

San Jose Catholic Church



Liturgical Manual

Palm Sunday, 2018

PURPOSE

The goal of this manual is to help those serving in various liturgical ministries to work together effectively so that the parish of San Jose can give the greatest possible glory to God.

OBJECTIVES

To accomplish our goal, this manual will provide the following:

- The order of Mass at San Jose
 - Ordinary Time
 - *Advent*^{*1}
 - *Christmas**
 - *Lent**
 - *Easter**
 - *Solemnities**
 - *Particular parish celebrations**
- Policies and procedures for volunteers serving in each ministry:
 - General instructions to all volunteers
 - Extraordinary ministers of Holy Communion
 - Lectors
 - *Altar servers*
 - *Ushers**
 - *Choir members**
 - *Ladies Altar Society**
- Contact information for ministry leaders

SCOPE

This manual is effective beginning March 25, 2018. It is subject to revision. All volunteers will be notified of any changes to the manual. The effective version is available online at the parish website. Any questions about the manual or suggestions to change the manual can be addressed to your ministry leader.

¹ The * indicates sections of the manual that still need to be completed.

THE ORDER OF MASS AT SAN JOSE



ORDINARY TIME

Unless explicitly addressed in the following sections describing the order of the Mass in other liturgical seasons, the information provided in this section is valid for all Masses at San Jose.

PREPARATION

Preparation for Mass is carried out according to the appropriate checklist. Checklists are provided in the sacristy. Please see Appendix B for a copy of the checklist.

MASS

This section will address those areas not specifically governed by the rubrics of the Roman Missal. It is written so that a visiting priest would have all the information necessary to celebrate Mass at San Jose. In the case that a visiting priest departs from these directives, the liturgical volunteers ought to be flexible and able to accommodate his changes.

INTRODUCTION AND WELCOME

Five minutes before Mass, the first lector reads the introduction and welcome provided in the binder. The binder is prepared by the San Jose office staff.

An usher rings the bell in the back of the church to begin the entrance procession.

INCENSE

Incense is to be used on Solemnities and the Feast of Our Lady of Guadalupe when the Mass is celebrated in the main church:

- Mary, Mother of God: January 1
- Epiphany
- St. Joseph, Spouse of Mary: March 19
- Annunciation: March 25
- Easter
- Anniversary of Dedication of Parish Church: April 30
- St. Joseph the Worker: May 1
- Ascension
- Pentecost
- Most Holy Trinity
- Most Holy Body and Blood of Christ
- Sacred Heart
- Birth of John the Baptist: June 24
- Saints Peter and Paul: June 29
- Assumption: August 15
- All Saints: November 1
- Christ the King
- Immaculate Conception: December 8
- Our Lady of Guadalupe: December 12
- Christmas: December 25

Incense is used at the entrance, Gospel, and the preparation of the altar.

SACRED MUSIC

The choir leads the congregation in singing the following:

- Entrance chant, *Kyrie*, *Gloria*, Responsorial Psalm, *Alleluia*, Offertory chant, *Sanctus*, Memorial Acclamation, *Amen*, *Agnus Dei*, Communion chant, and recessional hymn

The choir also supports the congregation in the sung responses.

ENTRANCE PROCESSION

The priest genuflects at the foot of the altar, walks up the steps and behind the altar to reverence it before proceeding to the presider's chair.

PENITENTIAL RITE

The penitential rite used is the *Confiteor* (I confess to almighty God...). The choir sings the *Kyrie*.

HOMILY

Deacons preach the homily on the last weekend of the month; on the other weekends, the celebrating priest preaches the homily, unless other arrangements have been made.

Due to faith formation classes that begin shortly after the Mass, the homily length should be kept to less than 15 minutes.

UNIVERSAL PRAYER

At their chairs, the priest introduces the Universal Prayer, and the deacon reads the intercessions provided in his binder. The binder is prepared by the San Jose office staff. If a deacon is not present, the priest reads the intercessions. The priest concludes the Universal Prayer.

PREPARATION OF THE ALTAR

An altar server takes the processional cross to the back of the church in order to lead the couple or family chosen by the head usher to bring up the gifts of bread and wine. After providing enough time for the ushers to receive the collection from the congregation, the priest walks down to receive the gifts at the foot of the altar. He gives the bread and wine to the altar servers who accompany him and gives a blessing to the couple or family who has brought the gifts.

If a deacon is present, he and the other altar servers prepare the altar; the altar servers accompany the priest to receive the rest of the gifts. The deacon mingles the water and wine. If there is no deacon present, the priest prepares the altar, receives the rest of the gifts of bread and wine from the congregation, and mingles the water and wine.

DISTRIBUTION OF HOLY COMMUNION

If a deacon is present, he goes to the tabernacle after the sign of peace to retrieve the ciboria with the reserved hosts and places them on the altar. He also distributes the hosts evenly into the other ciboria for distribution to the congregation. If there is no deacon, the priest does so.

After communicating, the priest distributes Holy Communion under both species to the deacon.² The deacon retains the principle chalice and a purificator. The priest then distributes the Sacred Body. The deacon distributes the Precious Blood from the principal chalice to the extraordinary ministers who will be distributing the Sacred Body to the congregation. If there is no deacon, the first altar server takes his place.

Once finished distributing Holy Communion from a ciborium to all the extraordinary ministers, the priest then distributes the Precious Blood from auxiliary chalices to those who will be distributing

² For the rest of the document, "Sacred Body" will refer to Holy Communion under the species of bread, and "Precious Blood," will refer to Holy Communion under the species of wine.

the Precious Blood to the congregation; they retain the chalice and purificator and then go to their designated location. The priest begins with the minister closest to the auxiliary chalices and remains in the same place while the other ministers meet him at the side of the altar to receive their chalice.

The priest distributes the Sacred Body to the congregation in the left position of the center aisle.

After distributing Holy Communion, the priest returns to the altar to consolidate the remaining hosts into the ciboria. The deacon purifies the vessels at the credence table; if there is no deacon, the priest purifies the vessels at the altar. Once all the hosts have been consolidated, the priest returns the ciboria to the tabernacle, locks the door, and takes the key. He then folds the corporals, gives them and the key to the altar server, and returns to his chair. He may either purify his fingers at the bowl next to the tabernacle or have the altar server pour water over his fingers.

