

THE ORDER OF THE MASS

A General Server's Guide for the Acolytes of Holy Trinity Parish

**You are ministers to the people of God.
Participate fully, with dignity and grace, in the celebration of the Mass.**

19 August 2006

COMMON TO ALL SERVERS

Wear an ankle length alb; with the correct liturgical color cincture tied to the left.

Wear comfortable, light colored, dress clothing.

Wear neat, clean shoes. No flip-flop sandals (too noisy at times).

No brightly colored or otherwise flashy athletic shoes.

Be present at least 15 minutes before your scheduled Mass.

During Mass:

Respond to be heard, to all prayer responses.

Make the sign of the cross and genuflect, consciously, correctly, and reverently.

Genuflect or bow (profoundly) before entering the sanctuary.

When your hands are empty, hold your hands chest high, palm-to-palm, right thumb over the left, and at an angle.

Know the Mass. (Obtain a missal to help you learn.)

Be observant and adaptable.

Prepare for each mass by pre-reading the scriptures.

LITURGICAL COLORS:

Green: For the season of Ordinary Time, as a symbol of hope and the vitality of the life of faith.

Violet (Purple): For Lent, (**a reddish purple**) symbolic of penance. For Advent, a varied shade of violet (**purple, bluish purple, a dark blue**) is used; perhaps signifying the expectancy or royalty of the Lord.

Red: For the Sunday of the Passion, Good Friday, Pentecost; feasts of the Passion of Our Lord, and the Apostles and Evangelists, martyrs; symbolic of the supreme sacrifice of life for the love of God.

Rose: May be used on the Third Sunday of Advent and the Fourth Sunday of Lent, as a symbol of anticipatory joy during a time of penance.

White: For the seasons of Christmas and Easter, feasts and commemorations of Our Lord (except those of the Passion), feasts and commemorations of the Blessed Virgin Mary, angels, and saints who are not martyrs. Also All Saints, St. John the Baptist, St. John the Evangelists, the Chair of St. Peter, the Conversion of St. Paul. White, symbolic of purity and integrity of the life of faith, may generally be substituted for the other colors, and can be used for funerals and other Masses for the dead.

Manual legend of symbols & numbers:

↓ = Face this direction

1 & 2 = Candle bearers

3 = Cross bearer (Crucifer)

4 & 5 = Servers (Accompany the priest in the procession and assist him in the sanctuary)

LITURGY OF THE WORD

First Reading

Old Testament reading or from New Testament (other than the Gospels)

Responsorial Psalm

Led by Lector (when spoken) or by the Cantor (when sung)

Second Reading

New Testament reading (other than the Gospels)

Done on Sundays (weekend), Holy days, and some other special occasions; e.g., feast days.

Alleluia (Gospel Acclamation)

A different invocation is used during Lent

All servers should turn to face toward the Gospel proclamation.

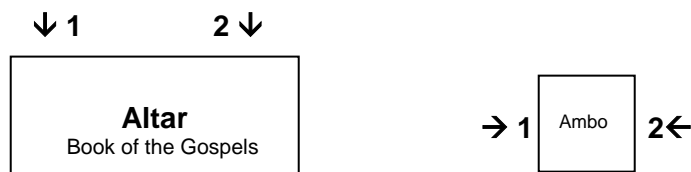
Gospel (see diagram below)

At the Gospel Acclamation, Candle bearers get candles, walk (together) to equal positions directly behind the altar, stop and face toward the priest / deacon and the community. ↓

After the priest / deacon picks up the book and starts moving, candle bearers face toward the ambo and walk slowly (single file) back to the ambo.

Stand on opposite sides of the ambo, by the candle stands, facing the ambo and each other. → ←

Hold the candles during the proclamation of the Gospel. Do not put them on the stands.



When the Gospel proclamation is completed:

- At any Mass, when there is a second Alleluia:
Wait until the priest / deacon has put the book in front of the ambo. Then place the candles onto the stands and return to seats.
- At any Mass, if there is no second Alleluia:
Wait until the priest / deacon has enthroned the book in front of the ambo. Then place the candles onto the stands and return to seats.
- At any Mass, if the priest / deacon does not move to enthrone the book, at the end of the Gospel:
After the response, "Praise to you Lord Jesus Christ", replace the candles onto the stand, and return to seats.

Homily

Profession of Faith (The Nicene Creed)

We believe in one God.....**All servers should bow at the words:** "by the power of the Holy Spirit he was born of the Virgin Mary, and became man."

General Intercessions

LITURGY OF THE EUCHARIST

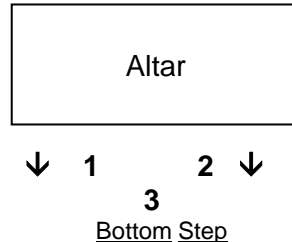
(Presentation and Preparation of the Gifts)

Offertory

Crucifer: Meet the candle bearers to escort the Offertory gifts.

