



ALTAR SERVER MANUAL

PARISH OFFICE
6135 South Austin Ave. | Chicago, IL 60638
Main: 773/767-1523 | Email: info@twoholymartyrs.org
www.twoholymartyrs.org



ST. SYMPHOROSA
6135 S. Austin Avenue
Chicago, Illinois 60638



ST. RENE GOUPIL
6949 West 63rd Place
Chicago, Illinois 60638

Table of Contents

About Altar Servers	4
Becoming an Altar Server.....	5
The Order of Mass	6
Checking In at Mass	7
What to Wear & How to Serve	8
Signing In at Mass	9
What We Use at Mass	10
• Altar	10
• Altar Candles.....	11
• Ambo	12
• Aspergillum (Sprinkler)	13
• Aspersory (Bucket).....	14
• Baptismal Font.....	15
• Bells	16
• Incense Boat	17
• Book of the Gospels.....	18
• Burse	19
• Chalice.....	20
• Chalice Veil.....	20
• Ciborium	21
• Cincture.....	22
• Corporal.....	23
• Credence Table.....	24
• Finger Towel.....	25
• Holy Water Font	26
• Hymnal	27

• Lavabo.....	28
• Lectern.....	29
• Lectionary (for Mass)	30
• Lighter & Extinguisher	31
• Missal Stand.....	32
• Offertory Table.....	33
• Pall with Chalice	34
• Paschal Candle	35
• Paten.....	36
• Presider's Book.....	37
• Presider's Chair	38
• Processional Candles.....	39
• Processional Cross	40
• Purificator with Chalice.....	41
• Sacramentary (Roman Missal).....	42
• Sanctuary	43
• Sanctuary Lamp	44
• Tabernacle	45
• Tabernacle Key	46
• Thurible or Censer	47
• Thurible Stand	48
• Wine & Water Cruet	49

About Altar Servers

The Ministry of Altar Server is special in the Catholic Church. Apart from the priest (and deacon), no one else is allowed to play a close part in preparing the Eucharist. Thank you for hearing God's call to serve!

When you serve at Mass, you're serving the people of God and, most importantly, our Lord Jesus Christ.

In a message read to French altar servers at the General Audience at the Vatican on August 26, 2022, Pope Francis said this about servers:

"The Lord calls you. He calls you to meet Him in a very special way, in that important event, which is Sunday Mass.



I know that perhaps, you find yourself the only one in your age, and that this seems sad to you, or that sometimes you feel a little uncomfortable amid older people. Surely you ask yourself questions about the Church, and you wonder how to return what you know about God to young people your age to join you.

It is an honor to serve Jesus when he gives His life for us in the Eucharist. By participating in the Liturgy and ensuring your service, you offer everyone a concrete testimony of the Gospel. Your attitude during celebrations is already apostolate to those who look at you.

If you perform your altar service in joy, with dignity, and with a prayerful attitude, you will certainly inspire other young people a desire to also engage in the Church."

On behalf of Fr. Bob, Fr. Matt, and Fr. Norm, thank you for answering God's call to serve at His table!

Becoming an Altar Server

Initial Training

- Servers will be required to attend one training session, with the possibility of supplemental training sessions to understand the scope of being an altar server.
- Once servers have grasped an understanding of the Catholic Mass, servers will have the opportunity to serve at various other liturgies such as weddings, funerals, quinceañeras, solemnities, and other Masses.
- Training will consist of identifying the items we use at Mass, the order of the Mass, and the functions of an altar server.

Practice

- Servers are encouraged to practice! Practice makes progress. Mistakes will be made. The altar server's disposition and willingness to learn from that mistake with a humble heart will help them get better and appreciate their serving more.

Commitment

- Every altar server and their parents should come to the Ministry of the Altar Server with a commitment to serve the parish community.
- Servers will have an opportunity to choose which Mass they would like to serve.
- Every server must commit to serving at their scheduled Mass. If they cannot, please secure a replacement or contact the Altar Server Coordinator.