ANNOUNCEMENTS

After the closing prayer, the second lector reads the announcements from the binder. The binder is prepared by San Jose office staff. Any second collections take place at this time. If there are any further announcements or blessings to be made by the priest, the deacon will inform the priest according to what is provided in his binder. If there is no deacon, the priest must check the same binder used for the Universal Prayer.

RECESSIONAL PROCESSION

The priest goes to the back of the altar to reverence it and then descends the sanctuary steps. He waits for the altar servers to line up behind him, genuflects, and proceeds to the back of the church.

After the hymn is finished, the priest leads the congregation in the prayer of thanksgiving: “O Sacrament Most Holy, O Sacrament Divine, all praise and all thanksgiving be every moment thine” (3x).

The priest then shakes hands with the congregation in the vestibule as they leave the church.

CLEAN UP

Cleaning up after Mass is carried out according to the appropriate checklist. Checklists are provided in the sacristy. Please see Appendix B for a copy of the checklist.

POLICIES AND PROCEDURES



FOR VOLUNTEERS SERVING IN LITURGICAL MINISTRY AT SAN JOSE

GENERAL INSTRUCTION TO ALL VOLUNTEERS

The following instructions are intended for all liturgical volunteers, regardless of position. Please carefully read through this entire section.

CARE FOR THE EUCHARIST

Proper care for the Eucharist is of the highest importance for all liturgical ministry positions, even if you are not directly handling the Eucharist. When the priest says the words of consecration, the bread and wine truly change into the Body, Blood, Soul, and Divinity of Christ, and must be treated as such. This includes personal preparation for receiving the Eucharist worthily and vigilance regarding the care of the Blessed Sacrament

PERSONAL PREPARATION

- Observe the Eucharistic fast - no food or drink for one hour before receiving Holy Communion. This includes gum.
- Go to Confession regularly. It is obligatory to confess at least once a year, but it is recommended to go more often - about once a month.
 - It is obligatory to confess before receiving Holy Communion if one has committed a mortal sin. If you do not have time to go to Confession after committing a mortal sin, please excuse yourself from serving until you can receive Holy Communion. Publicly receiving a blessing instead of Holy Communion can be a source of scandal to the other parishioners.

VIGILANCE

- Spills
 - If carrying the Blessed Sacrament (whether in the chalice or in a ciborium), do not make any gestures of reverence to the altar or the tabernacle. Proceed directly to your destination, and do not worry about whether to go in front of or behind the altar. The Blessed Sacrament is now the point of focus, and the only concern is arriving to your destination safely without spilling.
 - If a consecrated host does fall onto the ground, pick up the host and consume it. Then stand over the spot where the host fell to prevent others from stepping on any crumbs. If the Precious Blood spills, stand over the spot where it spilled to prevent anyone from stepping in the Precious Blood until you can place a purificator over that spot. As soon as possible, pour water over the area where the Precious Blood or crumbs are. Allow the area to soak, dry the area with a purificator, and place the purificator in the bin for soiled purificators and corporals.
 - Once enough water has soaked the crumbs of a consecrated host such that it is no longer bread, it is no longer the Eucharist. Once a greater amount of water has been added to the amount of Precious Blood spilled, it is no longer the Eucharist. Linens used to clean the area still need to be appropriately laundered.
- Distribution of Communion
 - If a parishioner walks away with a consecrated host, follow him/her and ask him/her to consume the host. Do not allow parishioners to walk away with the Eucharist. You do not have to be distributing Holy Communion to exercise this vigilance. You are always allowed and expected to do so.
- Purification
 - Only clergy members are allowed by Universal Church law to purify the sacred vessels.

- Sacramentum
 - Do **NOT** pour the Precious Blood down the sacramentum. It should be consumed, and the vessel should be purified by a cleric.
 - Do **NOT** shake the crumbs from the corporal into the sacramentum. The corporal should remain folded and placed in the appropriate bin to be laundered.
 - Water that has been used to remove crumbs of the Blessed Sacrament from the priest's fingers or to launder soiled corporals and purificators may go down the sacramentum.

ETHICS AND INTEGRITY IN MINISTRY (EIM)

To serve in any ministry at San Jose, volunteers must be EIM certified. Failure to comply with EIM requirements will result in dismissal from volunteer position. EIM compliance will be enforced by the pastor in coordination with the ministry leader.

CODE OF CONDUCT

MORAL AND ETHICAL

San Jose volunteers must be examples of Christian discipleship both in their service to the parish and away from the parish. They must also be fully initiated members of the Church (having received the sacraments of Baptism, Confirmation, and Eucharist) or currently in formation to receive their remaining sacraments. If a volunteer is living with someone, they must be married in the Church; a couple who is civilly married will not be allowed to serve on the altar. Engaging in any activities that could give scandal to fellow parishioners may result in dismissal from the volunteer position. These activities include but are not limited to fornication, cohabitation with someone outside the context of marriage in the Church, and public drunkenness. The code of conduct is enforced by the pastor.

DRESS

When engaged in liturgical ministry, San Jose volunteers are to dress in a way appropriate for sacred worship. Those failing to maintain dress code will not be allowed to serve in the liturgy. The dress code is enforced by ministry leaders, Mass coordinators, and clergy. Even when not scheduled to serve, volunteers should come to Mass dressed appropriately in case more volunteers are needed to serve.

- MEN
 - Men must wear collared shirts tucked into dress pants with dress shoes. Ties and jackets are also appropriate, but not obligatory. Hair, beards, and moustaches must be well kept; otherwise, facial hair is to be shaved clean. Jeans, t-shirts, and

tennis shoes are inappropriate. Piercings must be removed, and tattoos must be covered. Hair coloring and jewelry must be conservative, not drawing attention to oneself.

- **WOMEN**

- Full length dresses, skirts with blouses, and dress pants with blouses are appropriate options for women. Skirts must be loose fitting and extend below the knee. Dresses and blouses must be loose fitting and not reveal one's cleavage, shoulders, or back. Heels must be no higher than 2 inches. Jeans, t-shirts, and tennis shoes are inappropriate. Piercings must be limited to the ear, and tattoos must be covered. Hair coloring and jewelry must be conservative, not drawing attention to oneself.

