front altar and the three on both sides of the back altar. Also **be sure to light the Pascal Candle** if it is Easter Season.

Entrance Procession

- Get the crucifix from its stand in the sacristy
- For 8AM Mass on Sunday, take the short route between the altar rail and the 1st row of pews; all other Masses, enter from the back of the Church.
- Walk in procession in front of the first and second servers and the priest, down the center of the aisle to the altar
- Go to the far right hand side of the altar, even with the priest and in front of the triple candle stand, and wait. After the priest genuflects, take the crucifix into the sacristy, and return to your pew in the sanctuary.

Preparation of the Gifts

- Remain seated

Consecration

- After the "Holy, Holy, Holy", kneel in your pew for the Consecration.

Communion

- Come forward with the second server to receive Communion.
- After receiving Holy Communion, kneel in your pew until Communion is over. Then be seated along with the congregation.

Recessional

- Stand when the priest stands for the Communion Prayer, go into the sacristy and get the crucifix, and wait in the sacristy doorway.
- Once the priest or deacon says "The Mass is ended, go in peace," and the people respond "Thanks be to God," the priest will walk around to the front of the altar. Stand in the center of the altar platform, a few feet behind the priest as he faces the tabernacle.
- When the priest turns to leave, turn and lead the recession to the entrance of the church, continuing outside and around the church to the sacristy.

After Mass – All Servers Assist Together

- Return the crucifix to its stand in the sacristy
- Extinguish the rest of the candles (usually the crucifer does this)
- Take the Chalice from the credence table and put it on the counter in the sacristy
- Take the cruets from the credence table, and check them to see if they have enough water and wine in them. If they don't, refill them to the top of the cuts in the glass. Take them to the Gift Table at the back of the church (except after the 12:30 Sunday Mass or daily Mass, in which case they remain in the sacristy).
- Once the priest or deacon has prepared the Chalice for the next Mass, take it to the credence table (except after the 12:30 Sunday Mass or daily Mass)
- When the ciboria are purified and refilled for the next Mass, take them to the Gift Table or credence table as in the beginning of these instructions.
- Ask the priest or deacon if there is anything else that needs to be done.
- Hang up your cassock and surplice **NEATLY**.

REMEMBER

1. If there are only two servers, one acts as first server and the other acts as both crucifer and 2nd server. The entrance procession and the recession are done without carrying candles.
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SPECIAL NOTES ABOUT FUNERALS

Funeral Server criteria:

In order to be allowed to serve at funerals, the following are requirements:

- in the 6th, 7th or 8th grade
- Good behavior at school
- Doing well academically
- Not having a test or quiz at the time of the funeral.
- Teacher's permission to miss class (CTK students on school days)
- BEING RESPONSIBLE & DEPENDABLE FOR SERVING AT REGULAR SUNDAY MASSES WHEN SCHEDULED. **THIS IS REALLY IMPORTANT.**

There are basically two types of funerals - those with a casket (called a Funeral Mass) and those without a casket (called a Memorial Mass).

The procedures for these differ slightly. The major differences are as follows:

With a casket:

Processional

You will process in from the sacristy directly to the front of the altar, pause to reverence the altar, and then down the main aisle to the back of the church. Stand to left side before the doors into the main sanctuary.

Processional Order:

Cross-bearer leads the procession from the altar to the church entrance.

1st server and 2nd server follow side-by-side – 2nd server holds the Holy Water bucket and the 1st has "prayer hands"

Priest (and Deacon, if one is present) follow

Once the priest is finished with the prayers, the procession will **slowly** return to the altar, followed by the Casket and then the Family. Go directly to your pew.

Lighting the Incense

At the end of the homily, the **cross server** should go to the sacristy and light the charcoal used for the incense. Light the side of the charcoal with the "star" design on it using the butane lighter – light it over the sink so that sparks do not fall on either you or the carpet. Once it is well lit (meaning the edges are glowing red), return to your place at the altar. Mass will continue as usual.

Final Commendation

Towards the end of the Mass after Communion, and immediately after the eulogy (if there is one), **all 3 servers** need to return to the sacristy

to retrieve the Crucifix, the thurible and the boat. They then position themselves in the doorway so that upon the priest's direction, they can process to the casket for the final commendation.

The crucifer goes around to the opposite end of the casket, 6 rows back, turns and faces the altar. He remains there in position until the priest tells him to leave which is **after the casket is turned around**.

The other 2 servers are holding either the boat (incense container) or the thurible (the incensor) and stand on the sacristy side of the priest inside the altar railing. Father will spoon incense from the boat into the thurible and then take the thurible from the server.

