

ALTAR SERVER HANDBOOK

2019



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Our Lady of Mercy Parish
Altar Service Ministry
5 Elmwood Drive, Daly City 94015

The OLM Altar Service Ministry

The Our Lady of Mercy Altar Service Ministry abides by the guidelines prepared by the Liturgy Committee that was presented to the National Conference of Catholic Bishops for discussion at the Special Assembly on June 16, 1994.

Some of these guidelines are as follow:

1. Boys and girls are to be instituted to the ministry to carry out all the liturgical functions as determined by the Archdiocese Of San Francisco.
2. No distinction should be made between the functions carried out in the sanctuary by the boys and those carried out by the girls. The term "altar server" should be used for those who carry out the functions of the trained boy or girl.
3. The altar servers should be mature enough to understand their responsibilities and to carry them out well and with appropriate reverence. They should have already received holy communion for the first time and normally receive the Eucharist whenever they participate in the liturgy.
4. The altar servers should receive proper formation before they begin to function. The formation should include instruction on the mass and its parts and their meanings, the various objects used in the liturgy (their names and use), and the various functions of the server during the mass and other liturgical celebrations. Altar servers should also receive appropriate guidance on maintaining proper decorum and attire when serving Mass and other functions.
5. Since the role of altar server is integral to the normal celebration of the mass, at least one altar server should assist the priest. On Sundays and other more important occasions, two or more altar servers should be employed to carry out the various functions normally entrusted to these ministers.
6. Altar servers may wear the alb or other suitable vesture or other appropriate or dignified clothing. All altar servers should wear the same liturgical vesture.
7. Altar servers carry the cross, the processional candles, may hold the book for the priest celebrant, carry the incense and censer, present the bread, wine, and water to the priest during the preparation of the gifts or assist him when he receives the gifts from the people, wash the hands of the priest, assist the priest/celebrant and deacon as necessary.
8. Altar servers should be able to make appropriate responses to the priest along with the congregation during. They should also join in singing the hymns and other chants of the liturgy.
9. Altar servers should be seated in a place from which they can easily assist the priest celebrant and deacon. The place next to the priest is normally reserved for the deacon.

To conform to the espoused guidelines, the Our Lady of Mercy Parish, in coordination with the Our Lady of Mercy School, the OLM Religious Education, with the OLM AS Coordinator, Scheduler and Supervisors, the OLM Altar Server Ministry is instituted as follows:

Who can be an altar server

1. Baptized Catholics.
2. Received the first Holy Communion.
3. Incoming 4th grade, is a boy or a girl.
4. Strives to live a moral and faithful life.
5. Mature enough to understand his/her responsibilities, and carry them out with appropriate reverence.
6. Receives Holy Communion in the masses he/she serves, and goes to regular confession.
7. Well instructed in what he/she is called to do, including proper behavior and attire.
8. Participates actively in the mass.

What conduct is expected of an altar server

1. Dressed appropriately. Avoid dark or bright colored and boldly printed tops. Shoes are securely worn on your feet. No high heels, open toe or open back shoes and sandals. Wear clean shoes that are either black, gray or white in color. Avoid brightly colored shoes.
2. Hair must be styled properly without causing distraction to others. Girls with long hair must tie their hair away from their faces.
3. Choose their vestments suitably. Albs are located in the closet at the sacristy. Choose one that is the appropriate length (to the top of your shoes). Crosses

and cinctures are located behind the door. Capes are usually in the closet but during weekend masses, the sacristan hangs them outside on a hanger. Always check with the priest celebrant or sacristan what color of cincture and cape to wear. Also, the altar server can refer to the calendar that is posted by the sink in the Sacristy. The altar server should be responsible to hang the vestments properly back to the closet.

4. Arrive 15 minutes prior to the mass. Allow enough time to put on your vestments, and perform the pre-mass duties of an altar server.
5. If you have been scheduled and cannot serve at a mass (for example, due to illness), inform your AS Supervisor, Scheduler and Coordinator as soon as possible, so an alternate can be found to take your place without delay. An altar server will be considered absent and will be substituted with an alternate if she/he fails to arrive 5 minutes prior to the Mass.
6. Maintain a good posture during the mass, avoid slouching. While standing or kneeling your hands should always be placed in a prayerful manner: fingers and thumbs together, palm on palm, right thumb over left thumb with hands resting on your chest. While sitting, keep your hands on your lap. Don't cross your legs. Your feet should be flat on the floor in front of you (if they reach). Your hands should not be touching your hair or face during Mass. If you have to sneeze, cough or yawn you should use the bend in your arm. Absolutely avoid making faces or untoward gestures.