ABSENTEEISM

If a volunteer cannot fulfill their assignment, they need to find a replacement to do so. Failure to fulfill one's assignment on three occasions through absence or tardiness will result in temporary or permanent suspension from volunteer position at the discretion of the ministry leader.

IN THE SACRISTY

The sacristy should be a place of prayerful preparation for the liturgy. Necessary conversations should be conducted quietly and kept to a minimum.

Cell phone use is prohibited in the sacristy. If a cell phone is required for an emergency or for matters pertaining to the liturgy, please exit the sacristy.

IN THE CHURCH

The church is a sacred place set apart for prayer and worship. Volunteers are to be an example of how to behave in the church and carry themselves in a way that reflects your love and dedication to the Lord. Maintain a prayerful reverence at all times.

OUTSIDE OF MASS

Outside the context of Mass, the point of focus is the tabernacle. The appropriate gesture of reverence when passing the tabernacle is a genuflection. If carrying an object, a head bow is the appropriate gesture; the same is true for those who cannot genuflect. If passing between the tabernacle and the altar, the reverence is made to the tabernacle.

INSIDE OF MASS

Inside the context of Mass, the point of focus is the altar. The appropriate gesture of reverence when passing the altar is a bow at the waist. If carrying an object, a head bow is the appropriate gesture. If passing in between the tabernacle and the altar, the reverence is made to the altar.

ORGANIZATION OF MINISTRIES

Positions for liturgical ministry volunteers include altar servers, extraordinary ministers of Holy Communion, lectors, ushers, choir members, and the Ladies Altar Society. To be a liturgical ministry volunteer, one must be a registered and active member of San Jose.

Each liturgical ministry has its own leader, who serves at the discretion of the pastor for a three year term. Each Sunday (and Saturday Vigil) Mass has a Mass Coordinator, who also serves at the discretion of the pastor for a three year term. Terms of leadership may be renewed, and new positions are approved by the pastor. The leaders of each ministry, the Mass Coordinators, the Faith Formation Director, and the clergy make up the Liturgical Committee, which meets quarterly to plan for special liturgies, establish norms for all liturgical ministries, and address problems and questions. Problems, questions, or suggestions should be addressed to the appropriate ministry leader and then (if necessary) to the head of liturgy.

LEADERSHIP - RESPONSIBILITIES AND CONTACT INFORMATION

HEAD OF LITURGY

The head of liturgy reports to the pastor and implements his vision. He also leads the Liturgical Committee and oversees the organization of all liturgies and the ordering of liturgical supplies.

Fr. Greg Gerhart
512-444-7587
ggerhart@sanjosechurch.org

MASS COORDINATORS

The Mass Coordinators assign the necessary lectors and extraordinary ministers of Holy Communion for their designated Mass. They also ensure that service is carried out according to their training.

Before Mass, the Mass Coordinator practices the readings and announcements with the lectors and confirms that all checklists have been fulfilled. If a volunteer is late, the Mass Coordinator finds a replacement.

After Mass, the Mass Coordinator waits for the priest celebrant to finish the “O Sacrament Most Holy” prayer, asks him if anything needs to be addressed to the volunteers, and then communicates any necessary corrections or praise from the priest or that they themselves noticed to the volunteers in the sacristy.

The Mass Coordinator also acts as point of contact to relay information from the head of liturgy as well as requests for volunteers for special liturgies via email.

Veronica Soto - 6:00 pm (Saturday Vigil)

512-461-0470

ver.soto@sbcglobal.net

Eufracio Reyes - 7:30 am

512-922-4654

eufraioreyes@msn.com

Arlene Sosa - 9:30 am

512-791-1077

Tony Castro - 11:30 am

512-945-7109

tonityger_@hotmail.com

Sergio Falcon - 1:30 pm

512-294-8175

normafalcon@gmail.com

LECTOR AND EXTRAORDINARY MINISTER LEADERS/TRAINERS

The leaders for lectors and extraordinary ministers train new volunteers and conduct the once-a-year refresher, which is required for all lectors and extraordinary ministers. They also act as a point of contact for securing volunteers for special liturgies and relaying information from the head of liturgy.

Mary Arana - English; Santiago Arana - Spanish

512-415-2009

sosa912@gmail.com

EXTRAORDINARY MINISTERS OF HOLY COMMUNION

PREPARATION FOR MASS

Arrive to the sacristy 20 minutes before Mass begins. Sign in by writing your initials on the assignment schedule.

Preparation for Mass is carried out according to the appropriate checklist. Checklists are provided in the sacristy. Please see Appendix B for a copy of the checklist.

After the prayer in the sacristy, sit with your families or spread out throughout the pews. Do not all sit together in the first pews.

DURING MASS

At the end of the sign of peace, proceed to the area in front of the image of Our Lady of Guadalupe. Do **not**³ kneel with the congregation while the priest prays, “Behold the Lamb of God...”

After the priest receives Holy Communion, follow the altar servers to the sanctuary. Lectors who distribute the Sacred Body go first, followed by the other extraordinary ministers who distribute the Precious Blood. Discreetly and quietly apply hand sanitizer as you ascend the stairs to the sanctuary.

After receiving the Sacred Body, receive an auxiliary chalice and purificator from the priest. Take a step to the side (not backwards) to allow the next minister to take your spot, consume the Precious Blood, and proceed directly to your position, covering the chalice with the purificator.

REMINDER: If carrying the Blessed Sacrament (whether in the chalice or in a ciborium), do not make any gestures of reverence to the altar or the tabernacle. Proceed directly to your destination. You are allowed to pass in front of or behind the altar. The Blessed Sacrament is now the point of focus, and the only concern is arriving to your destination safely without spilling.

Positions for distributing Holy Communion are determined by what order the extraordinary ministers are in when receiving their ciborium or chalice from the priest or deacon. Those closer to the St. Joseph side go to the furthest available position on that side; those closer to the Our

³ Some extraordinary ministers are unable to kneel without the assistance of a kneeler, so it is better for all to remain standing.

Lady of Guadalupe side to go to the furthest available position on that side.

Mass Time	
6:00 PM (Saturday)	
7:30 AM 9:30 AM 11:30 AM 1:30 PM	

If you are near the first side pews where the elderly or people with disabilities sit, go to them first and offer them Holy Communion. Then return to your position.