Notes:

The Order of Mass

Introductory Rites

- Entrance
- Greeting
- Penitential Act
- Glory to God
- Collect

Liturgy of the Word

- First Reading
- Responsorial Psalm
- Second Reading (on Sundays and solemnities)
- Gospel Acclamation
- Gospel
- Homily
- Profession of Faith (on Sundays, solemnities, and special occasions)
- Universal Prayer

Liturgy of the Eucharist

- Presentation of the Gifts and Preparation of the Altar
- Prayer over the Offerings
- Eucharistic Prayer
 - Preface
 - Holy, Holy, Holy
 - First half of prayer, including Consecration
 - Mystery of Faith
 - Second half of prayer, ending with Doxology
- The Lord's Prayer
- Sign of Peace
- Lamb of God
- Communion
- Prayer after Communion

Concluding Rites

- Greeting and Blessing
- Dismissal

Checking In at Mass

- Please arrive 15 minutes early.
- Wash your hands!
- Find the Sign-In Sheet and sign in.
- Find an alb that fits you.
- Tie your cincture.
- Put on your cross.
- Check-in with the priest and ask if anything special is occurring at Mass or if something has been changed.
- Check to ensure everything is set up for the Mass and ask the priest or a sacristan if something is missing.
 - Are the altar candles lit?
 - Are the candles used for the Gospel lit?
 - Are the altar bells in their place?
 - Is incense being used at Mass?
- If you are serving with other altar servers, have you decided who performs which functions for the entrance? What about during the Mass?

Notes:

What to Wear & How to Serve

- NO cellphones.
- Wear your Sunday best! We're serving at God's house.
 - o Dress shoes or dark-colored shoes (No heels)
 - o Wear long sleeve shirts, if possible.
 - o Shorts are strongly **discouraged**.
- Act with reverence. How you feel will show on your face.
 - o Your attention should always be on the priest.
 - o Be attentive, and listen to what is being said.
 - o Be confident, and don't worry about making mistakes.
 - o Learn from your mistakes:
 - Did you miss a step during Mass? Think about what happened before and work to improve it next time.
 - Did you drop something by accident? Think about how you pick it up. Was it reverently, or did you rush because you were embarrassed? *Take your time; mistakes will happen.*
 - Did you have a conversation during Mass? **This is a big no-no.** Talking to a fellow server during the Mass should only be done if you need to communicate something important to them. Remember to do it quietly; our focus should be on the priest.
- Anticipate! Prepare for the next step in the Mass.
 - o You may not know the entire Mass the first few times, but you will start to understand what comes after each part after a while. Anticipate your next step. With practice, you will know the order of Mass and be prepared for each part.

Signing In at Mass

- Find the sign-in sheet in the Altar Server Sacristy.
 - Write the date and time you arrived.
 - Write your first and last name clearly.
 - Write your Grade Level.
 - Circle whether you were **A**ssigned, **S**ubstituting for someone else, or **V**olunteering (volunteering means that no one was scheduled, and you wanted to serve.)
 - Circle what type of celebration you are serving at:
 - o Wedding
 - o Funeral
 - o Saturday Vigil
 - o Sunday Mass
 - o Other (Like a quinceañera)

TWO HOLY MARTYRS PARISH ALTAR SERVER SIGN-IN SHEET

What We Use at Mass

As an altar server, you'll use many items to help the priest celebrate the Mass. Below are items that you will use in the Altar Server Ministry. Practice memorizing the name with the photograph to help you get familiar with each item.

