

The Catholic Parish of Corpus Christi

ADULT SERVER INSTRUCTIONS

1) Preparation for & Coordination of the Mass

- a) Check in if you are attending Mass to see if you are needed.
- b) Captains of the Mass – stay with the ship at all times.
- c) Come to the church: at least 30 minutes before and sign in – we are the first to arrive and last to leave.
- d) Put on your alb before any ministry duties in the sanctuary.
- e) Go to the Vestry and quietly put on your alb and cincture. The albs come in different sizes (different colored hangers are used to identify sizing). The cinctures are placed on a hanger on the side of the alb cabinet.
- f) Coordination of all the Liturgical Ministries. Carry a spirit of reverence and silence in the Vestry.
- g) If there is no Lead Eucharistic Ministers (has special crucifix cross), Adult Server will check number of Eucharistic Ministries signed in before Mass.
- h) Ensure Mass Intentions are on the Presider's chair. *No Mass intentions for 11:30 Mass.*
- i) Remind the Junior Servers to have the pitcher & bowl and towel for the hand-washing ready (warm water).
- j) Check the reserve Body of Christ in the Tabernacle: place the estimated numbers in the Altar Bread Journal. A full ciborium contains 250 Altar Breads. **(See photo in the binder)**
- k) Estimating the number of Altar Breads for the pre-filling of ciboria. Offertory ciborium will contain 100. Paten only holds the one large concelebrated Altar Bread. *Place 1 or 2 unopened rolls of Altar Breads on the tray with scissors.*
- l) Ensure all vessels are prepared and placed on the tray on *the left side* of the upper credence table, the handwashing pitcher & bowl and towel and a glass of water *on the right side*.
- m) Insert the Tabernacle key in the door lock in the Tabernacle door.
- n) On the lower credence table, place the Roman Missal on the left and the 2 hand sanitizers, 2 ablution cups and purificator (folded in 3) on the right.
- o) Checking of the Roman Missal (Red ribbon – prayers, Gold Ribbon – Preface) and any special pages (ie. Blessings for special Celebrations).
- p) Ensure that the Lectionary (Ambo) and the Book of the Gospels (Vestry) are set (Reader's duties).
- q) Prepare the Presider's microphone. Check the batteries.
- r) *Speak with Presider before Mass (instructions specific for the Mass) – either ones we have or something he wants to have happen.*
- s) *Light the Altar candles 10 min before Mass.* Light Paschal candle during Easter season and for baptisms and funerals.
- t) Prayer before Mass in Spiritual Meeting Room (assign someone to distribute & collect the prayer cards).
- u) Mentoring of Junior Servers – extra servers encouraged – future Adult Servers.
- v) **Special Celebrations** e.g. Christmas Eve, Christmas, Holy Week, Easter, Confirmation, Bishop Present etc. **A Mass Coordinator will be assigned.**
- w) **If a Presider is not present, there is NO celebration of Mass.**

Walking Through the Mass

2) The Opening Procession

- a) Ready at back of church 3 minutes before Mass time.
- b) Check that all ministries in procession are there:

Junior Server (Candle) ✕ 1st Adult Server ✕ Junior Server (Candle)

1st READER (Carrying Book of the Gospels)

or DEACON (if in attendance)

Junior Server ✕ Junior Server

2ND READER ✕ 3rd Adult Server ✕ 2nd Adult Server

1st READER (if Deacon is present)

PRESIDER

- c) 1st Adult Servers holds Processional Cross down– standing about 3 feet behind the Baptismal Font in the center – moving from the right side.
- d) Wait for Presider’s cue to begin the procession. Raise the Processional Cross high to send a signal to the Music ministers to start the music.
- e) Begin on first bar of music that includes singing (if possible).
- f) 1st Adult Server places the cross in the stand and Junior Servers place their candles in the Ambo stands while the Reader or Deacon places the Book of the Gospels on the Altar.
- g) All return and bow with the Presider and move to their places.
- h) Posture when serving should always be reverent – hands at waist clasped or in prayer form, bow only when not holding vessels – not during Communion when Jesus is present everywhere.

JS © ✕ JS © ✕ READER ✕ READER ✕ DEACON ✕ PRESIDER ✕ 1STAS ✕ 2ND AS ✕ 3rd AS ✕ JS ✕ JS

3) The Opening Rites

- a) Adult Servers sit together on the right most 1st pew (when facing the Altar).
- b) Carry the Roman Missal CLOSED for the Opening Prayer
- c) Open and hold the Missal for the Prayer – stand on same level and face the Priest. ***Priest’s face visible to the people (for those who lip read).*** Open the book on to the left side of the chest. *(Please ensure the binding of the book is not twisted.)*