7. Pay attention to the Priest. Be an attentive listener. Avoid looking around the congregation for people you may know. Pay attention to what is going on at the altar. An altar server who is reluctant, disinterested or bored can be a distraction during the mass.
8. Keep conversations with your fellow altar servers to a minimum. Whisper to each other just enough to get your responsibilities done.
9. During the procession, offering and the recessional, the altar servers must walk in normal speed. The candle bearers must walk in the same pace.
10. At the end of the mass, the altar servers must help fold, arrange and bring all the symbols of the mass to the sacristy. Use a snuffer to extinguish the candles at the altar. It is never acceptable to blow the candles out.

How to become an altar server

In January, the OLM AS Ministry sends out an invitation to the Our Lady of Mercy School, to the OLM Religious Education and to the Parish via email, posters, bulletin and newsletters. In that invitation, the applicants are asked to:

- Email back their intent of interest.
- Schedule the date of training around May
- Watch the training video online prior to attending the actual training. The online training can be accessed at:

<https://www.youtube.com/watch?v=BUR0yM50eYo>

After the training, the monthly schedule request via google form will include all the newly trained altar servers in the email. The newly trained AS may now schedule to shadow in as many masses that they want to. When ready to advance to junior AS, the AS shadow may inform the Ministry. Any time the server feels the need for additional time or training, the server should notify the altar server coordinator, scheduler and/or supervisors. The Ministry will try its best to help and support the new AS until he/she feels comfortable on his/her duties.

Once the AS shadow has advanced to Junior/Senior AS, it is mandatory that the he/she will serve at least one weekend mass in a trimester. This will give the altar server an opportunity to exercise liturgical duties in a long mass.

Who are the OLM Altar Server Ministry

The 2019-2020 Our Lady of Mercy Altar Server Ministry is comprised of the following individuals:

Pastor Rev. Fr. Domingo Orimaco

Parochial Vicar,..... Rev. Fr. Gabriel Wankar

Director, Religious Ed

(OLM School)Sr. Nelia Pernecia, OP

Director, Religious Ed

(OLM Parish)Sr. Ma. Concepcion
Cambaya, RVM

OLM SacristanSr. Anne Uyen
Truong,
LHC

AS CoordinatorMari Fe Torrea

AS Scheduler Jillian Perez

AS Daily Supervisors:

Sunday Jinky Callado
Nenita Stevens

MondayOlivia Jimenez

TuesdayAnila Abraham

WednesdayJillian Perez

Thursday.....Gemma Jurie

Friday Maribel Bughao

Saturday Marilyn Castillo

AS Vestments Custodians:

Jesevic Chuson
Erika Estela
Genevieve Varilla

The AS Coordinator, Scheduler, Supervisors and Vestments Custodians are parent volunteers from the Our Lady of Mercy School and from the Parish.

Currently, the OLM Altar Servers have the following demographics:

Total: 71 altar servers

Senior AS: 33, who has served 3 years
and above

Junior AS: 26, who has served at
least 2 years

Shadow AS: 12, who has served
less than 2 years

College: 1 altar server

Highschool: 15 altar servers

Elementary: 55 altar servers

OLM School: 49 altar servers

Religious Ed: 6 altar servers

Longest years of Service of

Current Senior AS: 8 years

An active directory of all the altar servers are kept updated at all times for email distribution. The Parish Priest, the DREs, AS Coordinator, AS Scheduler and the Daily AS Supervisors meet quarterly and as needed at the Parish Rectory.