Candle Bearers: Get the candles by the ambo and accompany the crucifer.

Gather on the top (1& 2) and bottom (3) steps of the sanctuary.



Proceed slowly, down the main aisle (crucifer leading), to the back of the nave to escort the gift bearers. Turn and face the sanctuary. Wait for the priest and servers come down the steps to receive the gifts. Walk slowly down the aisle in front of the gift bearers, crucifer leading; like the opening procession. Go around the priest and servers. Do Not Stop. Return the cross and candles to their places and return to your seats.

Servers:

Prepare the altar at the beginning of the Offertory, with the **priest's chalice, purificator, and the Sacramentary.**

The altar breads and wine should be moved to the altar by the deacon or communion ministers.

Accompany the priest to receive the gifts.

Place the gifts (containers of wine or bread) on the altar.

Remove the tops from the containers of wine (and water, if applicable) and put the tops on the credence table.

Present the small cruets (**#4** wine and **#5** water, if not already on the altar) to the priest / deacon

The cruet tops should stay or be put on the credence table.

Stand to the priest's right side (side by side, facing the priest).

Bow as the priest approaches and present the cruet(s) with the handles facing the priest.

When both cruet(s) have been returned to you, bow and return to the credence table.

#4 server gets the pitcher of water and the bowl. **#5** server gets the towel (unfold it).

Return to the priest's right side (side by side, facing the priest).

Bow as the priest approaches and pour a small amount of water onto his hands (over the bowl), then hand him the unfolded towel.

After the hand washing, bow and return the pitcher, bowl, and towel to the credence table.

Straighten up the things on the table. Go to your seats and remain standing.

Invitation to Prayer

Priest: Pray, brothers and sisters, that our sacrifice.....

All servers should stand at this invitation.

Response: May the Lord accept the sacrifice in your hands.....

Prayer over the Gifts

At the end, People: **Amen.**

[Eucharistic Prayer]

Introductory Dialogue

Priest: The Lord be with you

People: And also with you.

Priest: Lift up your hearts.

People: We lift them up to the Lord.....

Preface

Acclamation (Sanctus)

Holy, Holy, Holy.....

ALL servers move to the **floor**, on their respective sides of the sanctuary, for the Eucharistic prayers.

Eucharistic Prayer (Servers should learn the key words of epiclesis in each Eucharistic prayer)

All servers kneel on the first step, for entire prayer.

Crucifer: Ring the bells 3 times during the Eucharistic prayers (The bells should be rung loudly at each gesture.)

- 1) **When the priest makes the gesture of epiclesis** (moving his hands) **over the bread and wine**,
(All servers should bow and remain bowed.)
- 2) **When the priest elevates the Host**,
(All servers should rise up to observe the elevation; then bow as the priest genuflects or bows, and remain bowed.)
- 3) **When the priest elevates the Chalice**.
(All servers should rise up to observe the elevation, bow as the priest genuflects or bows; then immediately rise up for the remainder of the prayer.)

Doxology

Through Him, With Him, In Him.....

[Communion Rite]

Lord's Prayer

Our Father.....

Sign of Peace

Go back to the top steps for the sign of peace. **Greet the priest first**, before greeting other ministers. Line up to receive communion, on the side by the ambo.

Breaking of Bread

(Agnus Dei)

Lamb of God, you take away the sins of the world.....

Prayer before Communion

Reception of Communion

All servers should bow in reverence to the Holy Eucharist (Host and Chalice), before receiving.

Servers: After the ministers leave the altar to distribute communion, **#4** take the Sacramentary to your seat; for the prayer after communion.

All servers should stand in front of your chairs, as the rest of the community receives communion.

Prayer after Communion

Priest: Let us pray. (#4 presents the Sacramentary to the priest)

[Concluding Rite]

Greeting

Priest: The Lord be with you.

Blessing

Dismissal

Recessional

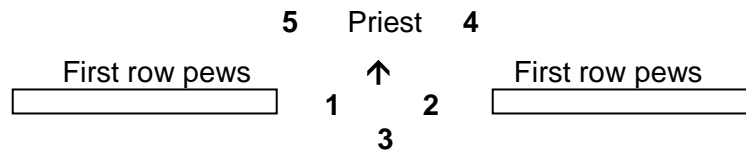
Crucifer: Get the cross, move to the first step of the sanctuary, to await the candle bearers.

Candle bearers: Get the candles (together, as a team) and line up with the crucifer on the step.



Cross and candles: Move to the center aisle, next to the first pews; then turn and face the altar.

Servers (#4 & #5): Go to the bottom of the first step, turn and face the Altar. Wait to reverence with the priest.