4) Preparation of the Altar

- a) *Setting the Altar when there is no Deacon*– 1st Adult Server brings the Roman Missal and the bookstand to the Altar as one unit; 2nd Adult Server brings the Main Chalice first and then the tray with the remainder of the vessels.
- b) *When a Deacon is present, - 1st Adult Server brings the Roman Missal and the bookstand as one unit to the Deacon. 2nd Adult Server brings the Main Chalice first and then the remainder of the ciboria, chalices, water cruet and purificators are brought on the tray to the Deacon by the 1st Adult Server.*
- c) Tray is then placed back on the far right side of the upper credence table *vertically*.
- d) 2nd Adult Server takes the Processional Cross to the back of the church and meets the Offertory Family at the centre in front of the Baptismal Font.
- e) A Lead Usher will prepare the Offertory Family for the Offertory procession and the bow at the end.
- f) We start the procession as soon as possible – after the collection is complete and the Priest is ready and in position at the front of the sanctuary.
- g) Procession waits at the first row until Priest is ready. 1st Adult Server stands on the *first step to the right* of Priest to receive the collection basket and 2 Junior Servers stand beside Priest to receive the ciborium & wine cruet.
- h) 2nd Adult Server brings the Cross to the stand, bows and returns to their seat.
- i) 1st Adult Server removes the tops of the Offertory ciborium and the wine cruet & places them on the tray. Then 1st Adult Server brings the water cruet to the Priest. **If a Deacon is present, the water cruet will already be on the Altar.**
- j) 1st Adult Server stands on the far right side of the Junior Servers while waiting for the water & wine cruets from the Priest or Deacon. Then, water will be placed in the middle of the upper credence table. A glass of water and wine cruet placed inside the tray.
- k) 1st Adult Server bows and returns to their seat.

5) The Liturgy of the Eucharist

- a) Both Adult Servers sanitize their hands while the Priest or Deacon retrieves the Blessed Sacrament from the Tabernacle. The ablution cup lids are removed.
- b) Adult Servers remain on the right side of the Sanctuary.
- c) 1st Adult Server scans the EM and ensures that everyone is in position and no one is missing.
- d) **No matter what our protocol is, if the Priest does anything different, we must adapt immediately and go with what is happening.**

6) The Communion Rite

- a) If a Deacon is present, the 2nd Adult Server does not distribute Holy Communion unless we are short a Eucharistic Minister.
- b) **We do not remove and replace any Sacred Vessels containing the Body of Christ at any time unless the Priest has indicated we are to do so.**
- c) The Adult Server cannot rove unless you have a ciborium already in your hands.
- d) Adult Server role during Communion to assess Communion lines to ensure correct placement of Eucharistic Ministries.
- e) Beginning of Communion, Adult Server makes sure the lid of the water cruet is removed.
- f) Clear the Altar as soon as possible.
- g) As Eucharistic Ministers return their vessels to the Adult Server, collect them and place them on the table for purification.

7) The Closing Prayer, Blessing & Dismissal

- a) Check the Roman Missal to ensure that the closing prayer page is set.
- b) Check with the Presider if there are any special announcements.
- c) During the children's blessing, the 1st Adult Server should be standing by the Roman Missal and getting ready for the closing prayer. Start walking towards the Presider after his blessing. Don't wait until he says "Let us pray".

8) The Closing Recession

- a) Adult Servers move into place after the Priest kisses the Altar so the Junior Servers know where to stand.
- b) After the bow, the Junior Server move first to take the Processional candles, then the 1st Adult Server takes the Processional Cross from the stand.
- c) The 1st Adult Server waits at the centre of the main aisle for the Junior Servers to arrive on either side.
- d) Stop momentarily before processing out to ensure everyone is in place.

Junior Server (Candle) ✕ 1st Adult Server ✕ Junior Server (Candle)

Junior Server ✕ Junior Server

2ND READER ✕ 3rd Adult Server ✕ 2nd Adult Server

1st READER

DEACON &/ PRESIDER

- e) Move the procession to the right of the Baptismal Font on return.

9) Cleansing of the Sacred Vessels & Preparation for the Next Mass

- a) Adult Server bows to the Book of the Gospels on the Ambo, closes it and returns it to the Vestry counter if the Reader has not done this.
- b) Adult Server ensures Mass Intention card is returned to Sister or front office.
- c) After the Adult Server has returned the tray with the vessels to the Sacristy, the Junior Servers assist with cleansing. Parent participation is encouraged.
- d) The Corporals can be used multiple times. Please only place them in the laundry if soiled. They will be cleaned regularly by the Sacristans.
- e) No immersion of the chalices or ciboria in the water; use the special soft cloths for cleaning and drying. Clean ciboria after 11:30 and 5:00 Mass.
- f) Ablution cups are emptied into the sacrarium in the Sacristy. Refill them and return them to the lower credence table after the 4:30, 9:30 & 11:30 Masses. Change purificator after each Mass and place on the lower credence table folded in 3.
- g) Check Body of Christ on reserve in the Tabernacle if no Priest or Deacon is present and complete Altar Bread Journal entry sheet.
- h) Ensure everything is totally in place for the next Mass. (Details in the cupboard door).
- i) Return the Tabernacle Key to the top drawer in the box in the Sacristy *after 4:30, 11:30 and 5:00 Mass.*

