



Altar Servers

*We who are called to be **ministers of hospitality** as ushers are entrusted with fostering a sense of welcoming and belonging among those assembled at prayer. We are the first contact made with anyone who enters the worship space. Although functions such as seating latecomers and taking up the collection are important, **our role challenges us beyond "ushering" to see in every person the face of the Lord.** We have the opportunity to be the hands of Christ to the living Body of Christ. We should be watchful for the ways in which we can help to foster the sense of family among all who worship and **especially among those who are new** to our community. Most of all, by our very presence, let us be examples of the Christian love which identifies us and binds us together. (*Liturgical Ministry: A Practical Guide to Spirituality* by Donna M. Cole)*

All liturgical ministers are registered parishioners and should be in good standing with the Catholic Church. The guidelines that follow conform to the theological and liturgical principles in the diocesan guidelines.

Attire and Behavior

Ministers, regardless of age, dress in **business casual attire**. Sneakers/athletic shoes, flip-flops, jeans, T-shirts, sweat/jogging suits, shorts, and skimpy clothing (e.g. spaghetti straps or strapless tops/dresses) of any type are not appropriate, as well as buttons/pins advertising personal agendas, (e.g. political/sports). Always come to the church dressed, in case you are needed to serve as a replacement. Wearing of the **liturgical color of the day is encouraged**.

Training and Formation

Technical and practical training are a necessary part of every ministry. Initial orientation and training are required before the new minister enters service. Periodic formation events held to benefit *all* parish liturgical ministers.

Scheduling/Substitution Procedure

Ministers are required to find their own substitutions; only trained liturgical ministers serve during a liturgy. Schedules are prepared for three-month periods by the parish secretary and sent to each trained minister. If you are filling in for someone, note the change on the Liturgical Ministers (LM) closet door schedule by crossing out the scheduled person's name and writing your initials next to it. Please inform your ministry coordinator and/or the director of liturgy about scheduling changes. Current schedules and rosters are always available at www.iccwilm.org.

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| 1. Log on to www.iccwilm.org | 4. Scroll over Liturgical Commission |
| 2. Scroll over Ministries | 5. Password: oblates2 |
| 3. Click Liturgical Minister Schedules | |

Sign-in Sheet
(Please check your name when you first arrive.)

	8:00 PM	9:00 AM	10:00 AM
Altar Servers	Margaret Duffley - AS1 David Duffley - AS2	Peggy Cook - AS1 Linda Kasper - AS2	Jake Norton - AS1 ----- AS2
	Sally Kuczyński - B1 - CV Elizabeth Flanagan - B2 - CV	Mike Kasper - B1 - CV Dennis Kasper - B2 - CV	Mary Brennan - B1 - CV Kathy Conroy - B2 - CV
	Fr. John McGee - B3 Ed Collins - B4 - CV	Fr. John McGee - B3 Mary Ann Winters - B4 - CV	Fr. John McGee - B3 Fr. James - B4 - CV
EMDCs	Laura Moore - B5 Richard Collins - B6 Anthony Hagg - B7 Janice O'Donnell - B8	Thomas Kasper - B5 Cathy Walker - B6 Nancy Schmitt - B7 Betsy Walker - B8	Paula Kasper - B5 Don Kasper - B6 Doreen Walker - B7 Kathleen Walker - B8
	David Moore - B9 Tom Burke - B10 Cathy McGee - B11 Joseph Moore - B12	Mike Campbell - B9 Mary Gandy - B10 Peggy Prunzio - B11 Beth Prunzio - B12	Barbara Hoff - B9 Lara Hoff - B10 Christina Hoff - B11 Elizabeth Walker - B12
Cresters	Kathy Fackel - C1 Maureen Gilliam - C2 Linda Hagan - C3 Marie Hub - C4	Maria Kasper - C1 Vince McLean - C2	Catherine Walker - C1 Lorraine Walker - C2
Lectors	Henry Lane - L1 Stephanie Bane - L2	Emily Kasper - L1 Vince McLean - L2	Catherine Walker - L1 Lorraine Walker - L2
Cantors	Kathy Conroy - C1 Paul Conroy - C2 Mary Ann Winters - C3	Emily Kasper - C1 Cathy Walker - C2	Angela Hernandez - C1 Cathy Walker - C2 Betsy Walker - C3
Altar Lector Coordinator	Kevin Sullivan	Kevin Sullivan	Kevin Sullivan
	Assistance Care (792-1454) Catholic Healthcare	Trinity Care (443-3000) Marion Murphy	Assistance Health (393-3118) Steve Hagan

1. Bulletin Board on the inside of the Liturgical Ministers' closet door.



2. Presentation Table at the rear of the center aisle.

Presider's ciborium (with unconsecrated hosts); Presider's chalice (with unconsecrated wine); Book of the Gospels.