Altar



Altar Candles



Ambo



Aspergillum (Sprinkler)



Aspersory (Bucket)



Baptismal Font



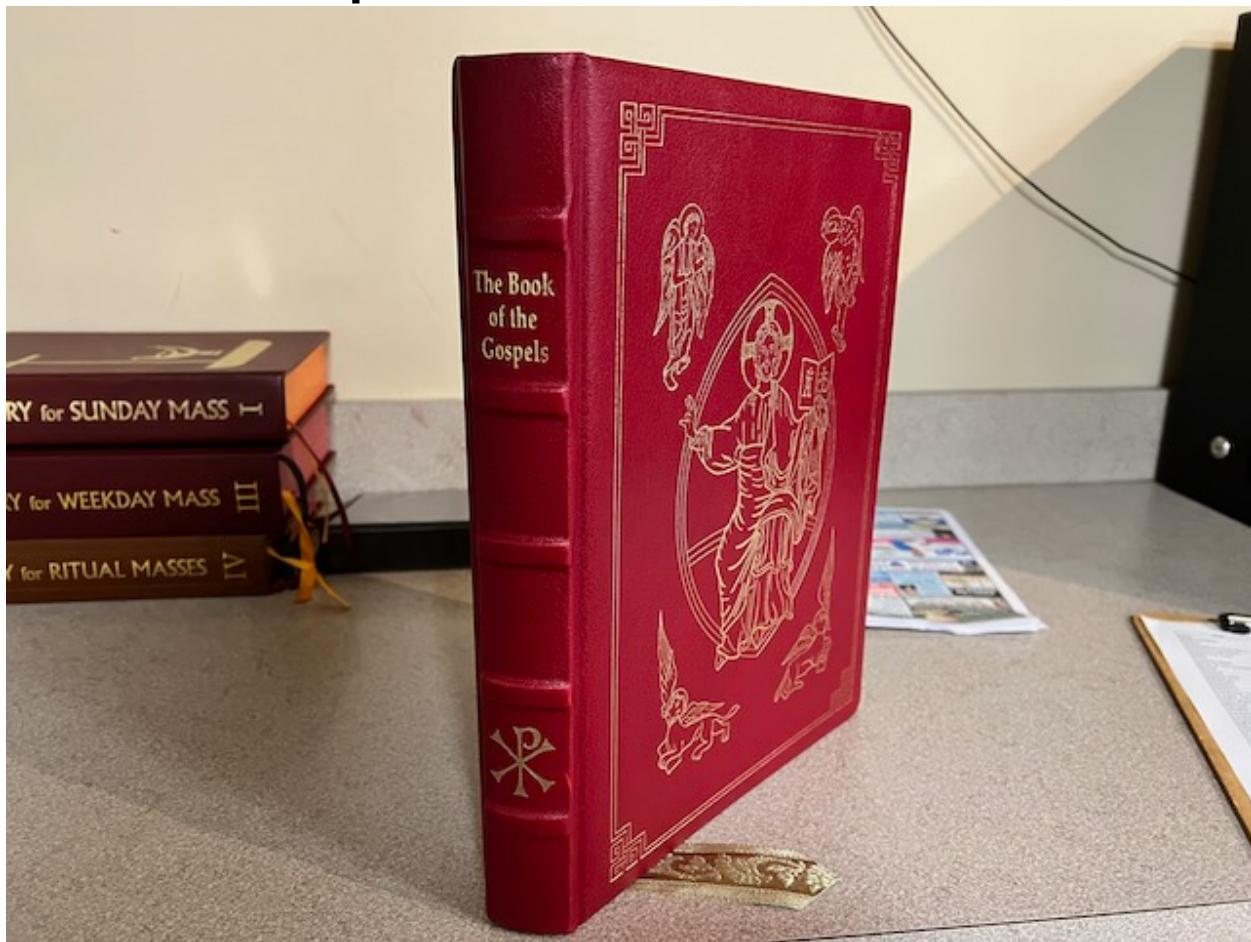
Bells



