



ALTAR SERVER MANUAL

Our Lady of Perpetual Help
St. Mary's Albany, Oregon

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Thank you for your willingness to serve our parish community. Your role is very important to the Mass.

The Grace of Serving at the Altar

An altar server is a lay assistant to the priest during the Mass or to other members of the clergy in other religious functions including Benediction and Eucharistic Adoration. Traditionally, the role of altar server had always been reserved to males because by serving at the altar, a young man is better able to discern the priesthood since he is involved with the Liturgy.

To serve at the altar as an altar server is one of the greatest sources of graces. The altar server assists the priest at the Sacred Liturgy; he is privileged to walk into the sanctuary. Remember, the Mass is the Sacrifice of Calvary. It is not a memorial but rather the Mass truly is the Sacrifice of Calvary. For that reason, all altar servers must display the utmost respect and reverence.

All altar servers must listen attentively during the Mass and should remain in a state of prayer with their hands in a prayer position. Talking amongst each other is absolutely forbidden. Likewise, all altar servers should wear proper shoes and never flip-flops, sandals, boots, or gym shoes. An altar server must also learn the proper name to all of the items used during the Liturgy. Altar Servers must ensure that no particle of Our Lord's Body or Blood falls to the ground. Furthermore, altar servers must know the basic prayers of the Mass at least in the vernacular and perhaps some of them in Latin. The altar server must have a basic understanding of the Catholic Faith and understand the Sacraments, especially the Eucharist.

At the Consecration, the Bread and Wine become Jesus Christ. You should humble yourself and bow your head before the power of God. You are assisting at the Holy of Holies. Display reverence and worship Our God. Undoubtedly, altar servers receive countless blessings from Almighty God from serving devoutly at Mass. Even attending Holy Mass is the source of numerous graces. It is certainly more grace-filled for altar servers. (see <https://acatholiclife.blogspot.com/2007/05/history-and-graces-received-from-altar.html>)

Altar Server Qualifications

- Altar Servers should be baptized Catholics, who have received their first Holy Communion.
- Altar Servers should be mature enough to understand their responsibilities, and carry them out with appropriate reverence.
- Altar Servers should be individuals who strive to live a moral and faithful life.
- Altar Servers should receive Holy Communion in the masses they serve, so they should go to regular confession and maintain themselves in a state of grace.
- Altar Servers should be well instructed in what they are called to do, including proper behavior and attire.
- Altar Servers should be able to respond appropriately to the parts of the mass, both recited prayers and various sung parts of the mass.

Altar Server Guidelines

Proper Clothing: Servers should dress reverently for mass: in pants, dresses, or skirts (no jeans please). Please

make sure that shoes are securely on your feet (no high heels or open back shoes or sandals). Please do not wear sneakers, unless they are clean “church shoes”. Black shoes are required. Your shoes are the part of your attire that will be visible during mass: you don’t want your shoes to distract others from the liturgy.

Vestments: Cassocks and surplices are located in the sacristy closet. Please choose one that is the appropriate length (to the top of your shoes); remember that if you are growing, your size will change over time. Please look in the mirror on the sacristy door to make sure your collar and surplice are neat.

Arrival time: Please arrive 15 to 20 minutes prior to the Mass. This allows you enough time to vest, prepare yourself for serving mass, and perform the pre-mass duties of a server.

Server schedule: If you are on the schedule but are unable to fulfill your obligation, please find a substitute or trade with another server ahead of time. Even if you are not on the schedule, please check in the sacristy to see if your help might be needed.

General deportment: Servers should maintain a generally reverent and prayerful disposition while wearing the cassock and surplice and while serving. Servers are an important part of the liturgy: not only should they blend in and not be a distraction, they should be helping to lead the congregation in prayer. Servers should always keep hands folded in a prayerful posture anytime they are not carrying something. This reminds everyone that the entire mass is a prayer. The way you walk, sit, stand, and kneel all reflect and reinforce this generally prayerful attitude. Enter and exit the presbytery with a profound bow, bending from the hip

with back straight, keeping hands folded. If you are carrying something, substitute a simple head nod for a profound bow.