After the priest incenses the casket, he will return the thurible to the server. At the priest's direction, both servers will walk around the casket and assume your positions, side by side in front of the crucifix, facing the casket. Wait for the funeral directors to turn the casket around before slowly and reverently processing down the aisle.

After passing through the first set of doors into the church, turn to the right and stop until directed to process out towards the side doors to the hearse (the large vehicle into which will be placed the casket). Wait on the sidewalk as the casket is placed in the hearse, and then quietly return to the church. Empty the thurible on the grass beside the side entrance to the church and pour water on the coals to extinguish them. Bring the thurible and boat to the sacristy, and extinguish all of the candles (including the Easter Candle). Proceed as at the end of any normal Mass; that is, returning the cruets and ciboria to the sacristy, etc.

SUMMARY NOTES/HIGHLIGHTS FOR A FUNERAL MASS:

- Server #1:
- Walk beside server #2 in opening procession to back of Church
 - Stand to the left hand side of the doorway into the Church
 - After ceremony at back of Church, process in **SLOWLY**
 - **At end of eulogy** (if none, then at the start of closing Prayer "Let us pray"), walk around the back hallway to the sacristy and **get the thurible**; stand in sacristy doorway with #2 & Crucifer
 - When priest goes to casket, join him, standing on the sacristy side of altar rail with 2nd server.
 - When directed by the priest, walk around casket to far end, and turn to face altar while casket is being turned around.
 - Process out slowly when so directed
- Server #2:
- **Carry the aspergillum** (water container and sprinkler) in opening procession to back of Church
 - Stand to the left hand side of the doorway into the Church

- After ceremony at back of Church, process in **SLOWLY**
- Upon return to altar, place aspergillum in sacristy
- **At end of eulogy** (if none, at start of closing Prayer "Let us pray"), **get the boat** and stand in sacristy doorway with server #1 and Crucifer
- When priest goes to casket, join him, standing on the sacristy side of altar rail with 1st server.
- When directed by priest, walk around casket to far end, and **turn to face altar while casket is being turned around.**
- Process out slowly when so directed

- Server #3:
- With processional cross, lead procession to back of Church
 - Stand to the front right hand side of the doorway into the Church
 - After ceremony at back of Church, **slowly** process to the altar
 - Mass as usual
 - **After homily, light the coals in the thurible in the sacristy**
 - When retrieving processional cross, as directed by priest, go to far side of casket, about 6 pews past it, and turn and face the altar
 - Maintain this position until the casket is turned around, then turn and **slowly** process out of the sanctuary, turning right in the vestibule, and stop at the entrance to the hallway. When directed by the priest, go out the side door to the hearse and wait on the sidewalk.

Without a casket: (no incense)

Processional

Walk down the side aisle to the back of the Church to begin the procession as you would for Sunday Mass.

Cross leads the procession – slowly and reverently

1st server and 2nd server follow side-by-side with either candles or "prayer hands"

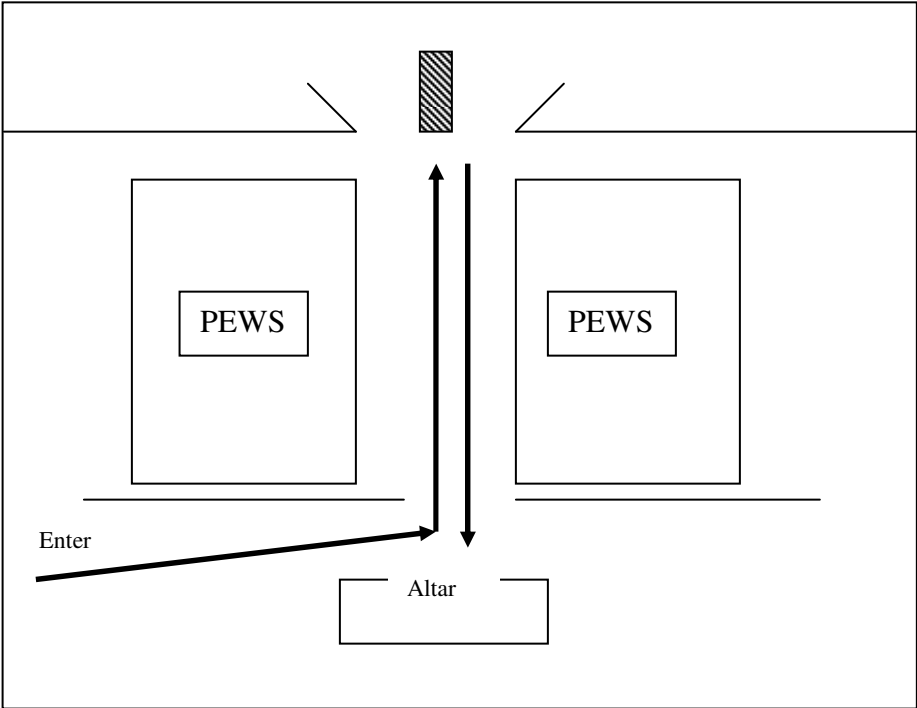
Priest (and Deacon, if one is present)