Altar Servers Scheduling and Attendance

1. The AS schedule is done on a monthly basis using the google form. The request form is sent via email. It is recommended that you provide the AS Coordinator and Scheduler your best contact information.
2. All requests are on first come-first serve basis. All returned filled forms are time-stamped allowing the Scheduler to monitor the order of submission.
3. In almost all cases, first come-first serve basis takes precedence. There are instances, however, that some of our altar servers do not serve as often. We will take this in consideration over the first come-first serve basis. This is to give chance to all.
4. The final schedule will be posted via email on the last day of the prior month or on the first day of the current month. Some instructions or reminders will also be included in the email. Parents are encouraged to let the Coordinator and the Scheduler know in cases there are changes or corrections to the entry.
5. Once posted, the daily AS Supervisor will send a follow-up email to remind your children of their schedule usually 1-2 days prior to the actual date. Upon the discretion of the Directors of Religious Ed, a hard copy of the schedule may be posted in an area that is visible to all.
6. If your child is unable to come on her/his scheduled date, for whatever reason and no matter how late, the parents **MUST** let the Coordinator, Scheduler and daily AS Supervisor know so we will be able to find an alternate/substitute for your child.
7. The AS must report at least 15 minutes early to their scheduled mass. This will allow the AS to prepare to wear their vestments and listen to other special instructions that the sacristan or priest may give. If the AS is not around 5 minutes before the mass, the sacristan or priest may find a substitute/alternate for your child from among the parishioners. Tardiness forfeits your child's opportunity to altar serve on that mass.
8. On the date of their scheduled altar serving, the AS must sign in the logbook/attendance log at the sacristy.
9. Unless requested by the priest or sacristan and on special occasions, the required altar servers on daily weekday masses are 2, max of 3 with junior/senior AS and trainees combined. On weekend, the required altar servers are 3, max of 4 with junior/senior AS and trainees combined.
10. The altar server will NOT at any time perform his/her liturgical duties unless it is his/her schedule. Only the sacristan or parish priest will determine if there is still a need for an AS to assist in the mass. This is also to give respect to those who have been confirmed to serve that mass and to avoid overcrowding at the altar.

Point System and Service Points

Point System. The number of attendances of all altar servers is tallied all year round. The highest top 3 of both the OLM School and the Religious Ed will be recognized with a plaque of appreciation.

The 4th to 8th grade OLM students, however, have an added point system for their block and star points tallied from August to June. Block points system is tiered based on the number of times your child altar serves in a trimester, in conjunction with the incentive points, as follow:

more than 6 times/points	= 10 points
4 -6 times/points	= 5 points
1-3 times/points	= 2 points
0 altar serve	= 0 point

Thus, it is important that your child will need to sign in the attendance logbook provided at the sacristy. If your child has been randomly requested to altar serve while you were coincidentally attending the mass, please let them also write his/her name in the logbook.

As observed, there is always a low count of altar servers on the 7:00am weekday, 4:00 pm Saturday and 7:30am Sunday masses. The point system has been revised as an incentive, as follows:

7:00am weekday mass	= 2 points
Weekend masses	= 2 points
7:30am Sunday mass	= 3 points

When translated, if your child has served 2 times in a 7:00 am mass during school days and one time in a 7:30am on a Sunday, your child will get a total of 7 points, instead of the 3 points when serving in any other masses. The 7 points when tiered is equivalent to 10 points in the block and star system. Meaning for the trimester, your child will already get 10 points for having just served two 7:00 masses on school days and on 7:30 mass on a weekend.

Additionally, the points are also doubled for those who will serve during the Christmas and Easter breaks. The summer altar serving will count towards the total yearly attendance.

Altar servers who serve on funerals will not receive any service points as the AS receives a stipend for the service provided.

Any questions as to the point system will be deferred to the AS Coordinator and Scheduler. The decision is final and will be submitted to the OLM-DRE for record.

Service Hours. For those altar servers who need service hours for school or other organizations (i.e., National Junior/Highschool Honor Society), each weekend Mass served at Our Lady of Mercy School is 1.5 hours of service credit.

If the altar servers need a certification, he/she can either provide the form to the AS Coordinator and Scheduler to sign or the ministry will provide one upon request.

Other Incentives. For OLM students, if your child serves on the 7am mass on a school day - he/she may stay at the Clubhouse free of charge until classes start at 8am. This service is only provided to ensure safety for your child. This service should not be converted to any monetary value to be credited towards your Clubhouse monthly fee if your child avails of its services on a regular basis.