As the priest and servers **4 & 5** reverence

Crucifer and candle bearers should bow; then turn, and proceed slowly down the aisle; just like the opening procession; crucifer leading.

Definitions to know:

Chalice: The most important of the sacred vessels. The type of cup used in the Mass by the priest and from which the people drink the precious blood.

Host/Altar Bread: Unleavened bread, the consecrated species of bread, used in the Mass, becomes the Body and Blood of Christ.

[Catechism #1377: Christ is present, whole and entire, in each of the species, and whole and entire in each of their parts.]

Patén: One of the sacred vessels used in the Mass. It is a shallow, circular dish used to hold the Host.

Cruets: The smaller containers for the wine and the water.

Epiclesis: Term referring in a strict sense to the invocation (asking) of the Father to send the Holy Spirit on the Church's gifts.

Ciborium: A vessel with a cover, in which the Blessed Sacrament is reserved in the tabernacle for distribution in Holy Communion.

Tabernacle: The safe box where the Blessed Sacrament is kept. The name means tent.

Sanctuary Light: The light (in the red glass) that always burns, as long as the Blessed Sacrament is in the Tabernacle.

Sanctuary: Classic definition: The area of the church building in the immediate vicinity of the altar, tabernacle, ambo, etc. This may also include the entire congregation area, by some modern definitions.

Altar: The table upon which the Liturgy of the Eucharist takes place.

Ambo: The podium or lectern for the homily and the proclamation of sacred scriptures.

Nave: Classically: The middle portion of the church between the sanctuary and the entrance.

Corporal: The square linen cloth placed in the center of the altar.

Altar Cloth: The white cloth covering the top of the altar.

Purificator: The rectangular cloth, folded three times, which is used to wipe the chalice clean.

Pitcher and (lavabo) Bowl: The utensils used to wash the priest's hands. (This is a ritual purification in preparation for the Consecration).

Chasuble: The outer garment worn by the priest wears. They are in liturgical colors: red, green, purple, white, or gold.

Alb: The long white garment worn by the priest underneath the chasuble. The server and deacon may also wear this type of vestment.

Cincture: The cord or cloth belt worn around the waist of the alb. For servers, it should be the color of the liturgical season.

Stole: A long narrow cloth; worn over the shoulder(s), by the bishop, priest, or deacon,

Sacristy: The room where the bishop, priest, or deacon dresses for Mass.

Lectionary: The book from which the lector reads the first and second Bible readings. It also contains the responsorial psalms and Gospels. Gospels may be in a separate, individual book.

Sacramentary: The book from which the celebrant reads the prayers of the Mass.

Censer (Thurible): The vessel with a chain in which charcoal and incense are burned.

Thurifer: The minister who carries the censer (thurible).

Boat: The container for the incense.

Credence table: A table or shelf behind or off to the side of the altar, where items are arranged for Mass; e.g., chalices, purificators, cruets, etc.

Genuflection: An act of reverence, made either singly, by touching the **right** knee to the ground or doubly, by kneeling and bowing the head slightly. A single or simple genuflection is the proper act of reverence accorded Christ in the Blessed Sacrament within the tabernacle. A double or solemn genuflection is sometimes used before the Blessed Sacrament when it is exposed.

Eucharistic Prayer I

We come to you, Father, with praise and thanksgiving, through Jesus Christ your Son. Through him we ask you to accept and bless these gifts we offer you in sacrifice. We offer them for your holy catholic Church, watch over it, Lord, and guide it; grant it peace and unity throughout the world. We offer them for Benedict our Pope, for Joseph our bishop, and for all who hold and teach the catholic faith that comes to us from the apostles.

Remember, Lord, your people, especially those for whom we now pray. Remember all of us gathered here before you. You know how firmly we believe in you and dedicate ourselves to you. We offer you this sacrifice of praise for ourselves and those who are dear to us. We pray to you, our living and true God, for our well being and redemption.

In union with the whole Church we honor Mary, the ever virgin mother of Jesus Christ our Lord and God. We honor Joseph, her husband, the apostles and martyrs Peter and Paul, Andrew, and all the saints. May their merits and prayers gain us your constant help and protection.

Father, accept this offering from your whole family. Grant us your peace in this life, save us from final damnation, and count us among those you have chosen.

Bless and approve our offering: make it acceptable to you, an offering in spirit and in truth. Let it become for us the body and blood of Jesus Christ, your only Son, our Lord. *(All servers should bow and remain bowed)*

} **RING
BELLS**

The day before he suffered, he took bread in his sacred hands and looking up to heaven, to you, his almighty Father, he gave you thanks and praise. He broke the bread, gave it to his disciples, and said: Take this, all of you, and eat it: this is my body which will be given up for you. **(RING BELLS)**
(All servers should rise up to observe the elevation; then bow as the priest genuflects or bows, and remain bowed).