Family

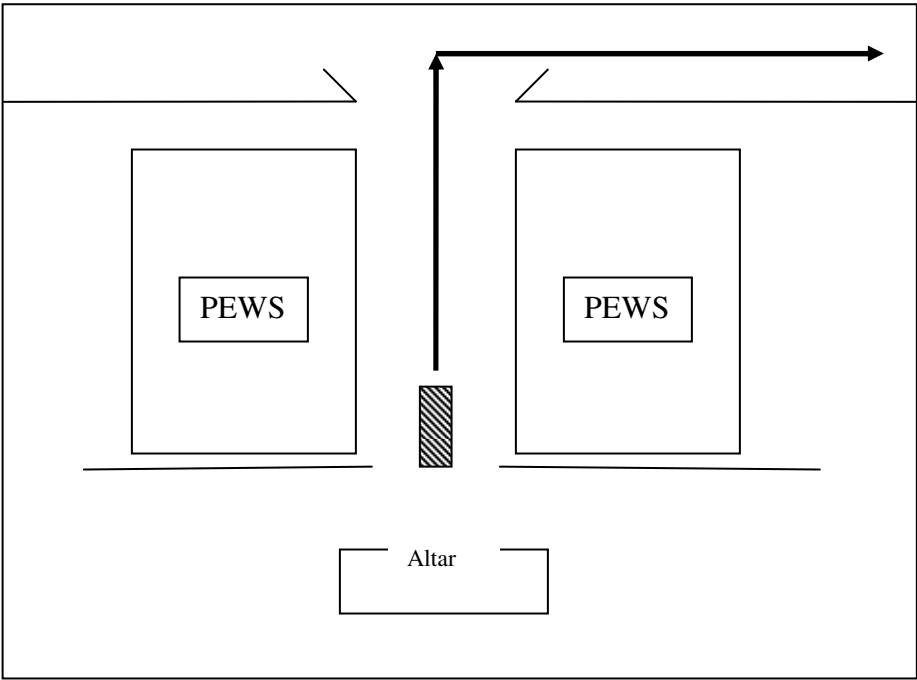
Final Commendation

At the very end of the Mass and after the eulogy, the 3rd server returns to the sacristy to retrieve the Crucifix and then positions himself/herself in the doorway so that upon the priest's direction, they and the 1st and 2nd servers can meet him at the altar and process down the aisle just like at Sunday Mass – only a little more slowly.

ENTRANCE PROCESSION (with a casket)



RECESSIONAL PROCESSION (with a casket)



BENEDICTION

The altar should be cleared of all removable items, including Sacramentary, stand, microphone, etc. The only item to be on the altar is the monstrance, turned sideways with the Luna door open.

PROCESSION

The short procession path will be used (out of the sacristy to the congregation side of the altar rail; from the side aisle beside the altar railing to the center aisle; to the main altar platform). Thurifer will lead followed by two servers with “prayer hands.” Priest and deacon will follow.

START OF THE LITURGY

Two servers will kneel at top step, one to the right side (in front of the candle stand) and one over to the left. The priest will kneel in center. The thurifer will stand behind the priest, holding the boat and the thurible. The deacon will go to the tabernacle, retrieve the Luna, and place it in the monstrance. He will then return and kneel beside the priest.

INCENSATION

The priest will incense the Blessed Sacrament, and return the thurible to the server. The thurifer will kneel beside one of the other two servers.

BLESSING

The deacon (or server if no deacon) will get the humeral veil and place it around the shoulders of the priest. Father will then go to the altar, pick up the monstrance, and bless the community. He will then return to his place, kneel down, and the humeral veil will be removed and placed back on the altar pew.

DIVINE PRAISES

The Divine Praises will be prayed. At the direction of the priest, servers will stand, and process out exactly as they processed into the Church (short procession). A hymn is usually sung during the procession out.

The lights will be turned down after the community departs.