Incense Boat



Book of the Gospels



Burse



Chalice



Chalice Veil



Ciborium



Cincture



Corporal



Credence Table



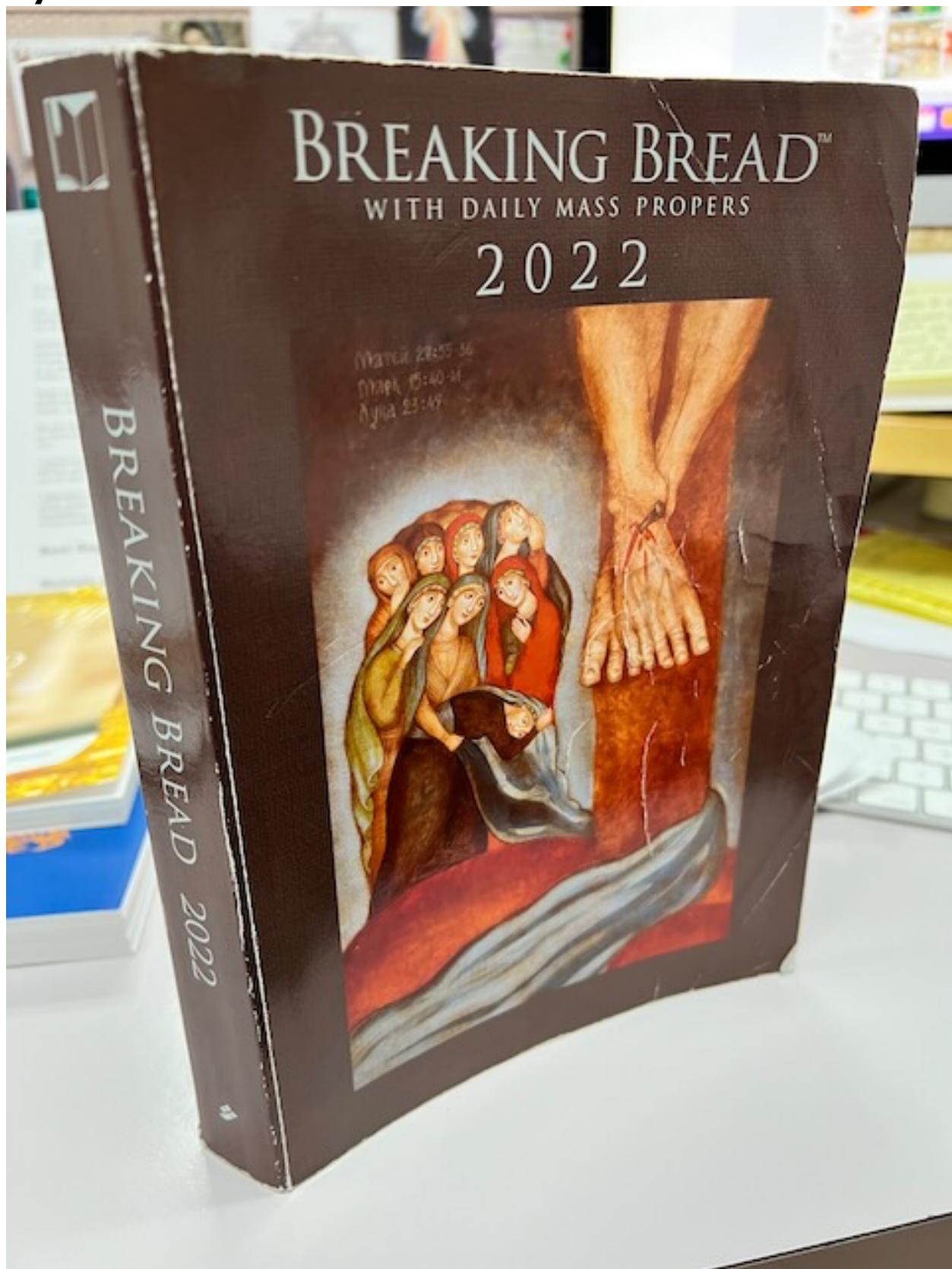