Recognition Ceremony

On the month of May, the AS Ministry holds its recognition ceremony. It is usually held in all of the masses on the 2nd weekend of May. The certificates, the ribbons, the pins, the plaques and the end-of-the-year celebration are generously sponsored by the OLM Knights of Columbus.

All the altar servers will be assigned to the masses that they have requested on a first-come, first serve basis. The shadow and junior AS will be recognized with certificates and purple ribbons. The senior AS will receive their certificates and altar server pins.

The top 3 altar servers who have served the highest number of masses all throughout the year at Our Lady of Mercy School and the Religious Ed will also be honored and acknowledged for the extraordinary service that they have rendered with a plaque of recognition.

How to carry out the duties of an altar server:

If there are 3 altar servers, this is how duties are divided:

Cross Bearer

- Lights the candles 5 minutes before mass begins
- Carries the cross at the beginning of mass
- Assists in setting the altar
- Receives the gifts with the priest
- Clears the altar during communion by putting away the large roman missal
- Carries the cross at the end of mass

Candle Bearers (2)

- Carry the candles at the beginning of mass
- During the Gospel acclamation, get the candles and light the way for the Book of the Gospels
- Bring pitcher of water to the Priest and wash the priest's hands
- Remove empty wine cruet
- Carry candles at the end of mass
- Extinguish candles before removing altar server alb
- Take care of the book of the chair (the small roman missal) and brings it to the priest when he says, "Let Us Pray", and then again after communion
- Sets the altar
- Receives the gifts with the priest

Altar Server Procedures During Mass

Procession: Cross bearer (1) leads followed by servers 2 & 3 (candles). The lector or deacon follows. The priest is the last to process. Once the choir starts singing, slowly process up the aisle. Servers should be reverent and should not sing as they process. Hands should be in the prayer position if you are not carrying something. Everyone bows. The altar servers will proceed to place the candles on the floor at the foot of the credence table and the cross on the stand. Everyone proceeds to their seats and remain standing. While you are doing this, the priest will bow before the altar, kiss the altar and go to his seat. Please sit when he sits.

Normally the procession goes in this order:

- Processional cross (1 altar server)
- Processional candles (2 altar servers)
- Additional altar servers, if any
- Lectors
- Deacon
- Priest

Opening Prayer: Toward the end of the Gloria, or after the Penitential rite during Advent and Lent, anyone of the altar servers should prepare holding the Sacramentary (roman missal). Once the priest says, "Let us pray...", server gets the roman missal and stands in front of the priest with his/her back to the congregation, holding the roman missal high so it is comfortable for the priest to read. Do not move while the priest is reading. You may want to steady the book against your upper chest. When the priest is finished, close the roman missal and sit down in your chair, taking the roman missal with you.

LITURGY OF THE WORD:

First and Second Readings: Remain seated.

Gospel Acclamation: Remain standing until the homily. Candle bearers hold the candles at the ambo for the entire duration of the Gospel.

Prayers of the Faithful: Stand.

LITURGY OF THE EUCHARIST:

Preparation of the Altar during the Offertory:

- One altar server brings the chalice (with everything on it) to the altar and hand it to the deacon (or priest). If there's no deacon, put it on the altar. The other two altar servers help bring the communion cups and the purificators to the altar.
- The Sacramentary should also be brought to the altar and placed on the left side of the altar when the priest is facing the congregation
- Sometimes the altar servers are asked to unfold the corporal. Be alert.

Receiving the Gifts:

- Whoever is free should assist the deacon or priest in receiving the gifts. One altar server is needed if only two gifts are offered but if there are 3 or more gifts offered, two altar servers are needed.
- Once altar server is handed the gift(s), he/she puts them immediately on the altar, on top of the corporal. Altar server then proceeds immediately to the credence table.

Preparation of the Gifts:

- Once the priest or deacon goes back to the altar after receiving the gifts, one altar server brings him the water for the wine. Wait for the deacon or priest to pour water into the wine and take back the water (along with the cover of the big wine cruet) to the credence table. Get the wine cruet once priest or deacon is done pouring wine into the communion cups.
- One altar server should already be ready with the bowl and finger towel. If there are 3 altar servers, the other altar server may hold the finger towel.
- The two or three altar servers step forward so the priest can wash his hands.
- The altar server holding the water should pour it over the priest's hands into the bowl.
- After the priest has washed his hands, the altar servers should bow their heads, return the bowl and water to the credence table and go to seats.