Teamwork: Servers work together as a team. Motions should be practiced and deliberate. Anytime two servers are moving in the same direction, such as two candle bearers in procession, the actions should be coordinated. Servers should always be patient and encouraging with each other, helping wherever they are needed without overtly directing others.

Attention: Servers are there to serve the priest and help him carry out the parts of the liturgy that he cannot do by himself. Pay attention to the priest, as sometimes he needs you to take care of something out of the practiced routine. If the sacristan made a mistake, if something is spilled, if the microphone needs batteries, you are the closest help at hand. The priest is supposed to remain at the altar where he is offering the sacrifice, so he needs others who can fix something or get something that he cannot.

Preparation Prayer Before Serving

(Michael Kwaters, OSB, 2004, The Ministry of Servers)

Father in Heaven, your Son, Jesus Christ, showed his love for you by serving his need brothers and sisters. I now ask you to give me your help as I serve you and your people. Open my mouth to praise you in word and song. Open my ears to hear your word.

Open my hands to do your work well. Take from my heart all distracting thoughts. Help me to know what I should do, and do it well. Help me to serve reverently at your holy altar, and so give you praise and glory, now and forever. Amen.

Altar Server Procedures Before Mass

Servers should arrive at least 15 minutes before mass. This give you time to prepare for mass. Vest and check your appearance in the mirror. Once you are wearing the cassock and surplice, you should maintain a reverent and prayerful disposition. This will help prepare you to serve mass reverently and prayerfully.

Pray the “Preparation Prayer Before Serving” as part of your preparation. Encourage your team of servers to pray together as a group. This will reinforce your teamwork and the importance of preparation.

Get the candles and processional cross from the front of the sanctuary. The processional candles should be lit right before you get into place for the opening procession. If there are only two servers, leave the candles in their stands, but make sure that they are lit 10 minutes prior to Mass.

The MC or book bearer should double check that the book is set to the correct place and that he or she knows where to open it.

The thurifer should prepare incense if it will be used during the mass. The thurifer may need to arrive a bit earlier to have time to prepare the incense.

Please be aware of the time and be prepared to line up a few minutes before Mass begins. Pay attention to make sure everything is ready and your help is not needed to prepare anything at the last minute. The priest may want to pray with you in the sacristy to help prepare for mass.

Altar Server Roles

Candle Bearers

The candle bearers carry the candles during the processions: entrance, gospel, and recessional. If incense is used, candle bearers accompany the thurifer to the front of the altar during the consecrations. Candles are not used during the gospel procession when the Easter candle is lit (during the Easter season).

Candle bearers should act like a matched pair, doing every motion in unison, holding the candles at the same height. One hand should be at shoulder level, the other at belly-button level. Hold the candle low enough on the stick that the candles are high enough to be visible and allow you to walk easily. Hold the candle a bit away from your body.

The candle bearers are responsible for retrieving the candles and lighting them just before mass begins. After each procession, restore the candles to their holders at the front of the sanctuary, and blow out the candles after mass.

Cross Bearer

The processional cross is carried during the entrance procession and the recessional. Hold the cross low on the staff so that the cross is as high as possible (watch out for the doorway though). One hand should be at shoulder level, the other at belly-button level, and the staff should be held away from the body. Turn the crucifix away from you so that it leads the procession. Place the processional cross in its holder at the front of the sanctuary when not processing and after mass.

The cross bearer also helps retrieve the gifts during the setting of the altar. Pay attention to the priest, and move to his side when he begins to come around to the front of the altar. Receive the gift the priest hands you, bow when the priest bows, and return to the

credence-side of the altar with the other server. When the priest receive the vessel from you, remove the lid. Return the ciborium lid to the credence table and return to your seat. If you received the wine decanter, wait for the empty decanter, return it to the credence table, and then return to your seat.