Finger Towel



Holy Water Font



Hymnal



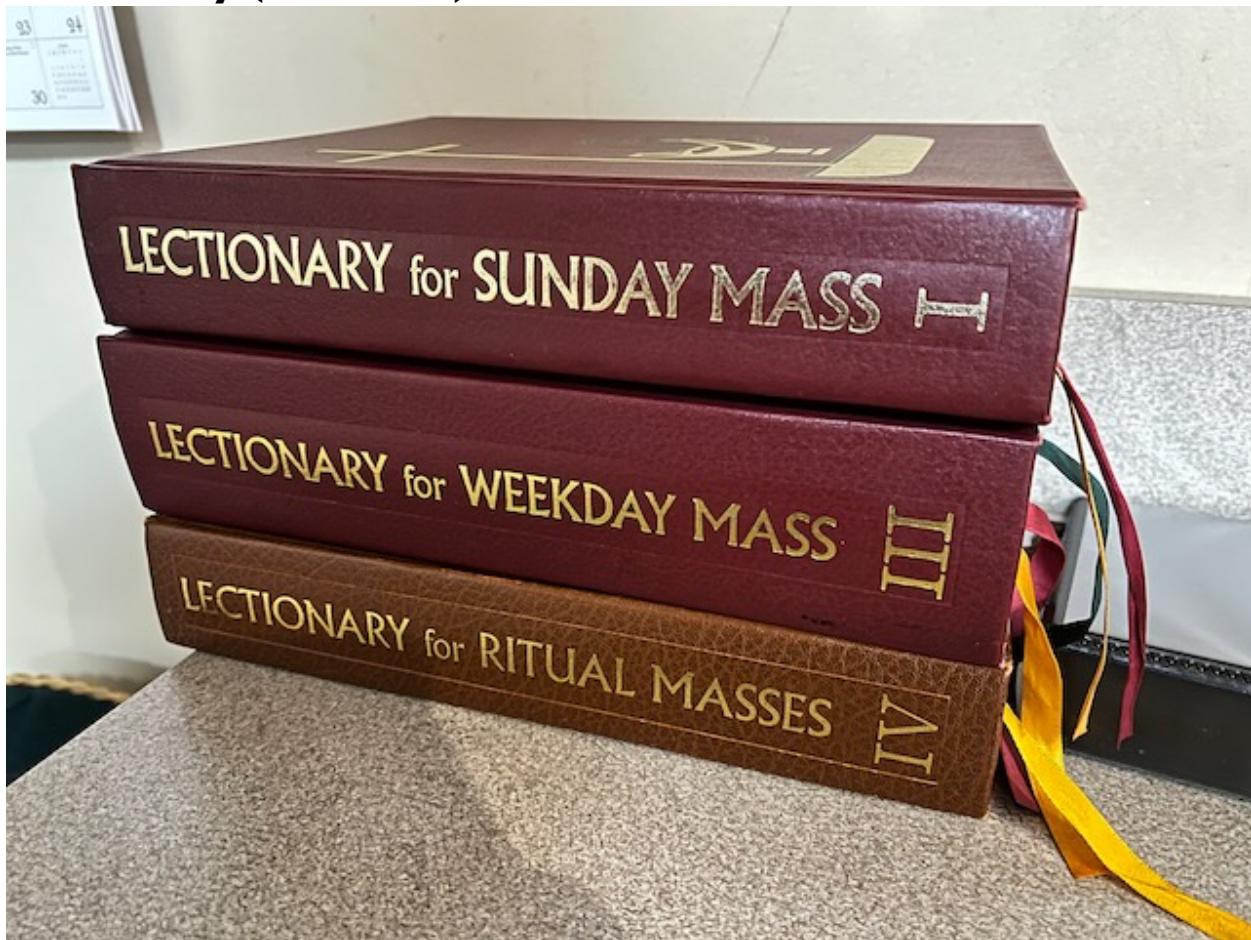
Lavabo



Lectern



Lectionary (for Mass)