Eucharistic Prayer:

- Stand after the priest says: "Pray my brothers and sisters that my sacrifice and yours..." or once the congregation stands.
- After the Holy, Holy, Holy, kneel at the foot of the sanctuary (below the ambo).
- One altar server rings the bell (3 short times or 1 longer time) during the consecration of bread and wine.
- Altar servers stand for the Our Father, holding hands but remain at the foot of the sanctuary.

Sign of Peace:

- Go up the sanctuary and exchange the sign of peace with the other altar servers and clergy and go back to your seats and remain standing. At this time, the deacon may hand to one of the altar servers the Sacramentary. Be alert.

Communion:

- Altar servers join the line of the extraordinary ministers of communion.
- The priest will offer you the Sacred Host while one of the extraordinary ministers will offer you the Precious Blood.

During Communion:

- Altar servers may go back to your seats once the priest, deacon and the extraordinary ministers go down to distribute communion.

After Communion:

- Go to the credence table once you see the priest goes to the altar. Bring water to the priest or deacon for the purification of the vessels and take any ciborium that has been already purified back to the credence table. Or the priest may proceed to the credence table to perform this. Be alert just in case the priest requests you to do something.

Conclusion:

- Stand when the priest says “Let us pray...” (book is brought to the priest by server)
- After the final blessing, as the song begins, altar servers retrieve the candles and cross and move to the center aisle.
- The cross is farthest down the aisle, while the candles stand flanking the priest, deacon and lectors.
- They should bow to the altar when the priest does.
- Then turn and lead the priest and deacon and lectors down the aisle.
- The priest normally waits for the second refrain to begin before departing.
- Once the group has reached the back of the church, the altar servers should return the cross and candles to their original stands
- Once this is done, the altar servers should return their albs and crosses to the vesting area.
- Hang the albs back on hangers under the correct size and make sure that the sleeves are pulled out and the neck is pulled up. Return the cinctures, crosses and capes.

Prayers Recited at Mass

Every altar server must be able to recite the prayers of the mass.

The Greeting: Priest: In the name of the Father, and of the Son, and of the Holy Spirit.

Altar Server: Amen.

The Penitential Rite: I confess to Almighty God, and to you, my brothers and sisters, that I have greatly sinned, in my thoughts and in my words, in what I have done, and in what I have failed to do, through my fault, through my fault, through my most grievous fault; therefore, I ask Blessed Mary, ever Virgin, all the angels and saints, and you my brothers and sisters, to pray for me to the Lord our God.

The Glory to God: Glory to God in the highest, and on earth peace to people of good will. We praise you, we bless you, we adore you, we glorify you, we give you thanks for your great glory, Lord God, heavenly King, O God, almighty Father. Lord Jesus Christ, Only Begotten Son, Lord God, Lamb of God, Son of the Father, you take away the sins of the world, have mercy on us; you take away the sins of the world, receive our prayer; you are seated at the right hand of the Father, have mercy on us. For you alone are the Holy One, you alone are the Lord, you alone are the Most High, Jesus Christ, with the Holy Spirit, in the glory of God the Father. Amen.

The Profession of Faith: I believe in one God, the Father Almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord, Jesus Christ, the Only Begotten Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through Him all things were made. For us men and our salvation He came down from heaven, Server(s) bow here as you say: and by the Power of the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake He was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and His kingdom will have no end. I believe in the Holy Spirit, the Lord and giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one Holy Catholic and Apostolic Church. I confess one baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

The Presentation: Priest: Blessed are you Lord, God of all creation. Through your goodness we have this bread to offer, which earth has given and human hands have made. It will become for us the bread of life. Server: Blessed be God forever. Priest: Blessed are you Lord, God of all creation. Through your goodness we have this wine to offer, fruit of the vine and work of human hands. It will become our spiritual drink. **Altar Server:** Blessed be God forever.

The Prayer over Gifts: Priest: Pray, brethren, that my sacrifice and yours may be acceptable to God, the almighty Father.
Server: May the Lord accept this sacrifice at your hands for the praise and glory of His Name, for our good, and the good of all his holy Church.