Book Bearer

If there are only three servers, the cross bearer acts as book bearer. The book is not carried in the processions. The book bearer carries the opened book to the priest for the opening prayer and the prayer after communion. The MC will open the book to the appropriate page and hand it to the book bearer. If there is no MC, the book bearer should be able to open the book to the correct page. If the book bearer cannot open the book to the correct place, he should carry it closed to the priest, and help the priest to open the book to the correct page. The book bearer should sit next to the MC, or next to the book if there is no MC. The server sitting on the end should also ring the bells during the epiclesis and consecration. The book bearer may be needed at other times during special masses.

Main Servers

The main servers are responsible for setting the altar. Except for special masses, the candle bearers act as main servers.

One server should remove the clear book stand from the altar. If there is no MC, the server should also place the wooden book stand on the altar and retrieve the Roman Missal. The servers should let the priest, deacon, or acolyte open the book.

One server should bring to the altar the chalice stacked with paten and cloths. The priest, deacon, or acolyte will unfold the corporal and place items on it. The servers bring to the altar vessels with unconsecrated

hosts, including pyxides (pyx-es); and chalices and purificators.

When the priest is praying, the servers should stand in place reverently and not interrupt with motion.

A server joins the priest to receive the gifts. The other server should prepare to bring the water cruet. Both server and cross bearer should return to the credence-side of the altar, side by side, ready to provide the gifts to the priest as he needs them. Remove the top as you hand the ciborium or decanter to the priest. The ciborium lid may be returned immediately to the credence table. The server with the wine decanter should wait to retrieve the empty vessel. The other server should bring the water cruet as soon as the priest is ready to receive and pour the wine. He should also wait to retrieve the water cruet.

If incense is being used, the priest will cense the altar immediately after offering the bread and wine to God.

The priest will then say a prayer and be ready to have the water poured over his hands. Servers should be ready with one server holding the lavabo bowl and water cruet, ready to pour water over the priest's hands into the bowl; the other holding the lavabo towel up so the priest may easily dry his hands.

After the Eucharistic Prayer, during the singing of the Agnus Dei (Lamb of God), one server retrieves the hand sanitizer, distributes it to the Extraordinary Eucharistic Ministers, and returns to the other side to kneel. The server should kneel in place (behind the ambo) if he will not finish crossing behind the altar before the singing ends. There should be no motion during the elevation of the Eucharist.

After receiving communion, if there is no MC, one server removes the book and book stand from the altar. The main servers help clear the altar after communion.

One server should bring the water cruet to assist the priest in cleansing the chalice.

When the priest is accessing the tabernacle, the servers should stop moving, reverently turn toward the tabernacle, and bow when the priest genuflects. They should remain reverently in place until the priest is returning to the altar.

The servers generally bow to the priest when they have served him, and they bow to the altar as they cross it. The servers should act as a good team and work in concert as much as possible.

Thurifer

The thurifer is responsible for preparing and bearing the incense thurible. If there is no boat bearer, the thurifer also act as boat bearer. The incense leads the entrance procession; is used before the gospel and remains in place during the gospel; is used to sanctify the gifts and the altar before the consecration; and is used during the consecration. Incense is added to the thurible before the entrance procession, before the Gospel procession, at the preparation of the gifts, and before the consecration. After each use, the thurible should be carried out the back door and set outside. The thurifer needs to be prepared to retrieve the thurible in advance of when it is needed. Incense is not used during the recessional. The thurifer is responsible for cleaning up incense and related equipment after mass. Please be careful with the fire (don't burn down the church, or the garbage can, or your surplice). See <https://www.ewtn.com/catholicism/library/incensing-the-host-altars-etc-4325> for more details.