Lighter & Extinguisher



Missal Stand



Offertory Table



Pall with Chalice



Paschal Candle



Paten



Presider's Book



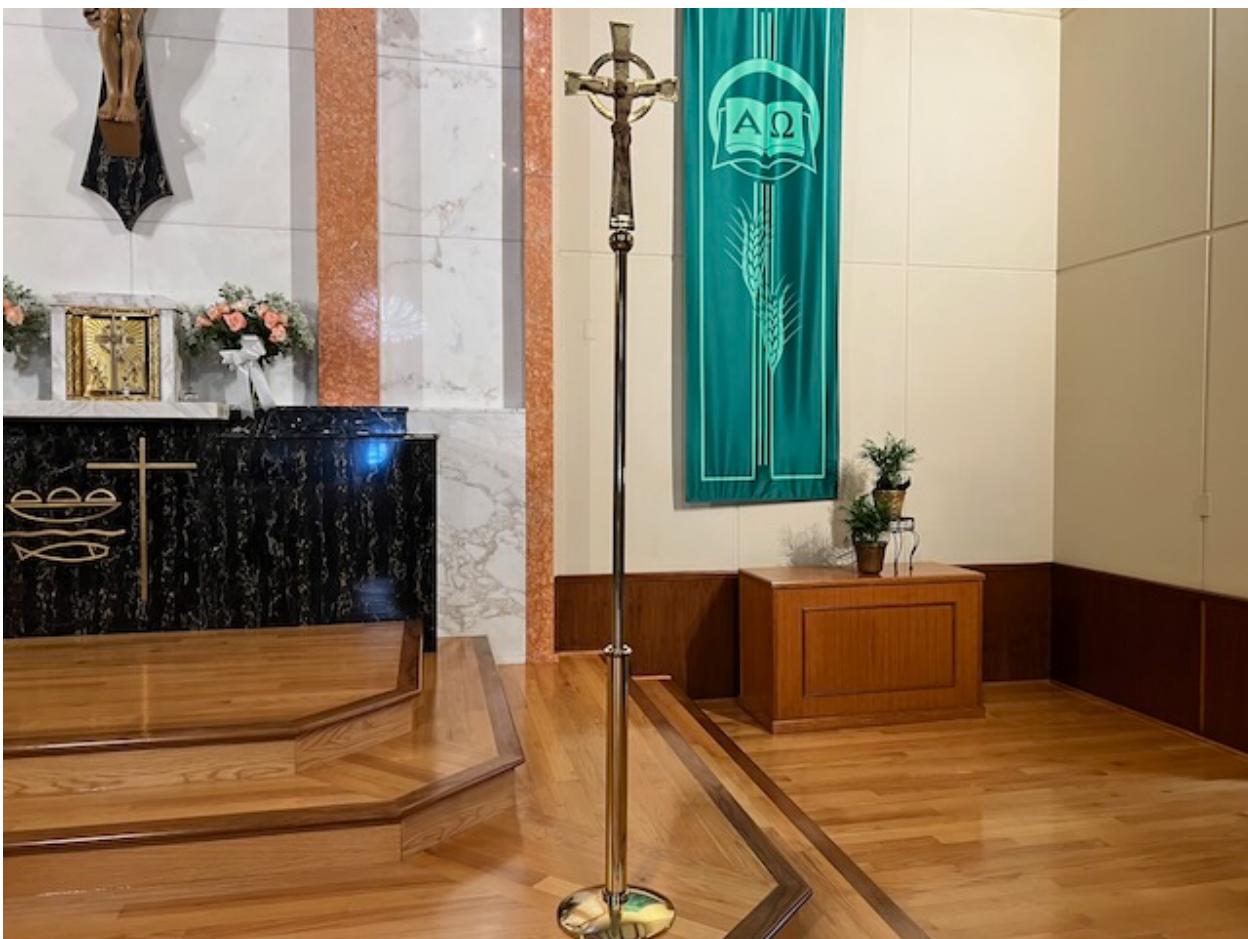
