

## The Catholic Parish of Corpus Christi

### Junior Server Instructions

#### Introduction

The Junior Server Ministry at The Catholic Parish of Corpus Christi is composed of a group of young people, aged between 6-16, who share their time, talent and treasure to assist the Priest(s) in the celebration of the Holy Mass.

#### General Requirements

1. The Junior Servers are required to be at the church at least **30 minutes (1/2 hour)** before the Mass starts. If you are not present **15 minutes** before Mass, you will be replaced.
2. If you are unable to serve on your scheduled date, **YOU MUST** request for a sub/replacement using the Ministry Scheduler Pro at least one (1) day before your Mass schedule. It will send an email to all available Junior Server in your Mass preference.
3. Albs (white garment) will be worn while serving Mass.
4. When the Junior Servers are not carrying anything during Mass, **they should walk with their hands at or above the waist, folded in a prayerful manner – praying hands.**

#### Duties and Responsibilities

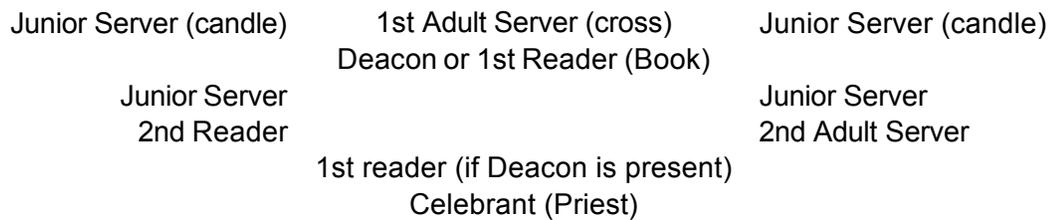
##### **Before Mass**

1. Sign your full name neatly or print it on the sign-in sheets provided in the Spiritual Meeting Room.
  - a. If you are the scheduled server, mark “1” beside your name;
  - b. If you are a planned substitute (you were contacted to replace scheduled server), mark “2” beside your name;
  - c. If you are an emergency substitute, mark “3” beside your name.
2. Greet everybody in the Spiritual Meeting Room.
3. Go to the Vestry and quietly put on your alb, cincture and cross. 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. The JS crosses are also placed on the same hanger as the cinctures.

4. Check for the following;
  - a. Ensure that the candles are on the stand inside the Spiritual Meeting Room. If the candles are not there, pick them up from the stand in front of the Ambo, and place them on the stand inside the Spiritual Meeting Room.
  - b. Ensure that the pitcher has hot water, and the pitcher, bowl and towel are on top of the small credence table.
  - c. Ensure that the bells are under the pew reserved for the Junior Servers.
5. Wait in the Spiritual Meeting Room; join in the prayer led by the Celebrant (Priest) for all those serving in the Mass.
6. After the prayer, ready the candles for procession. Get the lighter from the Vestry (*if not available on the foot of the candle stand*) and light the candles.

**Positions for Opening Procession (1)**



7. The procession will start from the back of the church two (2) feet from the front of the baptismal font. Once the music starts at the cue of the priest, the procession will move slowly towards the front of the church, as shown in the diagram below (2).
8. **Candle Bearer Junior Servers** walk at the same pace as the 1<sup>st</sup> Adult Server who carries the cross.
9. As soon as the procession reaches the steps of the Sanctuary, the 1<sup>st</sup> Adult Server will put the Processional Cross in the stand; at the same time, the two Candle Bearer Junior Servers will place the candles in the stands in front of the Ambo, and the 1<sup>st</sup> Reader or Deacon will put the Book of Gospels in the centre of the Altar table. All will return and position themselves before the Altar as shown in the diagram 2 below.

## Positions to take at the Sanctuary steps (2)



10. When everyone is in place and lined up in front again, all will bow together at the same time as the priest and then go to their seats. The Junior Servers will walk **TOGETHER with praying hands held at or above the waist** and seat at the front pew reserved for them.