Day of the Liturgy

Preparation Prior to the Liturgy

1. All Altar Servers should arrive **no later than 20 minutes** before the liturgy.
2. Know when you are scheduled to serve. Always make sure there is a replacement if you are unable to fulfill your commitment. Youth: You are responsible for your assignment, not your parents.
3. Place a checkmark next to your name on the schedule posted on the inside of the door to the Liturgical Ministers (LM) closet (picture 1, p.2).
4. Go to the sacristy and find a server's robe in the closet. Your robe should be ankle length.
5. Take time to pray. The following prayer is a suggested adaptation of the direction of intention by St. Francis de Sales (or use your own words):

“Lord, I give you my actions and ministry. Help me to conduct myself in a manner that will give praise to you and will assist my brothers and sisters in their worship of your holy name. Amen.”

6. Check the following:

- Check the presider's binder (found in the sacristy) to see if there are any Extraordinary Ministers of Holy Communion (EMHC) to the Sick and Homebound. Inform the presider before the liturgy of how many hosts will be needed.
- Take the presider's binder and Roman Missal into the sanctuary and place it on the steps near your chair 5 minutes before the liturgy.
- Check that the correct number of ciborium, chalices, and purificators have been set on the preparation table (see picture below).
- Retrieve the processional cross from its stand in the corner of the wall near the Blessed Sacrament Chapel, and go to the rear of the center aisle to wait for the liturgy to begin.

Server 2 (S2)

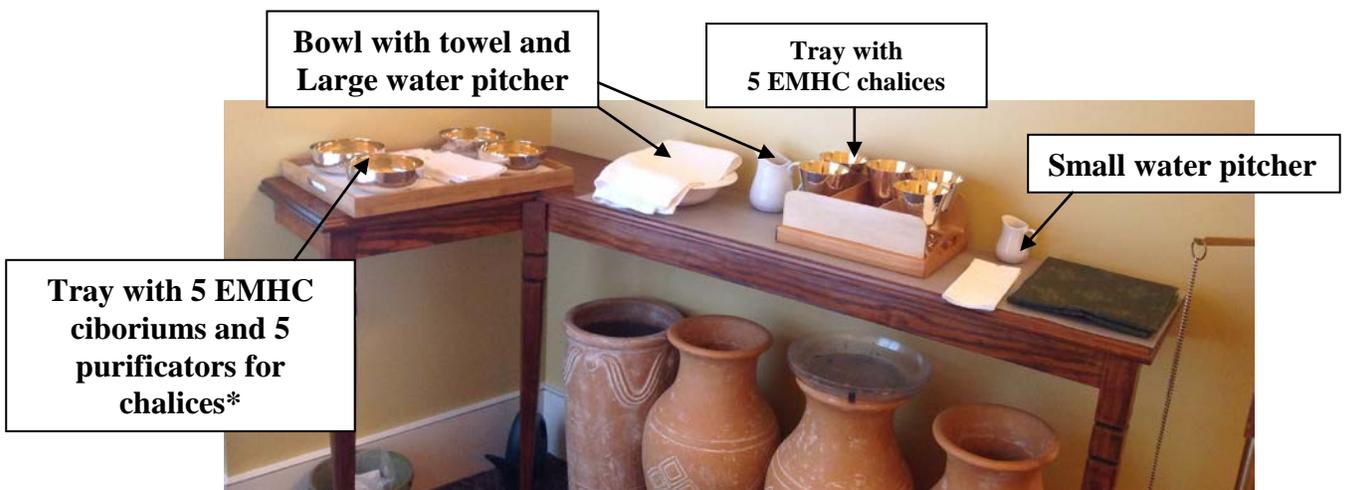
- Place a *Breaking Bread* hymnal marked "Altar Server's Copy" on each server's chair.
- Go to the rear of the center aisle and check that the presider's large ciborium, chalice and the Book of the Gospels are on the presentation table there.
- The *Breaking Bread* book marked "Presider's Copy" should be on the shelf under the presentation table. Wait there for the liturgy to begin.