10) Final Coordination Duties

- a) Extinguish Altar candles using the extinguisher (not blowing them out).
- b) If you need to leave earlier – you must make arrangements with the other Adult Server so that one of you is still in attendance.
- c) This is also true for the arrival of the Adult Server – at least one must be there early.
- d) *4:30 set-up for 9:30 Mass; 9:30 set-up for 11:30 Mass, 11:30 set up for 5:00 Mass and 5:00 Mass close-up & set up the vessels for Monday morning Mass. (Weekday Mass vessels are in the left side cupboard)*
- e) When preparing the vessels for the next Mass, *no Altar Breads* are placed in the ciboria -duty of Adult Server for next Mass.
- f) *No lighter should be left on the credence table at any time.*

11) SCHEDULING

- a) Altar Server Scheduling is done through software called **Ministry Scheduler Pro**. Please make sure we have your current email address and notify us of any changes.
- b) Schedules are drawn up on a quarterly basis: January to March, April to June, July to September and October to December.
- c) The parish is using a new computer generated scheduling system you will receive a message from the scheduling administrator asking you to log in to the web terminal, complete your profile information and choose your Mass preference.
- d) Prior to each new schedule (in December, March, June and September) you will be asked to enter your unavailable dates for the coming quarter. The computer software will come up with a schedule based on the information that was entered.
- e) Once the schedule comes out, you have the ability to request a sub if you are scheduled and find that you are unable to make it. Similarly, you can accept to sub for another minister at the click of a button. All individuals involved receive an automatic notification of the change.
- f) Also, the software will send out a reminder email to you a few days before you are scheduled to serve. You may also download an MSP app which will send the information to your phone.
- g) *For special Masses such as Ash Wednesday, Holy Week Masses and Christmas Masses, you will have the ability to schedule yourself.*
- h) The schedulers for each Mass are always available for support. Arden Playford is the system administrator. He is ready to help with any concerns and issues as they arise. He may be reached at ardenp101@hotmail.com or call him at 780-504-1586.

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GLOSSARY

- Ablution Cup** – Vessel containing water to cleanse the fingers after distribution of Holy Communion.
- Adult Server** - Person serving the Priest during Mass by carrying the cross and incense.
- Alb** - A long, loose-fitting tunic common to all ministers.
- Altar** - The table of solid or suitable material for the meal of sacrifice, the Eucharist.
- Ambo** - (pulpit) Place for scripture proclaiming and preaching.
- Asperger** – object used to sprinkle holy water
- Blessed Sacrament Chapel** - Small room where the tabernacle containing the Blessed Sacrament, the Body of Christ, is kept.
- Censer** - A vessel for burning incense (mixture of aromatic gums). Also called a "thurible", a "thurifer" being its user. The supply container for the incense is called a "boat".
- Chalice** - A vessel that holds the wine.
- Chasuble** - The external garment, worn by the main celebrant of the Eucharistic liturgy.
- Ciborium / Ciboria** - Container for body of Christ distributed in communion.
- Cincture** - A cord used to tie around the alb.
- Cope** - Long cloak (cape) with a fastening in front, worn on solemn occasions and specified ceremonies outside of Mass.
- Corporal** – Linen cloth placed upon the Altar upon which the chalice and paten are placed.
- Credence Table** - Side table for articles used at Mass.
- Cruet** - Water and wine containers.
- Eucharistic Minister** - Those who distribute the Body & Blood of Christ.
- Finger Bowl / Towel** - Used to wash the Priest's hands during the rite before the Eucharistic prayer.
- Flagon** – Large container to hold the wine before distributing it into the chalices for consecration.
- Font** - Baptismal / holy water dispensary.
- Homily** - Reflection of scripture readings.
- Humeral Veil** - Wide scarf worn over the shoulders for carrying the sacred vessels or the Blessed Sacrament.
- Lectionary / Book of the Gospels** - Collection of scripture readings in a book, for liturgical proclamation.
- Lector** – Instituted Reader progressing to Holy Orders.
- Luna** - See monstrance.
- Monstrance** - Container for the Host in exposition of the Blessed Sacrament. The glass-sided removable receptacle at its centre, the luna, (or lunette), actually holds the Blessed Sacrament.
- Narthex** - Pre-nave entrance / lobby area of the church (foyer).
- Nave** - The central and primary structural feature of the church, from entry to sanctuary.
- Pall** - A stiff square of linen used to cover the chalice.
- Paten** - A flat saucer of the same material as the chalice for the Body of Christ.
- Presider** - Priest
- Presider's Chair** - Seat for celebrant, the presiding minister of the assembly.
- Purificator** - A band of linen used to cleanse the chalice.
- Pyx** - The container for conveying the Body of Christ outside of church and Mass.
- Roman Missal / Sacramentary** - The celebrant's book; the part of the Roman Missal containing mainly the Mass prayers and rubrics, excluding the readings (lectionary).
- Sacrarium** – Special Sacristy sink that flows directly into the ground and is used for pouring any liquids which have been consecrated or blessed.
- Sacristy** - Room for sacred vessels and vestments.
- Sanctuary** - The Altar table, pulpit, chair and area surrounding the Altar table.
- Stole** - A narrow strip of cloth of a liturgical colour worn over the shoulders of the Priest.
- Tabernacle** - Safe-like, secure place of reservation for the Blessed Sacrament, the Body of Christ.
- Thurible / Thurifer** - See Censer