### During the Mass

1. Follow the Mass, listen to the readings and participate in the Responsorial Psalm. Use the hymn book at your pew or follow on the screens.
2. AS SOON AS the congregation say or utter “Thanks be to God” marking the end of the second reading, the two Junior Servers will stand and will walk **TOGETHER (praying hands)** to meet the 2<sup>nd</sup> reader in the center of the Sanctuary, remaining together and to the left of the 2<sup>nd</sup> reader, bow together, proceed to get the candles in front of the Ambo, WALK TO THE CENTRE AISLE and join the Priest/Deacon there on either side with the candles.
3. The Junior Servers wait while the Priest/Deacon bows and picks up the Book of Gospels. The Junior Servers do not need to bow as they are carrying the candles.
4. All (Junior Server, Priest/Deacon, Junior Server) will turn on the left side and walk in a single row, with the first Junior Server walking past the front of the Ambo in a semi-circle, and stopping at the right side of the Ambo. The Priest/Deacon will walk past the Ambo, will turn and stop, while the second Junior Server follows, and stays on the left side. Each JS will hold the candle at about waist level.
5. The Junior Servers are not required to make crosses on their forehead, lips and chest because they are holding the candles.
6. Listen to the Gospel reading and keep still with your face prayerful and peaceful.

7. After the Gospel has been proclaimed, the Junior Servers will place both candles on the stands, will turn and walk **TOGETHER (praying hands)** to the center aisle, will bow together, and will return to their seats to listen to the homily.
8. After the homily, Nicene Creed, Prayers of the Faithful, and the Stewardship Prayer, the congregation will sit. In preparation for the offertory and when the Priest goes in front of the Altar to meet the offertory family, the Junior Servers will stand on each side of the Priest to assist in receiving the gifts.
9. The Priest will receive the collection basket from the Lead Usher, and will hand it over to the Adult Server. The Priest will receive the gifts (bread and wine) from the offertory family, and will hand them over to the Junior Servers. The Priest will shake the hands of the Ushers and the offertory family. The Priest will go to the Altar for the blessing of the gifts while the Ushers and the offertory family bow and go back to their seats.
10. The Junior Servers, each carrying the bread and wine, will stand and wait in front of the Altar while the Adult Server removes the lids of the ciborium and the wine cruet, before the bread and wine are taken/handed over to either the Deacon or the Priest. **The Junior Servers are not supposed to put the bread and wine directly to the Altar.**
11. While the Adult Server waits for the empty water and wine cruets, the Junior Servers prepare the pitcher, bowl and towel for handwashing.
12. When the Priest turns toward the Junior Servers, the JS will go forward to the Altar to wash the Priest's hands. When the Priest hands the towel back, the Junior Servers will make a slight head bow **TOGETHER.**
13. The pitcher, bowl and towel will be placed back on the small credence table. **DO NOT POUR THE DIRTY WATER BACK IN TO THE PITCHER.**
14. The Junior Servers will descend from the sanctuary **TOGETHER (praying hands)**, bow to the Altar and return to their seats.

**Notes:**

- If there is incense at the Mass, the Junior Servers will wait by the credence table while the Adult Server/ Deacon gives the Priest the thurible to cense the gifts and then the Adult Server will cense the Priest. Then the Adult Server/Deacon will proceed to cense the congregation. While the Adult Server/Deacon is censuring the

congregation, the Junior Servers will proceed **TOGETHER** to the Altar table to wash the Priest's hands. If the Priest forgets about washing his hands, the Junior Servers should go ahead to the Altar table to remind him. As soon as the Priest sees the Junior Servers coming, he will remember.

15. At the end of the "Holy, Holy, Holy" when everyone in the congregation has knelt, the Priest will say some more prayers and when he raises the Body of Christ for all to see, the Junior Server holding the bells will shake them three times (RING THEM LOUDLY with a short pause between each ring). When the Priest raises the Blood of Christ for all to see, the Junior Server will again shake the bells three times (LOUDLY and with a short pause between each ring). The Junior Server will then quietly put the bells back to their proper place.
16. The Priest will say some prayers over the Altar breads and when he raises the Body of Christ for everyone to see, everyone should look at it. When the Priest puts it down and genuflects, everyone should bow their heads and say a short prayer "My Lord and My God". When the Priest raises the Precious Blood, everyone should look at it and bow when he genuflects and pray again.
17. After the "Sign of Peace", the Junior Servers will stand and join the Eucharistic Ministers and the Adult Servers to receive Communion.
18. The Junior Servers will stand on the right side of Eucharistic Minister whose cross bears a chalice logo.
19. When the Body of Christ has been given, the Junior Servers will wait until the Eucharistic Ministers go to their assigned stations, before returning to their seats to kneel and pray. **Junior Servers do not remove anything from the Altar during Communion unless the Priest or Adult Server asks for help.**
20. After Communion, Prayer for Corpus Christi, the blessing of the kids and the final blessing and when the recessional music starts, the Priest will kiss the Altar and go down the steps. All ministers will join him there.
21. The Junior Servers who will pick up the candles will walk together **with praying hands** and line up on the left side of the line, the same way as the opening (see position 2 below)