Offer the chalice to the communicant, saying, “The Blood of Christ.” If the person does not respond, “Amen,” respond for them. Intinction is not permitted; if someone comes to you with a Host in their hand wanting to dip it in the Precious Blood, ask them to consume it first before receiving the Precious Blood by drinking from the chalice.

After each person receives the Precious Blood, wipe the chalice on the inside and outside, changing the area of the purificator used each time.

REMINDER: If a parishioner walks away with a consecrated host, follow him/her and ask him/her to consume the host. Do not allow parishioners to walk away with the Eucharist. You do not have to be distributing Holy Communion to exercise this vigilance. You are always allowed and expected to do so.

After distributing Holy Communion, return to the altar and consume whatever Precious Blood remains there. Then place the purificator over the chalice, proceed to the credence table, and place your chalice and purificator on the tray. Then reverently return to your seat, bowing to the altar before leaving the sanctuary. If you cannot consume all of the remaining Precious Blood, ask another minister to help you.

AFTER MASS

Cleaning up for Mass is carried out according to the appropriate checklist. Checklists are provided in the sacristy. Please see Appendix B for a copy of the checklist.

Carry out your tasks reverently. Wait for the Mass Coordinator to relay any information from the priest celebrant. Once finished, proceed to the bulletin board for the prayer after Mass.

LECTORS

For those interested, Appendix A contains citations about lectors from the General Instruction to the Roman Missal, which governs the celebration of Mass for the Universal Church, not only at San Jose. The following instructions provide direction for lectors at San Jose.

PREPARATION FOR MASS

Practice the assigned reading at before coming to Mass. Arrive to the sacristy 20 minutes before Mass begins. Sign in by writing your initials on the assignment schedule. Practice the assigned reading with the Mass coordinator from the lectionary to be used in Mass. Also practice the announcements from the binder with the Mass coordinator.

Preparation for Mass is carried out according to the appropriate checklist. Checklists are provided in the sacristy. Please see Appendix B for a copy of the checklist.

After the prayer in the sacristy, the first lector reads the introduction and welcome.

DURING MASS

The lectors sit on the right side of the first pew. After the Collect, they proceed to the sanctuary together, making a bow at the waist to the altar before ascending the first stair to the sanctuary. The first lector goes directly to the ambo while the second takes a seat next to the altar servers.

After finishing the first reading, the first lector sits next to the other lector for the Responsorial Psalm. If the Psalm is not sung, the first lector recites the Psalm.

After the Psalm, the second lector reads the second reading. Once finished, the lector places the lectionary in one of the shelves in the ambo. Then, both lectors make a bow at the waist to the altar before descending the stairs of the sanctuary and return to their seats.

Anticipate whether the next person to use the ambo (lector, deacon, or priest) needs the stand up or down and move it in that position before stepping away from the ambo.

At the end of the sign of peace, proceed to the area in front of the image of Our Lady of Guadalupe.⁴ Do **not**⁵ kneel with the congregation while the priest prays, “Behold the Lamb of God...”

After the priest receives Holy Communion, follow the altar servers to the sanctuary. Discreetly and quietly apply hand sanitizer as you ascend the stairs to the sanctuary.

After receiving the Sacred Body and the Precious Blood, receive a ciborium from the deacon, and proceed to your position. Wait for the priest to arrive at his position before beginning to distribute Holy Communion.

REMINDER: If carrying the Blessed Sacrament (whether in the chalice or in a ciborium), do not make any gestures of reverence to the altar or the tabernacle. Proceed directly to your destination. You are allowed to pass in front of or behind the altar. The Blessed Sacrament is now the point of focus, and the only concern is arriving to your destination safely without spilling.

If you are near the first side pews where the elderly or people with disabilities sit, go to them first and offer them Holy Communion. Then return to your position.

Offer the Sacred Body to the communicant, saying, “The Body of Christ.”

If the person does not respond, “Amen,” respond for them. If a person comes to you with their arms crossed over their chest, simply say to them, “May you receive the Lord in your heart. Amen.” Do not make a sign of blessing or touch them.

If the person is chewing gum, ask them to remove the gum before receiving Holy Communion. Communicants are to receive Holy Communion on the tongue or in the hand. They are not to grab Holy Communion themselves.

If the person does not seem to know what they are doing, ask them if they are Catholic. If they are not, then kindly say, “Okay, then I will give you a blessing: may you receive the Lord in your heart. Amen.”

REMINDER: If a parishioner walks away with a consecrated host, follow him/her and ask him/her to consume the host. Do not allow parishioners to walk away with the Eucharist. You do not have to be distributing Holy Communion to exercise this vigilance. You are always allowed and expected to do so.

⁴ The following instructions only apply to those lectors who also serve as extraordinary ministers of Holy Communion.

⁵ Some extraordinary ministers are unable to kneel without the assistance of a kneeler, so it is better for all to remain standing.

After distributing Holy Communion, return the ciborium to the priest at the altar. If the priest has not yet returned to the altar, place the ciborium on the corporal on the altar. Purify the fingers that touched the Blessed Sacrament in the container of water on the credence table. The first lector then reverently returns to his or her seat, bowing to the altar before descending the stairs of the sanctuary.

The second lector remains in the sanctuary to read the announcements after the Prayer after Communion. Place the binder open to the correct page on the ambo while the purification of the vessels is taking place and have a seat. Once finished with the announcements, return to your seat, making a bow at the waist to the altar before descending the stairs.

AFTER MASS

Cleaning up after Mass is carried out according to the appropriate checklist. Checklists are provided in the sacristy. Please see Appendix B for a copy of the checklist.

Carry out your tasks reverently. Wait for the Mass Coordinator to relay any information from the priest celebrant. Once finished, proceed to the bulletin board for the prayer after Mass.

ALTAR SERVERS

For those interested, Appendix A contains citations about acolytes from the General Instruction to the Roman Missal, which governs the celebration of Mass for the Universal Church, not only at San Jose. There are no instituted acolytes at San Jose. For this reason, volunteers who perform the actions of an acolyte ought to be called altar servers. The following instructions provide direction for altar servers at San Jose.

