



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 8 years old (*after having had First Eucharist*) to 16 years old, who share their time, talent and treasure to assist the Priest(s) in the celebration of the Holy Mass.

General Requirements

1. Junior Servers are required to be at the church at least **30 minutes (1/2 hour)** before the Mass starts. If not present **15 minutes** before Mass, the Junior Server will be replaced.
2. If a Junior Server is unable to serve on the scheduled date, **A SUB REQUEST** for a replacement using the Ministry Scheduler Pro is required to be fulfilled at least one (1) day before the scheduled Mass. It will send an email to all available Junior Servers with the same 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.**

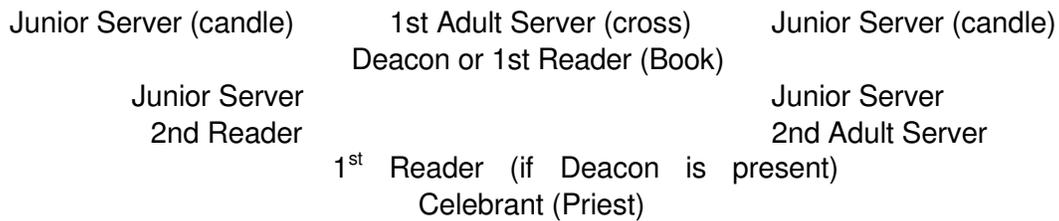
Duties and Responsibilities

Before Mass

1. Come into the Spiritual Meeting Room and sign in on the iPad.
2. Greet everybody in the Spiritual Meeting Room.
3. Go to the Vestry and quietly put on alb, cincture and cross. The albs come in different sizes (different colored hangers are used to identify sizing). The cinctures and Junior Server crosses are placed on hangers on the right side of the alb cabinet.
4. Check for the following;
 - a. Ensure that the candles are on the stand inside the Spiritual Meeting Room. If they are not there, pick them up from the stands on either side 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 the right side of upper 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 three (3) feet from the front of the baptismal font. Once the music starts at the cue from the Priest, the procession will move slowly from the right side of the baptismal font 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 1st Adult Server who carries the cross. The other Junior Servers will walk behind the person carrying the Book of the Gospels.
9. As soon as the procession reaches the steps of the Sanctuary, the 1st 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 on either side of the Ambo, and the 1st 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 sit in 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 says or utters "Thanks be to God" marking the end of the second reading, the two Junior Servers will stand and walk **TOGETHER (praying hands)** to meet the 2nd Reader in the center of the Sanctuary, remaining together and to the right of the 2nd 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 towards 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 on 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 Junior Server will hold the candle straight at 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 in 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 either 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. After the Gospel has been proclaimed, the Junior Servers will place both candles in 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.
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13. The Junior Servers, each carrying the ciborium and wine cruet, will stand and wait on the side of the Altar while the Adult Server removes the lids of the ciborium and the wine cruet, before they are taken/handed over to either the Deacon or the Priest. **The Junior Servers are not supposed to put the ciborium or wine cruet directly on the Altar.**
14. While the Adult Server waits for the water and wine cruets, the Junior Servers prepare the pitcher, bowl and towel for hand washing and stand to the left of the Adult Server.
15. When the Priest turns toward the Junior Servers, they 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.**
16. The pitcher, bowl and towel will be placed on the right side of the lower credence table. **DO NOT POUR THE DIRTY WATER BACK IN TO THE PITCHER.**
17. The Junior Servers will descend from the sanctuary **TOGETHER (praying hands)**, bow to the Altar and return to their seats.

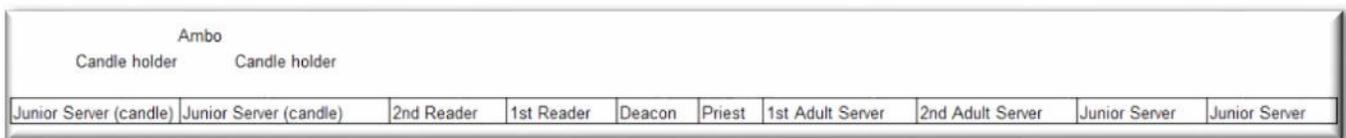
Notes:

- 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. When the Priest sees the Junior Servers coming, he will

remember.