Boat Bearer

The boat bearer assists the thurifer when incense is used during mass. The boat bearer should be someone who is interested in becoming a thurifer. The boat bearer

is responsible for closely following the thurifer and making sure the boat of incense is available to the thurifer or priest at the times during the mass when incense is put into the thurible. If there is no boat bearer, the boat is carried by the thurifer.

Master of Ceremonies (MC)

The Master of Ceremonies should be an experienced server who is familiar with all the roles of a server and could fill in for any of the roles. The MC guides and directs the liturgy to help servers with less experience, and to respond to anything unexpected that happens. The MC processes behind the other servers unless he is needed as cross bearer. The MC sits closest to the altar, opens the book for the book bearer, rings the bells, and helps direct the servers during the setting of the altar. The MC may wear the special lace surplice.

The MC sets up the book stand and Roman missal at the beginning of the setting of the altar, and puts them away while communion is begin distributed. If the MC is one of three servers, the two main servers may retrieve the gifts if there is no separate cross bearer.

Altar Server Procedures During Mass

Entrance Procession

Cross bearer leads the procession, followed by candle bearers, other servers, and the MC. The Lector or Deacon follows. The Priest is the last to process. If incense is being used, the thurifer leads the procession in front of the cross bearer. If other laity are included in the procession, they follow the Servers. If the bishop is visiting, the crozier bearer and miter bearer are the very last in the procession.

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. Servers carrying something pause briefly in front of the altar, bow head slightly, and proceed to place cross and candles in their stands. Servers not carrying anything should genuflect in front of the altar, then proceed to their seats and remain standing. While you are doing this, the Priest will genuflect before the altar, kiss the altar, and go to his seat. Please sit when he sits.

Opening Prayer

Toward the end of the Gloria, or after the Penitential Rite during Advent and Lent, the book should be opened and the book bearer should prepare to process with it. Once the priest says, "Let us pray...", the server reverently enters the presbytery and carries the book to the priest. Stand in front of the priest facing him, 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 or forehead. When the Priest is finished, close the Roman Missal and reverently process with the book back to your chair.

Liturgy of the Word

First and Second Readings

Remain seated.

Gospel Acclamation

Candle bearers retrieve the candles as soon as the “Alleluia” singing begins. Move to the front of the altar, wait for the priest carrying the book of the Gospels, then process with him to the ambo. Candle bearers should stand on either side of the ambo facing it. If possible, the shorter server should stand on the altar side of the ambo. Hold the candles at about the same level (even though one is a few steps higher than the other). During the Gospel, try to remain as still as possible so the reading of the Gospel is not interrupted with motion. At the end of the Gospel, process as a pair and return the candles to their holders, returning to your seats.

Prayers of the Faithful

Stand.

Liturgy of the Eucharist

Preparation of the Altar during the Offertory

Main servers reverently enter the presbytery together and bow as they cross the altar. One server retrieves the clear book holder. The other server (or the MC) places the wooden book holder and the Roman Missal on the altar. Let the priest, deacon, or acolyte open the book.

One server brings the chalice (with everything on it) to the altar and places it on the altar. The priest, deacon or acolyte will unfold the corporal and arrange the altar.

The servers work together to bring any vessels with unconsecrated hosts, pyxides (pyx-es), extra chalices, and purificators to the altar.

Receiving the Gifts

When the priest moves around the altar to receive the gifts, one server and the cross bearer should assist him. Stand beside the priest. Bow when the priest bows. Receive the ciborium or decanter as the priest hands one to you.

Return to the credence-side of the altar and wait for the priest, standing side by side. When the priest is ready to receive what you are carrying, take the lid off and hand him the rest. The ciborium lid may be immediately returned to the credence table. The server holding the wine decanter stopper should wait until the priest is finished pouring the wine, then return the empty decanter and stopper to the credence table.

The other server should be ready with the water cruet, and should bring it to the altar when the priest is ready to receive the wine decanter and begin pouring wine. Wait for the priest to use the water, then retrieve the cruet.