When supper was ended, he took the cup. Again he gave you thanks and praise, gave the cup to his disciples, and said: Take this, all of you, and drink from it: this is the cup of my blood, the blood of the new and everlasting covenant. It will be shed for you and for all so that sins may be forgiven. Do this in memory me. **(RING BELLS)**
(All servers should rise up to observe the elevation; then bow as the priest genuflects or bows; then immediately rise up for the remainder of the prayer).

Eucharistic Prayer II

Lord, you are holy indeed, the fountain of all holiness. Let your Spirit come upon these gifts to make them holy, so that they may become for us the body and blood of our Lord, Jesus Christ. **RING BELLS**
(All servers should bow and remain bowed)

Before he was given up to death, a death he freely accepted, he took bread and gave you thanks. He broke the bread, gave it to his disciples, and said: Take this, all of you, and eat it: this is my body which will be given up for you. **(RING BELLS)**
(All servers should rise up to observe the elevation; then bow as the priest genuflects or bows, and remain bowed).

When supper was ended, he took the cup. Again he gave you thanks and praise, gave the cup to his disciples, and said: Take this, all of you, and drink from it: this is the cup of my blood, the blood of the new and everlasting covenant. It will be shed for you and for all so that sins may be forgiven. Do this in memory of me. **(RING BELLS)**
(All servers should rise up to observe the elevation; then bow as the priest genuflects or bows; then immediately rise up for the remainder of the prayer).

Eucharistic Prayer III

Father, you are holy indeed, and all creation rightly gives you praise. All life, all holiness comes from you through your Son, Jesus Christ our Lord, by the working of the Holy Spirit. From age to age you gather a people to yourself, so that from east to west a perfect offering may be made to the glory of your name.

And so, Father, we bring you these gifts. We ask you to make them holy by the power of your Spirit, that they may become the body and blood of your Son, our Lord Jesus Christ, at whose command we celebrate this Eucharist. **RING BELLS** *(All servers should bow and remain bowed)*

On the night he was betrayed, he took bread and gave you thanks and praise. He broke the bread, gave it to his disciples, and said: Take this, all of you, and eat it: this is my body which will be given up for you. **RING BELLS** *(All servers should rise up to observe the elevation; then bow as the priest genuflects or bows, and remain bowed).*

When supper was ended, he took the cup. Again he gave you thanks and praise, gave the cup to his disciples, and said: Take this all of you, and drink from it: this is the cup of my blood, the blood of the new and everlasting covenant. It will be shed for you and for all so that sins may be forgiven. Do this in memory of me. **RING BELLS** *(All servers should rise up to observe the elevation; then bow as the priest genuflects or bows; then immediately rise up for the remainder of the prayer).*

Eucharistic Prayer IV

Father, we acknowledge your greatness: all your actions show your wisdom and love. You formed man in your own likeness and set him over the whole world to serve you, his creator, and to rule over all creatures. Even when he disobeyed you and lost your friendship you did not abandon him to the power of death, but helped all men to seek and find you. Again and again you offered a covenant to man, and through the prophets taught him to hope for salvation. Father, you so loved the world that in the fullness of time you sent your only Son to be our Savior. He was conceived through the power of the Holy Spirit, and born of the Virgin Mary, a man like us in all things but sin. To the poor he proclaimed the good news of salvation, to prisoners, freedom, and to those in sorrow, joy. In fulfillment of your will he gave himself up to death; but by rising from the dead, he destroyed death and restored life. And that we might live no longer for ourselves but for him, he sent the Holy Spirit from you, Father, as his first gift to those who believe, to complete his work on earth and bring us the fullness of grace.

Father, may this Holy Spirit sanctify these offerings. Let them become the body and blood of Jesus Christ our Lord as we celebrate the great mystery which he left us as an everlasting covenant. **RING BELLS** *(All servers should bow and remain bowed)*

He always loved those who were his own in the world. When the time came for him to be glorified by you, his heavenly Father, he showed the depth of his love.

While they were at supper, he took bread, said the blessing, broke the bread, and gave it to his disciples, saying: Take this, all of you, and eat it: this is my body which will be given up for you. **RING BELLS** *(All servers should rise up to observe the elevation; then bow as the priest genuflects or bows, and remain bowed).*

In the same way, he took the cup, filled with wine. He gave you thanks, and giving the cup to his disciples, and said: Take this, all of you, and drink from it: this is the cup of my blood, the blood of the new and everlasting covenant. It will be shed for you and for all so that sins may be forgiven. Do this in memory of me. **RING BELLS** *(All servers should rise up to observe the elevation; then bow as the priest genuflects or bows; then immediately rise up for the remainder of the prayer).*