PARTICULAR NORMS FOR ALTAR SERVERS AT SAN JOSE

VESTMENTS

- Each altar server is expected to obtain the following:
 - White Surplice
 - Black Cassock
 - Red Cassock
- All vestments should be properly maintained and washed at least once a month. Any tears, snags, etc should be repaired immediately, or if it is unable to be repaired, then the vestment should be replaced. All vestments are kept in the altar server closet.
- Gloves are no longer to be used

PERSONAL APPEARANCE

- The dress code for altar servers is more specific than other liturgical ministries. Altar servers must wear black slacks with black dress shoes and black socks.

SCHEDULES

- An altar server schedule is posted and copies are made every few months. The schedules list the phone number of every altar server as well as other important information.
- If you know ahead of time that you will not be able to serve on a certain date, make arrangements with another altar server on another team to substitute for you, and notify your team leader as soon as possible.
- The altar server team scheduled for the Saturday Vigil Mass is also responsible for supplying at least one altar server for any wedding or quinceanera occurring on that day. A sign-up sheet is posted outside the altar server closet. If no one is signed up by one week prior to the event date, the team leader will assign an altar server to serve the wedding or quinceanera.

PREPARATION BEFORE MASS

The following is a more detailed account of the checklist provided in Appendix B.

- Arrive at the church 30 minutes before the liturgy.
- Determine which priest will be celebrating the Mass.
 - Priests may have different requirements, such as a special chalice or whether they require hand washing after distribution of Holy Communion. A schedule for priests celebrating Mass is posted in the sacristy. Once you have determined which priest will be celebrating Mass, refer to Table 1 for any special requirements.
- Tabernacle
 - Take tabernacle key to tabernacle and leave it in the lock.
 - Check the amount of ciboria in tabernacle and the amount of consecrated hosts.
- Preparation of the chalice
 - Determine chalice to be used.
 - Lay purificator on top of chalice.
 - Place one large host on paten.
 - Place paten on purificator covering chalice.
 - Place the pall over paten (color depends on liturgical season – see Table 3)
 - Cover with chalice veil (color depends on liturgical season – see Table 3).
 - Arrange the three corporals on top of the veil so that they unfold the same.

- Take prepared chalice and corporals to credence table.
- Preparation of the gifts
 - Determine how much wine and how many hosts are to be used at this Mass (see Table 2)
 - Fill flagon with the appropriate amount of wine.
 - Fill one ciborium with hosts and cover (the amount needed will depend on quantity estimated to be used during the service and the number already in the tabernacle).
 - Take the flagon and the ciborium to the table in the back of the church.
- Auxiliary chalices and purificators
 - Determine number of auxiliary chalices to be used at this Mass (see Table 2).
 - Place appropriate number of auxiliary chalices on tray.
 - Place the same number of purificators and one extra on tray.
 - Fill cruet with water and place on tray.
 - Take tray and place on credence table.
- Ciboria
 - Determine number of ciboria to be used during the Mass (see Table 2)
 - Take appropriate number of empty ciboria to credence table.
 - Example: 9:30 a.m. Mass needs six ciboria. There are three in the tabernacle. There will be one used for the gifts, so you will need two extra.
- Lavabo
 - Place pitcher with clean water and one towel in receiving container.
 - Place on credence table.
- Hand washing after distribution of Holy Communion
 - Note: see Table 1 to determine if needed.
 - If needed, place pitcher with clean water and one towel in receiving container.
 - Place on credence table.
- Books
 - Book of Gospels
 - Place stand for the Book of the Gospels on the altar. If there is no deacon, place the Book of the Gospel marked to the correct reading on the stand on the altar.
 - Roman Missal
 - After the Roman Missals are prepared, place one of them on the credence table with a stand and the other the small table next to the priest's chair.
- Candles
 - Check amount of oil and refill if necessary.
 - Light the candles: altar, ambo, San Jose, and the Virgin Mary.

- If less than three altar servers are present, the procession candles are lit and placed on the credence tables.
- If three or more altar servers are present, take unlit procession candles to the back of church.
- Microphone
 - Plug in the microphone to the ambo.
 - Turn on the sound system after microphone is already connected to the ambo.
- Water
 - Place clean glasses of water on credence table next to priest's chair, altar, and ambo.
- Bells
 - Place bells on floor next to credence table.

PROCEDURE DURING MASS

- Unless performing specific tasks, altar servers should give an example of how to participate in Mass - singing and responding with the appropriate postures.
- Altar servers should sit, stand, and kneel in unison and move reverently when necessary with hands folded at the chest (prayer position).

ENTRANCE PROCESSION

- All items should be in their proper places, and the altar servers should be in the lobby of the church at least five minutes prior to beginning of Mass. If the procession candles are used in the procession, they are to be lit at this time.
- The altar servers go in procession to the altar in this order:
 - The thurifer carrying a smoking thurible, if incense is being used; he should be in the middle of the center aisle about 3 - 4 pews from the back.
 - Altar servers carrying lighted processional candles, and between them a crucifer; they should be lined up between the last rows of pews.
 - Other altar servers should be behind the candle bearers and crucifer and wait until they advance 3 - 4 pews before proceeding at the same pace.
 - See Table 5 for a diagram of how to line up depending on the number of altar servers present.

INTRODUCTORY RITES

- Upon arriving at the steps, the altar servers either genuflect or bow their head if carrying an object.

- The thurifer waits behind the altar on the ambo side for the priest. The priest charges the thurible, takes it and then incenses the altar. Once finished, the thurifer retrieves the thurible and places it on the stand near the credence table.
- The crucifer places the cross in the stand next to the door which leads to the sacristy on the Virgin Mary side.
- The candle bearers turn - one to the right (OLG) and the other to the left (SJ). They enter the sanctuary from those sides, and place the candles on their respective credence table.
- The rest of the altar servers genuflect and stand next to their seats.
 - The book bearer and the candle bearer on the SJ side sit behind the priest; the rest of the altar servers sit behind the ambo on the OLG side.
- The book bearer holds the Roman Missal for the priest at his discretion.
- All remain standing with the hands in a prayer position until the priest sits down for the readings.