Preparation of the Gifts

Servers should now prepare for the hand washing. One server should hold the lavabo bowl and water cruet; the other should hold the lavabo towel. Once the priest has finished offering the bread and wine to God, he will say a prayer, bow, and then turn toward the servers. The two servers should step forward as he bows and be ready so the priest can wash his hands when he turns. The server holding the water should pour it over the priest's hands into the bowl. The other server should hold the towel up so the priest may easily dry his hands. Bow to the priest when finished serving him. Return the bowl

and water to the credence table and return to your seats, bowing together as you pass the altar.

Eucharistic Prayer

The server nearest the bells rings them: one ring during the epiclesis, when the priest holds his hands over the gifts; three rings during the consecration, when the priest holds up the consecrated bread; three rings during the consecration, when the priest holds up the consecrated wine.

Sign of Peace

Exchange the sign of peace with the other servers and those sitting near you.

Agnus Dei

During the Lamb of God, one server crosses the presbyterium to help the extraordinary Eucharistic ministers with hand sanitizer. Toward the end of the prayer, servers reverently enter the presbyterium. At the end of the prayer, they kneel together near the altar. If the sanitizing server cannot make it back to the other servers before the end of the song, he should kneel where he is, behind the ambo. When the extraordinary Eucharistic ministers approach the altar, he may join the other servers. When the priest is elevating the Eucharist, there should be no motion on the altar.

Communion

Servers receive communion (make sure you are prepared to receive communion in a state of grace with a proper disposition: "It is the Lord"). One server should put away the book and book stand (the MC does this if there is one). Servers return to their seats and kneel in place. You should work to develop a good prayer habit for your thanksgiving. You may recite the Our Father, the Hail Mary, the Glory Be, or any other prayer that you

have in your mind. Remember that this is a very precious time to spend with the Lord. He is so close to you at this moment, and desires so much to spend time with you.

After Communion

Main servers return to the credence table once the priest returns to the altar. Bring water to the priest for the purification of the vessels and take any vessels that have been purified back to the credence table. When the priest returns the ciborium to the tabernacle, altar servers should stay in place, reverently turn to face the tabernacle, and bow when the priest genuflects. Return to your duties when the priest is returning to the altar.

Closing Prayer

MC or book bearer should open the book and prepare to carry it. When the Priest says "Let us pray..." the book bearer should bring the book to the priest and hold it so he may read the closing prayer. Sometimes there will be a final blessing, so let him close the book to tell you he is finished.

Recessional

As the recessional hymn begins, candle bearers and cross bearer should retrieve their objects. Servers should line up in the center aisle, facing the altar: cross bearer farthest back, then candles, then other servers, then MC. Wait until the priest joins the procession. Any servers that have empty hands keep their hands folded, and genuflect with the priest genuflects in front of the altar. Other servers may bow their head slightly. All turn together, clockwise, and begin the procession.

After the procession moves through the doorway, the processional cross should move to the opposite side of the hallway and turn to face the priest. Candle bearers move to either side of the cross and turn. Other servers line up on the sides of the candles. The priest will bow to

the cross and say, “pro sit” (may it be to your benefit); the servers respond, “pro omnibus et singulis” (for all and for each).

When the servers return to the sacristy, they should pray together the “Thanksgiving Prayer After Serving”. Pray while you are still a team and before the sacristy gets crowded.

The candle bearers extinguish the candles and the candles and cross are returned to their stands. If the hymn is still being sung, please approach from the back and side, trying to be discrete as you move through the church.

All servers should remove cassocks and surplices and hang them up neatly.

Thanksgiving Prayer After Serving

(Michael Kwaters, OSB, 2004, The Ministry of Servers)

Lord Jesus Christ, you are the eternal High Priest. You lead all your saints in heaven and your people on earth in praising God, our Father. Thank you, Lord Jesus, for letting me come before your altar, so that, with your help, I can praise my Father in heaven as his server. Help me to find joy in serving at your altar. Help me to find gladness in knowing and doing your will in all things. Glory to you, Lord Jesus, and to the Father and to the Holy Spirit, as it was in the beginning, is now, and will be forever. Amen.