18. At the end of the "Holy, Holy, Holy", everyone kneels while the Priest prays over the Altar Breads and wine (The Consecration). 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 as above. The Junior Server will then quietly put the bells back to their proper place. The other Junior Servers look up during the Consecration of both the Body and Blood of Christ and bow their heads, saying a short prayer "My Lord and my God" each time the priest genuflects.
19. After the "Sign of Peace", the Junior Servers will stand and join the Eucharistic Ministers and the Adult Servers to receive Communion. The Junior Servers sanitize their hands.
20. The Junior Servers will stand in between the Adult Servers and the Eucharistic Ministers.
21. 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.**
22. After the Final Blessing and announcements, approach the Sanctuary with the other ministers as the Priest leaves his chair.
23. **With praying hands**, return to the same positions as for the entrance line-up (see positions below). Everyone bows as the Priest kisses the Altar.

Positions to take at the Sanctuary steps (2)



24. Right after the bow, the candle bearer Junior Servers will go up the steps **TOGETHER (praying hands)** to get the candles from the stands.
25. The Adult Server will get the cross and wait at the center of the main aisle for the Junior Servers to arrive on either side.
26. 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. After the Junior Servers have returned to the Spiritual Meeting Room and have put the candles in the stands and extinguished them with the extinguisher, they will proceed to the Vestry to remove their albs, cinctures and crosses and put them away appropriately. They need to ensure that the cabinet doors are closed.
2. The Junior Servers will then proceed to the Sacristy for the cleansing 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. For the **4:30 Saturday, 9:30 and 11:30 Sunday Junior Servers**, they need to ensure that:
 - sink is clean before starting to wash the vessels;
 - the bowl and pitcher are emptied into the sink;
 - the ablution cups are emptied into the sacrarium, rinsed and set back on the tray;
 - the chalices are rinsed with a little bit of water and poured into the sacrarium, then are carefully 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 leaving the Church, ask the Adult Servers if any help is still required.
4. For the **5:00 Sunday Junior Servers**, they need to ensure that:
 - sink is clean before starting to wash the vessels;
 - the bowl and pitcher are emptied into the sink;
 - 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;
- the vessels are carefully washed one at a time, dried and placed in their storage bags in the correct cupboard. Leave the lids off the cruets.
- tidy the counter and fold the towels, leaving them on the counter.
- before leaving the Church, ask the Adult Servers if any help is required.

Note :

WHEN WASHING ANY OF THE GOLD VESSELS, DO NOT IMMERSE THEM IN WATER; JUST WASH THEM USING SOAP, WATER AND A SPECIAL SOFT WASHCLOTH. RINSE BY RUNNING HOT WATER OVER THEM FROM THE TAP AND PUT THEM UPSIDE DOWN ON THE ABSORBENT MAT ON THE COUNTER ON THE RIGHT SIDE OF THE SINK.

GOLD VESSELS ARE DRIED USING A SOFT CLOTH WHILE THE CERAMIC AND GLASS VESSELS CAN BE DRIED USING THE REGULAR TOWELS.

Scheduling (*through Ministry Scheduler Pro*)

1. Schedules are drawn up on a quarterly basis: February to April, May to July, August to October and November to January.
2. The parish is using a computer-generated scheduling system called MSP.
3. The Junior Servers will receive a message from the scheduling administrator with log in information to the web terminal; they need to complete their profile information and choose the Mass preference.
4. Prior to each new schedule an email will be sent for 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, the Junior Servers have the ability to request for a sub if they are scheduled but are unable to make it. Similarly, they 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 a few days before you the scheduled serve date. The app (MSP) may be downloaded and used to send the information to mobile devices.
7. For special Masses such as Ash Wednesday, Holy Week Masses and Christmas Masses, the Junior Servers will have the ability to schedule themselves. **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 text him at 780-278-1709.
9. For 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 – Person 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.

Altar Breads and Wine– After consecration, Altar Breads become the Body of Christ or Hosts. Wine becomes the Blood of Christ or Precious Blood.

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 Precious Blood.

Chapel - small room for praying

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

Ciborium / Ciboria - Container for Hosts distributed during 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 chalices and ciboria are placed. It catches any Eucharistic particles that may spill.

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 – One who distributes 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 that holds 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 of the Priest.

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

Thurible / Thurifer - See Censer