7. Normal Order of Procession: **1. Cross Bearer 2. Other Altar Server(s)**
 3. Lector with the Book of the Gospels 4. Presider

Preparation Table

(behind the altar wall nearest to the presider's chair)

3. Set-up for 5:00 p.m., 8:30 a.m. and 10:30 a.m. Weekend Liturgies



*The tabernacle ciborium may become the 6th ciborium if it is overflowing with more Eucharistic hosts than are needed to be kept there.

During the Liturgy

General Attitude and Posture

Your first ministry is to pray with the assembly. It is important that you participate and do not talk unnecessarily or display any distracting behavior.

The Entrance and Opening Rites

1. The Cross Bearer (**S1**) leads the procession. Once reaching the front of the church, the Cross Bearer carries the processional cross to the front of the font, placing in stand along the wall.
2. **S2** stands at the right side (choir side) in the ministers' line.
3. The Lector goes to place the Book of the Gospels within the ambo.
4. Once the lector returns to the line, all bow together, then go to their designated chairs.
5. **S1** sits near the steps to hold the presider's binder (or sometimes the Roman Missal) for him. When the presider gestures for the binder, move to stand in front of him and hold up the binder.
6. When the presider sits, all sit for the Liturgy of the Word. *Altar servers should sit, stand, listen and respond to the readings along with the rest of the assembly.*

Liturgy of the Word

1. Sometimes there may be a special event after the homily, for example, dismissal of the Candidates and/or Catechumens, Baptisms, etc. Follow the directions of the presider.
2. All stand for the Creed.
3. **S1** opens the presider's binder to the *Universal Prayer* (Prayer of the Faithful) tab, and waits for the presider to gesture for him/her to hold the binder for those prayers.

Liturgy of the Eucharist

Preparation of the Altar

Once the Universal Prayer (Intercessions) has finished, the preparation of the altar begins.

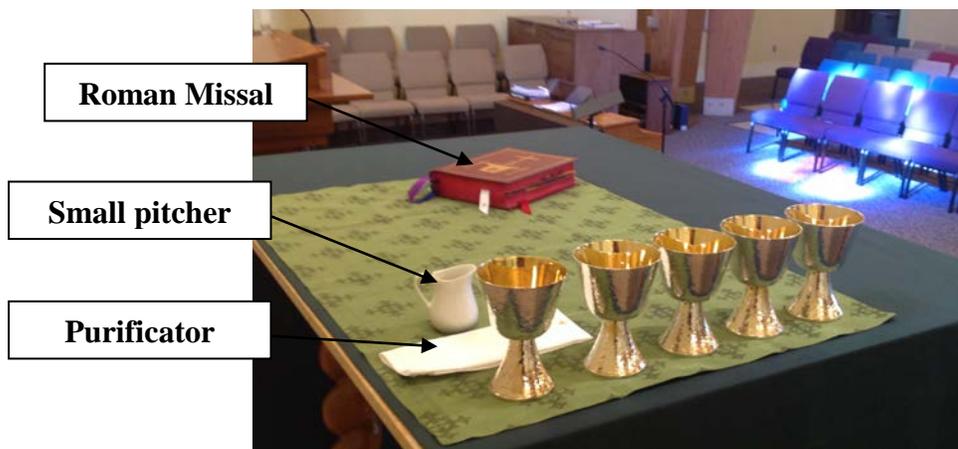
(Note: the following instructions occur in alternating succession. Server 1, step 1; Server 2, step 1; etc.)

Server 1 (**S1**):

1. Take Roman Missal to the preparation table.
2. Take Roman Missal, small pitcher, and purificator to the altar and give to **S2**.
3. Bring tray of filled chalices to the altar.
4. Take empty chalice tray to the table in the Blessed Sacrament Chapel (Place on far right of the table). Return to your chair. *(Photo #6, page 7)*

Server 2 (**S2**):

1. Retrieve corporal from the preparation table to the altar (unfold it, do not shake out). Arrange corporal one inch from the right side of the altar, along the bottom edge. Remain at the altar.
2. Receive small pitcher, purificator, and Roman Missal from **S1**. Place the Roman Missal to the left side of corporal, pitcher and purificator to right, front. Remain at the altar.
(Photo #4 on page 5)
3. Lift chalices from tray, placing along the right side of the corporal, with enough space between so they do not touch. Return to your chair. *(Photo #4 on page 5)*



4. The altar, as prepared during the Collection.

Presentation of Gifts

(Note: the following instructions occur in alternating succession. Server 1, step 1; Server 2, step 1; etc.)