GOSPEL PROCESSION

- As the lectors return to their seats, the thurifer and candle bearers retrieve the thurible and candles and wait for the priest to stand.
- When the priest stands, the thurifer goes behind the altar to the priest and allows him to charge the thurible. He only kneels if the celebrant is a bishop. After the thurible is charged, he goes in front of the altar on the OLG side.
- The candle bearers go in front of the altar and wait on opposite sides.
- Once the deacon retrieves the Book of the Gospels, the thurifer leads them to the ambo, followed by the two candle bearers and then the deacon. The candle bearer on the SJ side will have to pass the deacon to walk with the other candle bearer.
 - The book bearer removes the stand for the Book of the Gospels from the altar.
- The thurifer waits behind the ambo and gives/receives the thurible to/from the deacon at the appropriate time. The candle bearers wait on opposite sides of the ambo while the deacon proclaims the Gospel.
- After the deacon finishes proclaiming the Gospel, the candle bearers return the candles to their respective credence tables. The thurifer returns the thurible to the stand and inserts another charcoal. All return to their seats for the homily.

OFFERTORY

- After the Universal Prayer, the priest sits down, and the following tasks are performed:
- Crucifer
 - Walk down the steps towards the processional cross. When you reach the bottom of the steps, turn, face the altar, and venerate with a bow at the waist.

- Take the processional cross to the back of the church in a moderate but steady pace.
- When you reach the back of the church, wait for the priest to move towards the altar before proceeding with the gift bearers.
- When you reach the altar, make a head bow to the altar and then proceed to place the cross in its stand.
- Go to the credence table area and be prepared for washing of hands, or incense.
- **Book bearer**
 - Proceed to the credence table and carry the chalice with corporals to the Deacon.
 - Return to the credence table and carry the Missal to the Deacon.
 - Take the chalice veil and the pall from the Deacon and place them on the credence table.
 - Stand behind the altar with the hands in a prayer position. Be ready to give the deacon the cruet of water when appropriate.
 - If there are not enough altar servers to assist the priest in receiving the gifts, proceed to the front of the altar, await the priest to bow to the altar, and then proceed to bottom of the steps to await the gifts. Bring whatever gift the priest gives you back to the SJ side of the altar, and give it at the appropriate time to the priest or deacon. Return whatever the priest or deacon gives you back to the credence table.
- **Candle bearer and/or thurifer on OLG side**
 - Take the tray with the auxiliary chalices and purificators and place the chalices on the corporal. Then place a purificator over the chalices.
 - Once the auxiliary chalices have been placed on the altar, stand in front of the altar on the OLG side with the hands in a prayer position, awaiting the priest.
 - When the priest comes to the altar, bow with him to the and walk down the steps to receive the gifts.
 - Bring whatever gift the priest gives you back to the SJ side of the altar. And give it at the appropriate time to the priest or deacon. Return whatever the priest or deacon gives you back to the credence table.
- **Candle bearer on SJ side**
 - Join the other candle bearer or thurifer waiting for the priest in front of the altar in prayer position.
 - When the priest comes to the altar, bow with him to the and walk down the steps to receive the gifts.
 - Bring whatever gift the priest gives you back to the SJ side of the altar. And give it at the appropriate time to the priest or deacon. If necessary, take the cover to the credence table.

- When the Priest or Deacon starts to walk down the steps to receive the gift, walk down and steps and stand on the Priest's left side.

INCENSE

- If incense is used, the thurifer takes the thurible with the boat to the priest, allowing the priest to charge the thurible.
- Once charged, he gives the thurible to the priest and waits while the priest incenses the gifts and altar.
- If there is no deacon, the thurifer receives the thurible from the priest and incenses the priest: three double swings - center, left, right. Then he goes in front of the altar and incenses the congregation: three double swings - center, left right. Then he returns the thurible to its stand.
- If there is a deacon, the thurifer awaits to receive the thurible from the deacon after he is finished incensing the priest and the congregation

LAVABO

- One altar server carries the ewer and basin to the priest; another carries a towel that should be draped over his hands in prayer position.
- The two altar servers await the priest at the end of the OLG side of the altar.
- The altar server holding the ewer should pour a small amount of water over the priest's hands and catch any drips with the basin.
- The other altar server allows the priest to take the towel, dry his hands, and then drape the towel back over the altar server's hands or arm.
- The altar servers then take the ewer, basin and towel to the credence table and stand on the top step next to other altar servers.

EUCHARISTIC PRAYER

- For the Eucharistic Prayer, the altar servers step down one step and kneel on the top steps.
- One altar server rings the bells for one second at the *epiclesis* - when priest places his hands over the chalice and host - and then three times with the priest raises the consecrated host and the chalice. The three rings are to be clear and distinct, allowing the sound of the ring to die out by itself.

COMMUNION RITE

- After the sign of peace, an altar server takes any extra ciboria on the credence table to the altar.

- After the priest has consumed the Precious Blood, the altar servers step up to the sanctuary on the SJ side facing the altar to receive Holy Communion.
- Altar servers should be ready to distribute from the chalice or the ciboria in case there are not enough extraordinary ministers of Holy Communion. See Table 4 for assigned locations, and see the section for extraordinary ministers of Holy Communion for directions on distributing Holy Communion.
- Clearing altar
 - Altar servers not distributing Holy Communion should be clear the altar of any items not containing the Blessed Sacrament while Holy Communion is being distributed to the people. All items should be taken to the credence table.
 - One altar server should remain by the altar to take any empty ciboria from the priest or deacon and place them on the credence table.
- Reserving consecrated hosts
 - When the priest genuflects after returning the remaining consecrated Hosts, all altar servers will genuflect in unison with him. If required, the book bearer or candle bearer on the SJ side is ready to wash the priest's hands. All altar servers then return to their seats.

PRAYER AFTER COMMUNION

- The book bearer holds the Roman Missal for the priest.
- After the blessing and dismissal, the crucifer retrieves the processional cross and proceeds to the foot of the altar. He stands in the middle aisle around the 2nd or 3rd pew from the front and faces the altar.
- The candle bearers will retrieve their processional candles and proceed down the stairs. They stand on either side of the crucifer.
- Any additional rows of altar servers proceed down the steps and face the altar in front of the crucifer and candle bearers.
- All reverence the tabernacle in unison with the priest and then turn to proceed out of the church, keeping 3-4 pews of distance between rows of altar servers.
- The crucifer places the cross in its stand and the candle bearers take their candles to the table in the foyer unless there is no other Mass that day, in which case they take them to the sacristy.

PROCEDURE AFTER MASS

The following is a more detailed account of the checklist provided in Appendix B.