## Positions to take at the Sanctuary steps (2)

Ambo		Candle holder		Candle holder					
Junior Server (candle)	Junior Server (candle)	2nd Reader	1st Reader	Deacon	Priest	1st Adult Server	2nd Adult Server	Junior Server	Junior Server

22. Right after the bow the Junior Servers will go up the steps **TOGETHER (praying hands)** to get the candles from the stands.
23. The Adult Server will get the cross and wait for the Junior Servers.
24. The Adult Server carrying the cross and the Candle Bearer Junior Servers, along with the others will process towards the back of the church in the same manner as the opening and exit towards the right of the Baptismal Font (see position 1 below).

## Positions for Exiting Procession (3)

Junior Server (candle)	1st Adult Server (cross)	Junior Server (candle)
Junior Server		Junior Server
2nd Adult Server		2nd Reader
	1st Reader	
	Deacon (if present)	
	Celebrant (Priest)	

## After the Mass

1. When the Junior Servers get to the Spiritual Meeting Room and have put the candles in the stands and extinguish them with the extinguisher, they will proceed to the Vestry to remove their albs, cinctures and crosses and put them away appropriately.
2. The Junior Servers will then proceed to the Sacristy for the cleaning of the vessels. ALL Junior Servers will need to stay for about 10 to 15 minutes to help the Adult Servers with clean up after the mass. Parents are very welcome to come in the Sacristy to help.
3. The Junior Servers need to ensure that :
  - sink is clean before starting to wash the vessels;
  - the bowl and pitcher are empty and ready for wiping;
  - the ablution cups are emptied into the sacrarium and rinsed before washing;
  - the chalices are rinsed with a little bit of water and poured into the sacrarium;

- the ciboria are rinsed with a little bit of water and poured into the sacrarium;
- all vessels are washed one at a time, dried and ready for the next Mass.
- tidy the counter and fold the towels, leaving them on the counter.
- before you leave the Church, ask the Adult Server if any help is still required.

**Note :**

**WHEN YOU WASH ANY OF THE GOLD VESSELS, DO NOT IMMERSE THEM IN WATER; JUST WASH THEM BY USING SOAP, WATER AND THE SPECIAL CLOTH TO WASH. RINSE BY RUNNING HOT WATER OVER THEM FROM THE TAP AND THEN DRY WITH ANOTHER SPECIAL CLOTH.**

**Scheduling (*through the new Ministry Scheduler Pro*)**

1. Schedules are drawn up on a quarterly basis: January to March, April to June, July to September and October to December.
2. The parish has started using a new computer generated scheduling system.
3. 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.
4. 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.
5. 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.
6. The software will also send out a reminder email to you a few days before you are scheduled to serve. The app (MSP) may be downloaded and used to send the information to your mobile devices.
7. For special Masses such as Ash Wednesday, Holy Week Masses and Christmas Masses, you will have the ability to schedule yourself. **Please note that there is a mandatory rehearsal for those serving at the Holy Week services.**
8. 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.
9. If your contact information changes, please advise us as soon as possible.

## GLOSSARY

**Ablution Cup** – A small glass cup used by those distributing the Body of Christ to rinse their fingers and remove Eucharistic particles.

**Adult Server** - Persons serving the priest during mass (carrying the cross and incense, setting Altar, etc).

**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

**Book of the Gospels** - Collection of scripture readings in a book, for liturgical proclamation.

**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 cup that holds the wine.

**Chapel** - small room for praying

**Chasuble** - The external garment, worn by the main celebrant of the Eucharistic liturgy.

**Ciborium / Ciboria** - Container for hosts 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** - A square or long 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.

**Deacon** - ordained minister who assists the priest at the Altar.

**Eucharistic Minister** - Those who distribute the consecrated bread and wine.

**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 (also called a cruet).

**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.

**Lector** - Reader

**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 host.

**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 host.

**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 communion host outside of church and mass.

**Roman Missal** - The celebrant's book; the part of the Roman Missal containing mainly the mass prayers and rubrics, excluding the readings (Book of the Gospels).

**Sacrarium** – A special sink that drains straight down into the ground. Used for rinsing vessels and disposing of Eucharistic particles and Holy Water.

**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.

**Tabernacle** - Safe-like, secure place of reservation for the Blessed Sacrament, the consecrated hosts.

**Thurible / Thurifer** - See Censer