Server 1

1. When the Offertory gifts are ready to be brought forward, follow the presider to the front of the center aisle and stand at his left (choir) side. Walk behind the presider to get there, not in front.
2. Retrieve the presider's chalice from the presider.
3. Follow behind **S2**, and wait near the presider's platform while holding the presider's chalice.
4. After presider adds water to the chalice, hand the chalice to the presider and take small pitcher.
5. Return small pitcher to the preparation table. Return to seat.

Server 2

1. When the Offertory gifts are ready to be brought forward, follow the presider and **S1** to the front of the center aisle and stands at his right (font) side.
2. Retrieve the large ciborium from the presider.
3. Carry the presider's ciborium to the altar and place it near the center edge of the altar. Go to the preparation table, retrieve the bowl with hand towel and large pitcher, and wait near the cross until **S1** returns from the altar.
4. **S2** takes the bowl, towel and pitcher to the presider for his *washing of hands*. Once presider finishes, **S2** returns the bowl, towel and large pitcher to the preparation table. Return to seat.

Eucharistic Prayer

1. **Facing the presider, altar servers pray with the rest of the assembly, standing when the assembly stands and saying or singing the responses along with them.**
It is important that you participate and do not talk or display any distracting behavior.
2. At the Sign of Peace, both servers go to the side of the altar (NOT the altar platform) and share the Sign of Peace with the presider. *If he needs ciboria from the tabernacle, he will tell you.*
3. **S2** goes to the short side of the baptismal font and stands near cup/wine EMHC (W1).
4. **S1** receives the Roman Missal from the presider and places it on the preparation table. He/she then carries the tray of EMHC ciboria and purificators to the altar, placing them on the corporal as shown in picture #5 (page 6). *It is helpful to have a server tall enough to handle this particular task.*
5. **S1** then steps down to the baptismal font to stand next to **S2**.



5. The tray of EMHC ciboriums is placed on the altar during the Sign of Peace.

Reception of Communion

Servers and EMHCs line up as follows:

1. **S1, S2**, and W1 EMHC line up at the short side of the baptismal font.
2. All other EMHCs line up in front of the altar steps according to their assigned station.
3. **S1** receives the Eucharist from the presider, then goes immediately to the altar, retrieves the presider's chalice and purificator and returns to his/her place in line.
4. **S2** and W1 receive the Eucharist from the presider. Presider normally sets his ciborium on the font until he is ready for it.
5. Presider offers the Blood of Christ to the servers and W1, leaving his chalice with W1.
6. Presider then distributes the Eucharist to the other EMHCs. W1 follows to distribute the Blood of Christ.
7. While the presider distributes the Eucharist to all EMHCs, **S1** proceeds to the altar, picks up the first EMHC chalices and purificators, and waits to begin passing them down to **S2**.
8. **S2** goes to the top step (NOT the altar platform). **S2** then receives each EMHC chalice and purificator to pass to the presider for EMHCs/Wine.
9. **S1** carries the tray of EMHC ciboriums from the altar to the presider and holds it for him while he distributes a ciborium to each EMHC/Bread; then, **S1** takes the empty tray to the purification table in the Blessed Sacrament Chapel (**pictures 6, page 7**) before returning to his/her chair and remains standing until the presider is seated. You may be asked to leave the binder on the presider's chair.
10. When finished, **S2** proceeds to the altar, folds the corporal as it was, and places it on the preparation table at the back of the altar. He/she will also remove any other items left on the altar.

Sending Forth of EMHC/to the Sick and Homebound

1. If there are any EMHC/Sick and Homebound listed in the presider's binder, **S1** will have the binder ready to hold for the presider when he finishes distributing Communion and comes to the foot of the altar. The binder is opened to the *EMHC/Homebound* tab. (Watch for the presider's cue to hold the binder.)