- The procedure to be followed depends whether the Mass you are serving is either the last Mass of the day or if there is another Mass to follow.

- Last Mass of day
 - Give Holy Communion to homebound ministers.
 - Return processional candles to sacristy, and turn off all candles using the candle-snuffer.
 - Return altar bells to the altar server closet.
 - Turn off the sound system before removing the microphone from the ambo.
 - Take microphone from ambo and place it in the top drawer in the vesting room.
 - Take glasses of water, rinse them out, and place them on the window seal in the sacristy.
 - Take the bowl used for washing the fingertips after distribution of Holy Communion and pour the water down the sacrarium. Rinse bowl with water, and again pour down the sacrarium. DO NOT pour down the regular sink.
 - Keep the corporals folded and place them in the bin to be laundered. If we are running low on corporals, they may be reused. Simply keep them folded, and place them back in the appropriate drawer. DO NOT shake any crumbs of the Blessed Sacrament into the sacrarium.

- Mass to follow
 - Give Holy Communion to homebound ministers.
 - Turn off altar candles using the candle-snuffer.
 - Take the bowl used for washing the fingertips after distribution of Holy Communion and pour the water down the sacrarium. Rinse bowl with water, and again pour down the sacrarium. DO NOT pour down the regular sink.
 - Keep the corporals folded and place them in the bin to be laundered. If we are running low on corporals, they may be reused. Simply keep them folded, and place them back in the appropriate drawer. DO NOT shake any crumbs of the Blessed Sacrament into the sacrarium.

TABLES

Table 1 – Celebrant Requirements

Celebrant	Hand Washing	Personal Chalice	Other
Rev. Alberto Borruel	Yes	Yes	
Rev. Greg Gerhart	No	Yes; his paten is too small for a large host, so use a different one.	Uses EP 1 - bells for epiclesis come later

Table 2 – Quantities needed

Mass	Wine pre fill	Communion Cups	Hosts	Ciboria
6:00 P.M.	16 oz tol; 4oz each cup	4		4
7:30 A.M.	32 oz tol; 4oz each cup	8		6
9:30 A.M.	24 oz tol; 3oz each cup	8		6
11:30 A.M.	24 oz tol; 3oz each cup	8		6
1:30 P.M.	32 oz tol; 4oz each cup	8		6 or 7

Table 3 – Colors Used during Liturgical Seasons

Season	Sample	Color	Comments
Advent		Violet	
Christmas		White	
Ordinary Time		Green	
Lent		Violet	
Passion Sunday		Red	
Holy Thursday		White	
Good Friday		Red	
Easter		White	
Pentecost		Red	
Confirmation Mass		Red	
Feasts of Our Lord		White	
Feasts of Mary		White	
Third Sunday of Advent		Rose	Or violet
Fourth Sunday of Lent		Rose	Or violet

TABLE 4 – Distribution of Communion

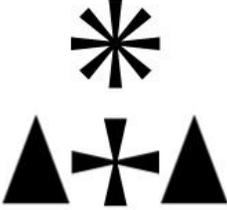
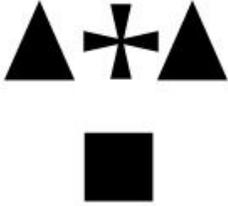
Mass Time	
6:00 PM (Saturday)	
7:30 AM 9:30 AM 11:30 AM 1:30 PM	

P = Priest, D = Deacon, A = Altar Server, M = Extraordinary Minister. L = Lector

TABLE 5 - Alignment for Procession

^ = candle bearer, * = thurifer, □ = altar server, + = crucifer

Number of Altar Servers	With Incense	No Incense
6		
5		

4		
3		
2		
1		

APPENDIX A

FROM THE GENERAL INSTRUCTION TO THE ROMAN MISSAL

LECTORS

99. The lector is instituted to proclaim the readings from Sacred Scripture, with the exception of the Gospel. He may also announce the intentions for the Universal Prayer and, in the absence of a psalmist, recite the Psalm between the readings.

In the celebration of the Eucharist, the lector has his own proper function (cf. nos. 194-198), which he himself must carry out.

101. In the absence of an instituted lector, other lay people may be deputed to proclaim the readings from Sacred Scripture, people who are truly suited to carrying out this function and carefully prepared, so that by their hearing the readings from the sacred texts the faithful may conceive in their hearts a sweet and living affection for Sacred Scripture.

D) The Functions of the Reader

Introductory Rites

194. In the procession to the altar, in the absence of a Deacon, the reader, wearing approved attire, may carry the Book of the Gospels, slightly elevated. In that case, the reader walks in front of the Priest but otherwise walks along with the other ministers.

195. Upon reaching the altar, the reader makes a profound bow with the others. If he is carrying the Book of the Gospels, he approaches the altar and places the Book of the Gospels upon it. Then the reader takes his own place in the sanctuary with the other ministers.

The Liturgy of the Word

196. The reader reads from the ambo the readings that precede the Gospel. In the absence of a psalmist, the reader may also proclaim the Responsorial Psalm after the First Reading.

197. In the absence of a Deacon, the reader, after the introduction by the Priest, may announce the intentions of the Universal Prayer from the ambo.

198. If there is no singing at the Entrance or at Communion and the antiphons given in the Missal are not recited by the faithful, the reader may read them at an appropriate time (cf. nos. 48, 87).

ALTAR SERVERS

98. The acolyte is instituted for service at the altar and to assist the Priest and Deacon. It is his place principally to prepare the altar and the sacred vessels and, if necessary, to distribute the Eucharist to the faithful as an extraordinary minister.

In the ministry of the altar, the acolyte has his own proper functions (cf. nos. 187-193), which he must carry out in person.

100. In the absence of an instituted acolyte, there may be deputed lay ministers to serve at the altar and assist the Priest and the Deacon; these carry the cross, the candles, the thurible, the bread, the wine, and the water, or who are even deputed to distribute Holy Communion as extraordinary ministers.

105. A liturgical function is also exercised by:

a) The sacristan, who diligently arranges the liturgical books, the vestments, and other things that are necessary for the celebration of Mass.

106. It is desirable, at least in cathedrals and in larger churches, to have some competent minister or master of ceremonies, to see to the appropriate arrangement of sacred actions and to their being carried out by the sacred ministers and lay faithful with decorum, order, and devotion.