Prayers Recited at Mass in English

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.

Servers: 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 angles 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.

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

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.

Prayers Recited at Mass in Spanish

Every Altar Server must be able to recite the prayers of the Mass.

The Greeting

Priest: En el nombre del Padre, y del Hijo, y del Espíritu Santo.

Servers: Amén.

Acto Penitencial

Yo confieso ante Dios todopoderoso y ante vosotros, hermanos, que he pecado mucho de pensamiento, palabra, obra y omisión: por mi culpa, por mi culpa, por mi gran culpa. Por eso ruego a santa María, siempre Virgen, a los ángeles, a los santos y a vosotros, hermanos, que intercedáis por mí ante Dios, nuestro Señor.

Gloria

Gloria a Dios en el cielo, y en la tierra paz a los hombres que ama el Señor. Por tu inmensa gloria te alabamos, te bendecimos, te adoramos, te glorificamos, te damos gracias, Señor Dios, Rey celestial, Dios Padre todopoderoso. Señor, Hijo único, Jesucristo. Señor Dios, Cordero de Dios, Hijo del Padre: tú que quitas el pecado del mundo, ten piedad de nosotros; tú que quitas el pecado del mundo, atiende nuestra súplica; tú que estás sentado a la derecha del Padre, ten piedad de nosotros; porque sólo tú eres Santo, sólo tú Señor, sólo tú Altísimo, Jesucristo, con el Espíritu Santo en la gloria de Dios Padre. Amén.

Credo / Profesión De Fe

Creo en un solo Dios, Padre todopoderoso, Creador del cielo y de la tierra, de todo lo visible y lo invisible. Creo en un solo Señor, Jesucristo, Hijo único de Dios, nacido del Padre antes de todos los siglos: Dios de Dios, Luz de Luz,

Dios verdadero de Dios verdadero, engendrado, no creado, de la misma naturaleza del Padre, por quien todo fue hecho; que por nosotros, los hombres, y por nuestra salvación bajó del cielo, (Se inclina levemente la cabeza) y por obra del Espíritu Santo se encarnó de María, la Virgen, y se hizo hombre; (Se finaliza la inclinación de la cabeza) y por nuestra causa fue crucificado en tiempos de Poncio Pilato; padeció y fue sepultado, y resucitó al tercer día según las Escrituras, y subió al cielo, y está sentado a la derecha del Padre; y de nuevo vendrá con gloria para juzgar a vivos y muertos, y su reino no tendrá fin. Creo en el Espíritu Santo, Señor y dador de vida, que procede del Padre y del Hijo, que con el Padre y el Hijo recibe una misma adoración y gloria, y que habló por los profetas. Creo en la Iglesia, que es una, santa, católica y apostólica. Confieso que hay un solo bautismo para el perdón de los pecados. Espero la resurrección de los muertos y la vida del mundo futuro. Amén.

Preparación De Las Ofrendas

Priest: Bendito seas, Señor, Dios del universo, por este pan, fruto de la tierra y del trabajo del hombre, que recibimos de tu generosidad y ahora te presentamos; él será para nosotros pan de vida.

Server: Bendito seas por siempre, Señor.

Priest: Bendito seas, Señor, Dios del universo, por este vino, fruto de la vid y del trabajo del hombre, que recibimos de tu generosidad y ahora te presentamos; él será para nosotros bebida de salvación.

Server: Bendito seas por siempre, Señor.

The Prayer over Gifts

Priest: Orad, hermanos, para que este sacrificio, mío y vuestro, sea agradable a Dios, Padre todopoderoso.

Server: El Señor reciba de tus manos este sacrificio, para alabanza y gloria de su nombre, para nuestro bien y el de toda su santa Iglesia.