The Holy, Holy, Holy: Server: Holy, Holy, Holy Lord, God of hosts. Heaven and earth are full of your glory. Hosanna in the highest. Blessed is He who comes in the Name of the Lord. Hosanna in the highest.

The Lord's Prayer: Our Father, Who art in heaven, hallowed be Thy Name; Thy kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil.

The Lamb of God: Lamb of God, you take away the sins of the world: have mercy on us. Lamb of God, you take away the sins of the world: have mercy on us. Lamb of God, you take away the sins of the world: grant us peace.

The Communion Prayer: Priest: Behold the Lamb of God, behold him who takes away the sins of the world. Blessed are those who are called to the supper of the Lamb. Server: Lord, I am not worthy that you should enter under my roof, but only say the word and my soul shall be healed.

What color to wear during Liturgical Seasons

There are six (6) basic Liturgical Seasons:

- (1) Advent
- (2) Christmas
- (3) Lent
- (4) Holy Week & Triduum (Holy Thursday, Good Friday, Holy Saturday)
- (5) Easter
- (6) Ordinary Time.

Liturgical Colors

WHITE - signifies light, innocence, purity, joy, triumph, glory

Season of Christmas

Season of Easter

Feasts of the Lord, other than of His passion

Feasts of Mary, the angels, and saints who
were not martyrs

All Saints (1 November)

Feasts of the Apostles

Nuptial Masses

Masses for the dead (Requiem Masses)

Note: White is the color of Popes' non-liturgical dress. White can be replaced by Silver.

RED - signifies the Passion, blood, fire, God's love and martyrdom

Feasts of the Lord's Passion, Blood, and Cross —

Feasts of the martyrs

Palm Sunday

Pentecost

Note: Red is the color of Cardinals' non-liturgical dress

GREEN - signifies the Holy Spirit, life eternal and hope for the Church

Used for Ordinary Time

Time After Epiphany

Time After Pentecost

VIOLET - signifies penance, humility and melancholy

Season of Advent

Season of Lent

Note: Violet is the color of Bishops' and Archbishops' non-liturgical dress.

ROSE - signifies joy

Gaudete Sunday (Third Sunday of Advent)

Laetare Sunday (Fourth Sunday of Lent)

What Liturgical Terms and Definitions should the Altar Server be familiar with

Absolution - In the sacrament of penance, the act by which a priest, having the necessary jurisdiction, remits the guilt and penalty due to sin.

Advent - A period of prayer in preparation for Christmas, including four Sundays. It is the beginning of the Church's liturgical year.

Alb - A full length white vestment worn over the clothes by priests, deacons and altar servers.

Altar - the table in a Christian church at which the bread and wine are consecrated in communion services.

Altar Bells - a small hand-held set of bells to create a “joyful noise” and focus attention to the Consecration of bread and wine into the Body and Blood of Jesus.

Altar Candle - candles set on or near altars for religious ceremonies

Ambo - Elevated pulpit or lectern from which the 1st and 2nd Readings and the Gospel are read. Referred to as the Liturgy of the Word.

Aspersory and Aspergillum - The Aspersory is a container for holding Holy Water. The Aspergillum is a stick-shaped implement with holes in it to dip into the Aspersory and catch the Holy Water for sprinkling the people and things.

Baptismal Font - A stone, metal, or wooden receptacle for holding baptismal water used in the solemn administration of the sacrament of Baptism.

Boat - the container which holds incense.

Book of the Gospels - The book from which the Priest or Deacon reads the Gospel.

Bowl/Pitcher - used for washing the priest's hands during the Preparation of the Gifts

Carafe - an open-topped glass flask typically used for serving wine

Cincture - a belt

Chalice - The cup-shaped vessel or goblet used at Mass to contain the Precious Blood of Christ. For centuries it was made of precious material; if it was not of gold, the interior of the cup was gold-plated.

Chasuble - the outer garment the priest wears whose color corresponds to the liturgical season.

Ciborium (Ciboria) - A covered container used to hold the consecrated small Hosts.

Corporal - A square white linen cloth on which the Host and Chalice are placed during Mass. It is also used under the monstrance at Benediction or under the Blessed Sacrament at any time.