After Communion

1. Altar servers remain standing until the presider returns from the Blessed Sacrament Chapel.
2. **S1** holds the binder for the presider for the final blessing and announcements.
3. After the final blessing, the Cross Bearer retrieves the processional cross and proceeds to the center aisle at the first row of chairs. He/she faces the altar.
4. **S2** and presider go to the foot of the altar. All (except the Cross Bearer) bow. At the presider's cue or directives, all turn and process down the center aisle, with the presider exiting last.

After the Liturgy

1. **All servers** go to the baptismal font and wait until the final hymn is finished before completing the liturgy.
2. **S2** takes the presider's binder to the glass table in the sacristy.
3. Servers go to the sacristy, remove their robes, and **hang them neatly in the closet**.

EMHCs place the sacred vessels in the trays after distributing Communion. The clear glass pitcher contains is half-filled with water to help the presider purify the sacred vessels.



6. Purification Table in Blessed Sacrament Chapel



About Our Pineapple: *The pineapple was a staple of Indian feasts. The pineapple was once an uncommon and coveted commodity. King Charles II of England designated receiving the pineapple as royal privilege. The pineapple became a symbol of Southern hospitality. For this reason, Immaculate Conception Church chose the pineapple as its hospitality emblem. When a new household is officially welcomed to our community, we present this symbol of hospitality and welcome.*

Glossary of terms

Alb:	A long white garment worn by priests, deacons, and lay ministers.
Altar Cloth:	Large cloth covering the altar.
Ambo:	A dignified and stationary place from which the readings, Responsorial Psalm, and the Prayer of the Faithful (Intercessions) are proclaimed.
Boat:	A small metal container that holds the incense to be put into the thurible. It has a cover and comes with a small spoon.
Chalice:	A specially made cup used to hold the Blood of Christ during the Liturgy of the Eucharist.
Chasuble:	The priestly vestment worn only for the celebration of the Liturgy of the Eucharist.
Ciborium/Paten:	A specially made vessel/bowl used to hold the Body of Christ.
Cincture:	A roped belt, usually white, which is sometimes worn with an alb.
Cope:	A cape-like vestment worn by a priest or deacon for liturgies outside of Mass, e.g. processions on Palm Sunday and the Most Holy Body and Blood of Christ.
Corporal:	The white cloth which is placed over the altar cloth, on which the chalice and ciborium are placed during the Preparation of the Altar.
Credence Table:	(Called the Preparation Table here at ICC) Table where the vessels and other necessary items are placed for the Liturgy of the Eucharist.
Cruet:	A small pitcher used to hold the water which the presider adds to the main chalice of wine during the Preparation of Gifts.
Extinguisher:	This tool is used to extinguish the flames of candles and/or light them. It has a tube on one side at the top with a retractable wick for lighting candles. The other side has a small cup for extinguishing the candles. It is very important to extend the wick after you have extinguished the flame.
Finger Towel:	Towel used to dry the presider's hands after the Offertory Procession.
Genuflect:	An act of reverence - the lowering of the right knee to the ground in front of the tabernacle.
Humeral Veil:	A cloth placed around the shoulders of a priest or deacon when he carries the Blessed Sacrament, in a procession or for benediction of the Blessed Sacrament.
Presider:	The priest who is officiating at the liturgy.
Purificator:	A cloth, usually white, used to wipe the rim of the chalice during the Communion.
Pyx:	Small container used for holding consecrated hosts when taking to the sick and homebound.
Roman Missal:	Large red book containing all liturgical prayers read by the presider.
Sacrarium:	A special sink installed in a sacristy for the cleaning of the sacred Communion vessels. It drains directly into the earth, not into the sewer.
Sanctuary:	Elevated area of the worship space that contains the altar, ambo, and presidential chair.
Sanctuary Lamp:	A candle that indicates the presence of the Blessed Sacrament in the tabernacle.
Stole:	A narrow strip of fabric worn by ordained ministers. Priests wear the stole around the neck, hanging down in front under the chasuble.
Tabernacle:	A large, prominent container for the consecrated hosts, reserved in a church building, often in a special room called the Blessed Sacrament Chapel.
Taper:	The long, wax-coated wick of a candle extinguisher, used to light candles.
Thurible:	A metal container extended from a chain in which charcoal and incense are burned for liturgical ceremonies. It has a lid that can be raised. It is sometimes called a censer.
Thurifer:	The Altar Server who carries the thurible or censer in procession.
Vestments:	The special garments worn by the ministers within the liturgy.