

Our Lady of Perpetual Help
Glenview

Altar Server Booklet



Contact Information

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Schedule:

www.olphglenview.org/liturg/altarservers

I Levels for servers:

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Amateur

altar server

acolyte,

Acolyte captain: who will serve at special masses such as

1st communion

Christmas

Easter

the Bishop's visits

You will receive a pin for reaching the altar server level after one year of being an Amateur. A wooden cross to wear at mass for the acolyte. A nice crucifix for the acolyte captains.

ALTAR SERVER'S GUIDELINES

I. Introduction: the following is important! Read it carefully. It clearly spells out the expectations and guidelines for all altar servers. To be in ministry to serve the Lord and His people---**is a privilege and not a right**

II. Expectations:

- All servers are expected to be at the Church **10 minutes** before mass begins.
- All servers are expected to **fulfill their assigned times to serve**.
- All servers are to **sign in** when they serve.
- All servers are expected to **find their own replacement** at mass if they cannot make it for **whatever reason**; i.e., boy for boy, girl for girl, although, a girl may find a boy substitute. There should never be only girls serving at mass.
- All servers are expected to wear **"Sunday clothes"** at the weekend masses.
- All servers are expected to **hang up their vestments** after mass.

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ther".--that you can recite **by heart** "The Gloria, Holy Holy, Nicene Creed and the Our Father".

Demonstrate--by your history that you can perform your ministry well.--by your history that you can perform your ministry well.

VII. Test--Acolyte Captain--only for those acolytes that demonstrate the ability and the desire to move into a leadership role. Captain will always be the first to be asked to serve in the special masses; i.e., Christmas, Easter, all Bishop's masses. You will be eligible to wear a "special crucifix" at mass.

Demonstrate--all of the above with proficiency.

Demonstrate--that you know and understand the various parts of the mass as well as the priest does so that you can anticipate him during the celebration; i.e., the Procession; the Introductory Rite; the Penitential Rite; the Opening Prayer; the Liturgy of the Word; the Homily; the Profession of Faith; the General Intercessions; the Liturgy of the Eucharist; the Eucharistic Prayer; the Preface Acclamation; the Memorial Acclamation; the Communion Rite; the Prayer after Communion; the Concluding Rite; the Blessing and Dismissal.

It's all in the missalette

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V. Test--Server—could request a test within six months of passing the amateur's test. You will be eligible to wear the "Altar Server" pin at mass.

Demonstrate--knowledge of all of the above items and definitions.

Demonstrate--how to light and extinguish candles properly.

Demonstrate--how to set the altar correctly for Eucharistic celebration.

Demonstrate--when to bring the cruet of water for wine intinction.

Demonstrate--when to bring the finger bowl and towel for hand washing.

Demonstrate--when to ring the bells at the consecration.

Demonstrate--what posture and hand holding is proper while serving.

Demonstrate--the appropriate responses said by the people during mass.

VI. Test--Acolyte—could request a test within six months of passing the Server test. You will be eligible to wear the wooden cross at mass.

Demonstrate--that you know everything from the Beginner's and Server's test.

Demonstrate--that you can recite by heart "The Gloria, Holy Holy, Nicene Creed and the Our Fa-

- All servers are expected to **pay attention** to the priest during mass.

- All servers are expected to **serve at funerals and weddings** when asked.

- All servers will be **ranked according to their experience**; i.e., Beginner,

- **Server, Acolyte**. Acolyte Captain's rank must be earned.

- All servers are expected to **know and say** the appropriate responses throughout the mass.

III. Definitions & Expectations

A. Altar Servers:

1. **Amateur**: 0-6 months in training
2. **altar server**: 6-12 months in training(**earns pin**)
3. **acolyte**, 12 months or more and is proficient(**earns wooden cross**)
4. **Acolyte captain** Proficient leader(**earns crucifix**)

B. Altar Server Testing:

All positions will move up to the next position by being tested every six months until they reach the acolyte level. You may not remain at the Beginner or Server level. You must achieve the level of proficiency of an Acolyte. Acolyte Captains are for those who demonstrate leadership qualities and is not mandatory for everyone.

IV. Test--Amateur--you must be able to identify them by name and tell me what they are used for in the liturgy.



Sacramentary--the book the priest prays from during the mass at the altar

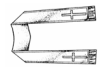


Lectionary--the book of scriptures read at the liturgy of the Word.

Sanctuary--the sacred space elevated before

the congregation 4

Sacristy--the room where priests vest before mass



Vestments--special robes worn by priests, deacons and altar servers.



Alb--white robe worn over street clothes, priests, deacons.



Cincture--cord used as a belt for the alb.

Chasuble--colored vestment worn only by the priest.



Dalmatic--colored vestment worn only by the deacon.



Cassock--black/red/white vestment worn by altar servers.



Altar--the table of the Lord in the sanctuary.



Altar Cloth--the tablecloth for the altar--always white.

Purificator--small white cloth used with the chalice.



Corporal--small white cloth placed in the center of the altar.



Altar Vessels--sacred vessels used during the celebration of liturgy



Chalice--gold cup used by the priest/eucharistic ministers for the Blood of Christ.



Paten--small dish usually used with the chalice.



Ciborium--gold cup with a lid for the Body of

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Christ in the Tabernacle.

Pall--stiff, white board placed over the chalice.

Pall, - The white covering for a casket is also called a



Tabernacle--the ornate receptacle used to place the Body of Christ.



Ambo--the place where the Word of God is proclaimed.

Credence Table--the small table off to one of the sanctuary for sacred vessels.



Paschal Candle--the large ornate candle used at funerals, baptisms, and Easter until Pentecost.



Processional Cross--the cross carried in and out of the mass.



Cruets--small pitchers of water and wine for the mass

Finger Bowl--small bowl for priest to wash hands during the liturgy of eucharist



Thurible--container for burning incense.



Thurifer--the server responsible for the thurible.

Boat--the container for incense



Aspergillum--the holy water sprinkler



Candle Lighter--a long thin instrument used to light candles and extinguish them.

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