Communion Cups - small gold chalice-looking cups containing the Precious Blood of Jesus used at communion.

Credence Table - Small table located near the altar that holds sacred vessels and books.

Crucifix - a representation of a cross with a figure of Jesus Christ on it.

Cruet - a small container for the water to be used in the celebration of the Eucharist.

Deacon - A man specially ordained to the service of the Church's ministry. The role of deacons is to assist priests in preaching, the conferral of baptism, performance of marriage, the administration of parishes, and similar duties.

Finger Towel – a small white towel used for drying the priest's hands.

Funeral Pall - a large cloth used to cover the casket at funerals.

Gospel - the record of Jesus' life and teaching in the first four books of the New Testament.

Genuflect - lower one's body briefly by bending one knee to the ground, typically in worship

Holy Water - Sacramental water blessed by a priest, invoking God's blessing on all who use it.

Homily - a talk on a religious or moral subject, especially one given during a church service and based on a passage from the Bible.

Host - A victim of sacrifice, and therefore the consecrated Bread of the Eucharist considered as the Sacrifice of the Body

of Christ. The word is also used of the round wafers used for consecration.

Incense - Aromatic gum or resin in the form of powder or grains that give off a fragrant smoke when they are burned. It is used on solemn occasions

Lectionary - The book of Scripture Readings usually from which the Old and New Testament readings are read.

Lector - Person appointed to read the word of God in the liturgical assembly. Accordingly, they read the lesson from Sacred Scripture, except the Gospel, in the Mass and in other sacred celebrations.

Liturgical Seasons - the various seasons of the church's year which begins the First Sunday of Advent each year.

Monstrance - The sacred vessel which contains the consecrated Host when exposed or carried in procession.

Narthex - The gathering area between the exterior doors of the church and the doors to the

Nave - the main body of the church reserved for worshippers, including the central and side aisles

Paschal Candle - A large candle in which five grains of incense have been incased as a symbol of Christ's wounds. It is blessed on Holy Saturday in a special service and is symbolic of the Risen Savior, Light of the World. It is then used in the blessing of baptismal water and remains during the Paschal season in the sanctuary, where it is lighted during liturgical services.

Paten - a plate, typically made of gold or silver, used for holding the bread during the Eucharist and sometimes as a cover for the chalice.

Presider's Chair - The chair in which the priest or celebrant sits.

Priest - an ordained minister of the Catholic Church having the authority to perform certain rites

Procession during Gathering Song - Normally the procession goes in this order: • Processional Cross (1 server) • Processional Candles (2 servers) • (Additional servers) • Lector • Deacon • Priest

Processional Cross - A crucifix mounted on a staff, carried in solemn services at the head of a procession of the clergy.
Purificator - A small piece of white linen, marked with a cross, used by the priest in the celebration of Mass. It is folded in three layers and used by the priest to purify his fingers and the chalice after Holy Communion.

Psalm - a sacred song or hymn, in particular any of those contained in the biblical Book of Psalms and used in Christian worship

Purificator - a white linen cloth which is used to wipe the chalice

Reverence - deep respect for someone or something

Roman Missal - The book that sits on the altar containing the prayers the priest uses for Mass.

Sacristan - A person appointed for the care of the sacristy, sacred vessels, vestments, and other articles required by the priest/deacon for any liturgical function.

Sacristy - One or more rooms attached to a church, usually near the altar, where the clergy vest for Mass and where there is storage for sacred vessels, vestments, and other articles needed for liturgical use.

Sanctuary - The part of a church containing the altar.

Stole - A liturgical vestment composed of a strip of material, several inches wide, and worn around the neck by priests and bishops; at the left shoulder like a sash by deacons, for the celebration of Mass, administration of the sacraments, and ceremonies of the Blessed Sacrament.

Tabernacle - A cupboard or boxlike receptacle for the exclusive reservation of the Blessed Sacrament.

Thurible - The censer or vessel in which incense is burned at liturgical services. It consists of a cup-shaped metal body for holding charcoal and incense, with a separate lid for controlling the smoke and fire, and a chain, or chains, allowing the censer to swing safely without spilling its contents.

Vesting Room - The room where the clergy vest for Mass.

