

Altar Server Instructions for Christmas Mass at Historic Church With Incense 2018

12/12/18

This is a supplement to existing Server Training documents that highlights the differences at the historic church.

Prior to Mass

- **Servers:** There will be 2-4 servers: The senior server will be the thurifer and sits behind the altar past the sacristy door. The missal server (may be senior server for Fr. Yohe, but not Fr. Ben) sits to the Priest's left (toward the wall). The bell server (if there is one) sits behind the altar past the credence table and vesting room door. If there is a corporal server, he sits next to the bell server. There will be a chair behind the altar for the missal server during the Eucharistic prayer.
- **Vesting:** Albs and crosses are located in the vesting room to the left behind the altar.
- **Candles:** All altar candles, including those by tabernacle, are lit at least 15 minutes before mass. The candle lighter is located behind the door in the sacristy.
- **Bells:** Located in or next to the bell server's kneeler.
- **Missal and White Folder:** Located on small table between Priest's and missal server's chairs. Check missal to see where the following are located: Collect Prayer (ribbon), Prayer After Communion (on a page following the Collect), and Solemn Blessing (ribbon). Review white folder contents (Creed and Announcements).
- **Credence Table:** Located to the left of the altar. Contains
 - Chalice with one or two large size corporals, pall, and purificators on top (set-up by Sacristan)
 - 2 x communion cups / Ciborium of hosts / Water cruet, bowl & towel / Missal holder or pillow
- **Gift Table:** Located in back of church. Contains: Paten with host / Wine cruet / Ciborium with hosts
- **Fifteen minutes prior to Mass beginning:** Senior server lights (3) half coals in thurible. Add incense to boat if necessary. Always ensure coals are burning and turning gray. Re-light if necessary. Swing thurible to assist.
- **Five minutes prior to Mass beginning:** Together, the servers genuflect to Our Lord in the tabernacle and retrieve the procession candles (from either side of the altar), the crucifix, and the thurible and move to the back of the church and stand in the corners out of people's way, until it is time for the procession. If there are not 4 servers, then the candles will not be part of the procession.

Entrance Procession, Incensing and Introductory Rites

1. The thurifer leads the procession. Upon reaching the steps, the thurifer steps to the left and waits for the Priest. The other servers stop and bow at the steps and proceed to place the candles in the holders on each side of the altar and the crucifix in the holder near the Priest's chair. All servers then proceed to their chairs.
2. When Priest genuflects, the thurifer bows and proceeds to the back left corner of the altar facing the Priest.
3. The thurifer presents the boat to the Priest/Deacon and raises and opens the thurible for the Priest to impose and bless the incense. The thurifer closes the lid, lowers the thurible and presents it to the Priest/Deacon.
4. The thurifer receives the boat back and walks around the Priest to stand near the sacristy door.
5. After the altar is incensed, the thurifer receives the thurible from the Priest/Deacon and proceeds to the sacristy, places the boat and thurible on the counter, inserts and lights another 1/2 coal in the thurible.
6. For Fr. Yohe, the missal server picks up the missal upon reaching his chair and steps in front of the Priest when he puts down his hymnal and remains there until the Gloria begins. For Fr. Ben, the missal server does not pick up the missal.

Gloria

1. For Fr. Yohe, the missal server returns to his chair, continues to hold the missal during the Gloria, and steps back in front of the Priest as the Gloria is ending. For Fr. Ben, the missal server opens the missal to the Collect Prayer ribbon during the Gloria and steps in front of him as the Gloria is ending.

Readings and Incensing the Gospel

1. At the beginning of the 2nd reading, the thurifer proceeds to the sacristy to retrieve the thurible and boat and waits in the doorway. At the conclusion of the 2nd reading, he proceeds from the sacristy to stand beside the Priest's chair facing the people.
2. When the Priest stands for the Alleluia, the thurifer steps in front of the Priest, presents the boat to the Priest/Deacon, raises and holds open the thurible lid for the Priest to impose and bless the incense. The thurifer then closes the lid and lowers the thurible on its chain.

3. The thurifer receives the boat back from the Priest/Deacon and proceeds with the thurible to stand on the altar side of the ambo, back and out of the way of the Priest/Deacon (bow to altar when passing it).
4. After all sign a cross on their mind, lips, and heart the thurifer presents the thurible to the Priest/Deacon and takes a couple steps back. After the incensing, the thurifer receives the thurible back and takes a couple steps back and remains in place until after the Gospel reading.
5. After the Gospel reading the thurifer proceeds to the sacristy (bow to altar when passing it) to place the boat and thurible on the counter and light and insert another ½ coal in the thurible.
6. The thurifer then returns to his chair.

Creed / Intercessions (Prayer of the Faithful)

1. When the Priest/Deacon returns to his seat after the homily, the missal server opens the white folder to the Creed and stands in of the Priest when the Priest stands.