C) The Functions of the Acolyte

187. The functions that the acolyte may carry out are of various kinds and several may occur at the same moment. Hence, it is desirable that these duties be suitably distributed among several acolytes. If, in fact, only one acolyte is present, he should perform the more important duties while the rest are to be distributed among several ministers.

The Introductory Rites

188. In the procession to the altar, the acolyte may carry the cross, walking between two ministers with lighted candles. Upon reaching the altar, however, the acolyte places the cross upright near the altar so that it may serve as the altar cross; otherwise, he puts it away in a dignified place. Then he takes his place in the sanctuary.

189. Through the entire celebration, it is for the acolyte to approach the Priest or the Deacon, whenever necessary, in order to present the book to them and to assist them in any other way required. Thus it is appropriate that, in so far as possible, the acolyte should occupy a place from which he can easily carry out his ministry either at the chair or at the altar.

The Liturgy of the Eucharist

190. In the absence of a Deacon, after the Universal Prayer and while the Priest remains at the chair, the acolyte places the corporal, the purificator, the chalice, the pall, and the Missal on the altar. Then, if necessary, the acolyte assists the Priest in receiving the gifts of the people and, if appropriate, brings the bread and wine to the altar and hands them to the Priest. If incense is being used, the acolyte presents the thurible to the Priest and assists him while he incenses the offerings, the cross, and the altar. Then the acolyte incenses the Priest and the people.

191. A duly instituted acolyte, as an extraordinary minister, may, if necessary, assist the Priest in distributing Communion to the people. If Communion is given under both kinds, in the absence of a Deacon, the acolyte administers the chalice to the communicants or holds the chalice if Communion is given by intinction.

192. Likewise, after the distribution of Communion is complete, a duly instituted acolyte helps the Priest or Deacon to purify and arrange the sacred vessels. In the absence of a Deacon, a duly instituted acolyte carries the sacred vessels to the credence table and there purifies them, wipes them, and arranges them as usual.

193. After the celebration of Mass, the acolyte and other ministers return together with the Deacon and the Priest in procession to the sacristy, in the same manner and in the same order in which they entered.

APPENDIX B

CHECKLISTS

CHECKLIST FOR LECTORS AND EMs

BEFORE MASS (LECTORS)

- Practice readings with Mass coordinator
- Practice announcements with Mass coordinator
- Place lectionary and announcements binder on ambo

AFTER MASS (LECTORS)

- Attend post-Mass huddle
- Return Book of the Gospels, Lectionary, and announcements binder to the vesting room and sacristy

AFTER 7:30, 9:30, AND 11:30 MASS (EMs)

- Attend post-Mass huddle

- Wash and dry the vessels
- Return the vessels to be ready for the next Mass

AFTER 6:00 AND 1:30 MASS (EMs)

- Attend post-Mass huddle
- Wash and dry the vessels
- Buff and polish the vessels
- Return the vessels to their place

CHECKLIST FOR MASS COORDINATORS

BEFORE MASS

- Mark lectionary if no deacon
- Go over readings and announcements with lectors
- Run pre-prayer huddle

Pre-Prayer Huddle (10 min before Mass)

- Today is the _____
- Our celebrant today is _____
- (If concelebrants): He will be joined by _____
 - (EMs change according to concelebrants and extra deacons)
- He/They will be assisted by Deacon _____
- Altar servers, lectors, extraordinary ministers, are there any outstanding items on your checklists?
- Is there anything out of the ordinary for today’s Mass? E.g. blessings, rites, announcements?

AFTER MASS

- Receive any information to be shared with volunteers from the priest
- Run post-Mass huddle
- Give report from post-Mass huddle to priest
- Verify that all post-Mass checklists have been fulfilled

Post-Mass Huddle

- Were the vessels purified by a priest or deacon?
- Were there any problems? Does the next Mass need to know?
- Here is the information shared by the priest: _____
- Please inform me when you have finished with your checklist.

CHECKLIST FOR ALTAR SERVERS

BEFORE MASS

Altar

- Candles lit
 - Oil filled
- Book of the Gospels with texts marked in stand, if no deacon present

- Deacon is present

Tabernacle

- Key (check amount of hosts in tabernacles)
- Dish with water
- Purificator

Sacristy

- Sound system on (only after microphone is placed in the ambo)
- Incense
 - Charcoal lit in thurible
 - Extra charcoal, tongs, matches
 - Thurible
 - Boat of incense, filled
 - No incense
- Processional cross
- Processional candlesticks

Ambo

- Microphone set
- Candles lit
 - Oil filled
- Homily
 - No homily
- Glass of water

Credence Table OLG

- Water in small cruet for principal chalice
- Lavabo for washing hands
 - Basin
 - Pitcher of water
 - Towel
- Auxiliary chalices
 - Filled with wine
 - Purificators
- Ciboria
 - Filled with hosts according to amount of reserved hosts

Credence Table SJ

- Roman Missal on book stand with texts marked
- Principle chalice
 - Pall
 - Paten
 - Chalice veil
 - Purificator
- Corporals (3)
- Holy water with sprinkler

- No holy water today

Small Credence Table

- Vessel of water for EMs to purify fingers
- Purificator
- Hand sanitizer

Main celebrant's chair

- Roman Missal with texts marked
- Hymnal or worship aid
- Water for priest

Deacon's chair

- Liturgical binder
- Water for deacon

Table with Gifts

- Ciboria filled with hosts
- Vessel containing wine

AFTER 7:30, 9:30, AND 11:30 MASS

- Attend post-Mass huddle
- Return sacred vessels to sacristy for washing
- Bring Missals, Book of the Gospels, and Deacon's binder back to vesting room
- Place corporals and purificators into the bin to be purified
- Put out the candles
- Return cross and candles to sacristy
- Turn off chandeliers
- Return vestments to closet
- Give homebound ministers the Eucharist

AFTER 6:00 PM AND 1:30 PM MASS

- Attend post-Mass huddle
- Return sacred vessels to sacristy for washing
- Place corporals and purificators into the bin to be purified
- Put out the candles
- Return processional cross and candles to sacristy
- Return microphone
- Turn off lights if no baptism
 - There is a baptism after Mass
- If last Mass of the day, return the key to the sacristy
- Return vestments to closet