Santo, Santo, Santo

Santo, Santo, Santo es el Señor, Dios del universo. Llenos están el cielo y la tierra de tu gloria. Hosanna en el cielo. Bendito el que viene en nombre del Señor. Hosanna en el cielo.

Padre Nuestro

Padre nuestro, que estás en el cielo, santificado sea tu Nombre; venga a nosotros tu reino; hágase tu voluntad en la tierra como en el cielo. Danos hoy nuestro pan de cada día; perdona nuestras ofensas, como también nosotros perdonamos a los que nos ofenden; no nos dejes caer en la tentación, y líbranos del mal.

Fracción del Pan

Cordero de Dios, que quitas el pecado del mundo, ten piedad de nosotros. Cordero de Dios, que quitas el pecado del mundo, ten piedad de nosotros. Cordero de Dios, que quitas el pecado del mundo, danos la paz.

The Communion Prayer

Priest: Éste es el Cordero de Dios, que quita el pecado del mundo. Dichosos los invitados a la cena del Señor.

Server: Señor, no soy digno de que entres en mi casa, pero una palabra tuya bastará para sanarme.

Liturgical Terms and Definitions

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 sometimes altar servers.

Altar - In Catholic Churches the table on which the Sacrifice of the Mass is offered.

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.

Cassock - The ankle-length, black clerical vestment.

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.

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.

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

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.

Cruet - small pitcher-like container used to hold water or unconsecrated wine at Mass.

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.

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

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

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

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

Lavabo Towel - used for drying the priest's hands during the Preparation of the Gifts

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. (See following pages)

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 (worship area).

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.

Presbyterium - The part of the sanctuary containing the presider's chair and altar. The priest remains here during the mass.

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

Procession - an orderly, reverent motion from one part of the church to another. Candles are usually included.

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.

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.

Surplice - A white liturgical vestment worn over a cassock.

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.

Liturgical Seasons

There are six basic Liturgical Seasons:

1. Advent,
2. Christmas,
3. Lent,
4. Holy Week and Triduum,
5. Easter, and
6. Ordinary Time.

In greater detail, the church calendar is as follows:

Advent

Christmas

- Christmas Day (birth of Christ)
- Christmas Octave (Christmas day lasts eight days!)
- Holy Family
- Mary the Mother of God (New Year's Day)
- Epiphany
- Baptism of the Lord

Ordinary Time I

Lent

- Ash Wednesday
- Passion (Palm) Sunday
- Sacred Triduum (Holy Thursday, Good Friday and Holy Saturday.)

Easter

- Easter Vigil (The Resurrection)
- Easter Day (The greatest Feast of the year.)
- Easter Octave (Easter day lasts eight days!)
- Second to Sixth Sundays of Easter
- Ascension
- Pentecost

Ordinary Time II

- Trinity Sunday
- Body and Blood of Christ
- Solemnity of Christ the King

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, 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 Ghost, life eternal, hope

- Used for Ordinary Time
- Time After Epiphany
- Time After Pentecost

Violet: signifies penance, humility, 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)

Preparation Prayer Before Serving

Father in Heaven, your Son, Jesus Christ, showed his love for you by serving his need brothers and sisters. I now ask you to give me your help as I serve you and your people. Open my mouth to praise you in word and song. Open my ears to hear your word.

Open my hands to do your work well. Take from my heart all distracting thoughts. Help me to know what I should do, and do it well. Help me to serve reverently at your holy altar, and so give you praise and glory, now and forever. Amen.

Thanksgiving Prayer After Serving

Lord Jesus Christ, you are the eternal High Priest. You lead all your saints in heaven and your people on earth in praising God, our Father. Thank you, Lord Jesus, for letting me come before your altar, so that, with your help, I can praise my Father in heaven as his server. Help me to find joy in serving at your altar. Help me to find gladness in knowing and doing your will in all things. Glory to you, Lord Jesus, and to the Father and to the Holy Spirit, as it was in the beginning, is now, and will be forever. Amen.