Altar Preparation, Gift Presentation, Incensing the Gifts and People, and Washing Hands

1. After the petitions, the bell server and either the corporal server or missal server prepare the altar in the same manner as at the main church. Hand the vessels to the senior server/Deacon. If there is a corporal server, the missal server will remain at his chair until it is time to bring the missal to the altar. Items are presented in the following order:
 - Chalice w/paten, corporal(s) and purificators on top
 - Cups
 - Ciborium with hosts
 - Missal Stand/pillow
 - Missal (brought to altar by missal server)
2. After the altar is prepared, the servers return to their chairs, remain standing. From this point until after communion, the missal server will sit and kneel at a chair behind the altar.
3. When the Priest moves to the front of the altar to receive the gifts, the servers accompany him.
4. The servers bring the gifts to the credence table side of the altar and present the gifts (paten, ciborium, wine) and then retrieve and present the cruet of water. The basket is placed on the wooden tabletop to the right of sacristy door or on the sacristy counter if there is no room for the basket on the tabletop.
5. After bringing his gift to the altar, the thurifer proceeds to the sacristy to retrieve the thurible and boat and stands in the sacristy doorway.
6. After the Priest raises and places the chalice back on the altar (when he would normally wash his hands), the thurifer proceeds to the Priest for the imposition and blessing of incense. While the Priest incenses the gifts and altar, the thurifer waits in the sacristy doorway.

If there is a Deacon:

7. After the Priest incenses the gifts and is incensed by the Deacon, the servers will wash his hands in the same manner as at the main church and return to their chairs and remain standing. The bowl and towel go to the counter in the sacristy.
8. After the Deacon incenses the people, the thurifer receives the thurible back from the Deacon, returns the boat and thurible to the sacristy, and returns to his seat and remains standing.

If there is no Deacon:

7. The thurifer places the boat on the sacristy counter and stands in the sacristy doorway.
8. After the Priest incenses the altar and gifts, the thurifer proceeds to and receives the thurible from the Priest and takes a step back from the Priest.
9. The thurifer raises the thurible, bows (profound bow) to the Priest, and then incenses him with 3 double swings of the thurible. After doing so, the thurifer bows to the Priest again and lowers the thurible.
10. After the Priest is incensed by the senior server, the servers will wash his hands in the same manner as at the main church and return to their chairs and remain standing. The bowl and towel go to the counter in the sacristy.

11. The thurifer proceeds to the top step of the sanctuary. While doing so, he gestures with his right hand for the people to stand.
12. The thurifer raises the thurible, bows (profound bow) to the people, and then incense them with 3 double swings of the thurible. After doing so, the thurifer bows to the people again, lowers the thurible, and proceeds to the sacristy to place the thurible on the counter.
13. The thurifer then returns to his seat and remain standing.

Communion

1. When the extraordinary ministers approach the altar, the servers will stand in front of the tabernacle facing the altar to receive communion. After receiving, the servers remain standing in front of their kneelers.
2. When the Priest/Deacon move to the front to distribute communion, the senior server will remove items from the altar and hand them to the other servers:
 - a. The missal is returned to the small table next to the missal server's chair.
 - b. The holder/pillow is returned to the credence table.
 - c. If there is Precious Blood left in the Chalice, only remove the paten and a 2nd corporal (if there is one) from the altar during communion. If the Precious Blood was consumed, drape the purificator over the chalice; then place the paten followed by the pall on the chalice before removing it to the credence table. If there is more than one corporal, fold it place it on the chalice as well.
3. When the altar is cleared, the servers return to their chairs and kneel.
4. After communion is distributed, the bell server will stand when the Priest/Deacon returns to the altar and will assist in clearing any remaining items from the altar and placing them on the credence table.

Prayer After Communion, Announcements and Final Blessing

1. When the Priest returns to his chair, the missal server returns too and picks up the missal. For Fr. Ben, the missal server opens the missal to the ribbon with the Prayer After Communion.
2. When the Priest stands, the missal server proceeds to him for the Prayer After Communion and then returns to his chair and remains holding the missal during the announcements / comments to the people.
3. After the announcements, the missal server returns to the Priest who gives the Final Blessing.

Recessional

1. When the music begins, the cross bearer retrieves the cross and if there are enough servers, they retrieve the candles and move to the aisle facing the altar (leaving room for the Priest/Deacon).
2. When the Priest/Deacon genuflect at the bottom of the steps, the servers bow (or genuflect if no candles), turn, and proceed to the back of the church. The crucifix leads the procession. The servers will likely need to wait in the back corners of the church until enough people leave for them to return to them to the altar area.
3. Extinguish all candles and return the thurible and boat to the cabinet.