Presider's Chair



Processional Candles



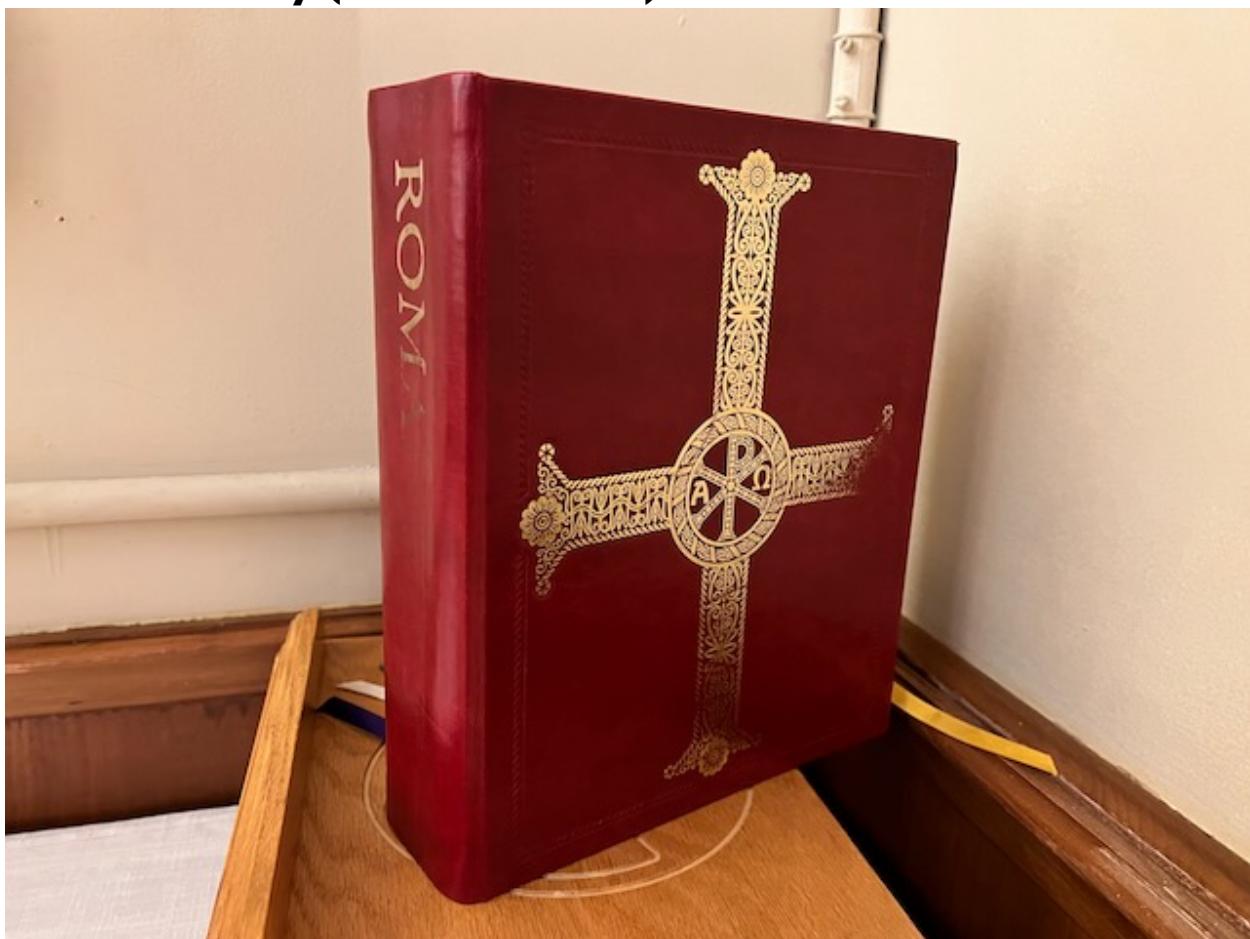
Processional Cross



Purificator with Chalice



Sacramentary (Roman Missal)



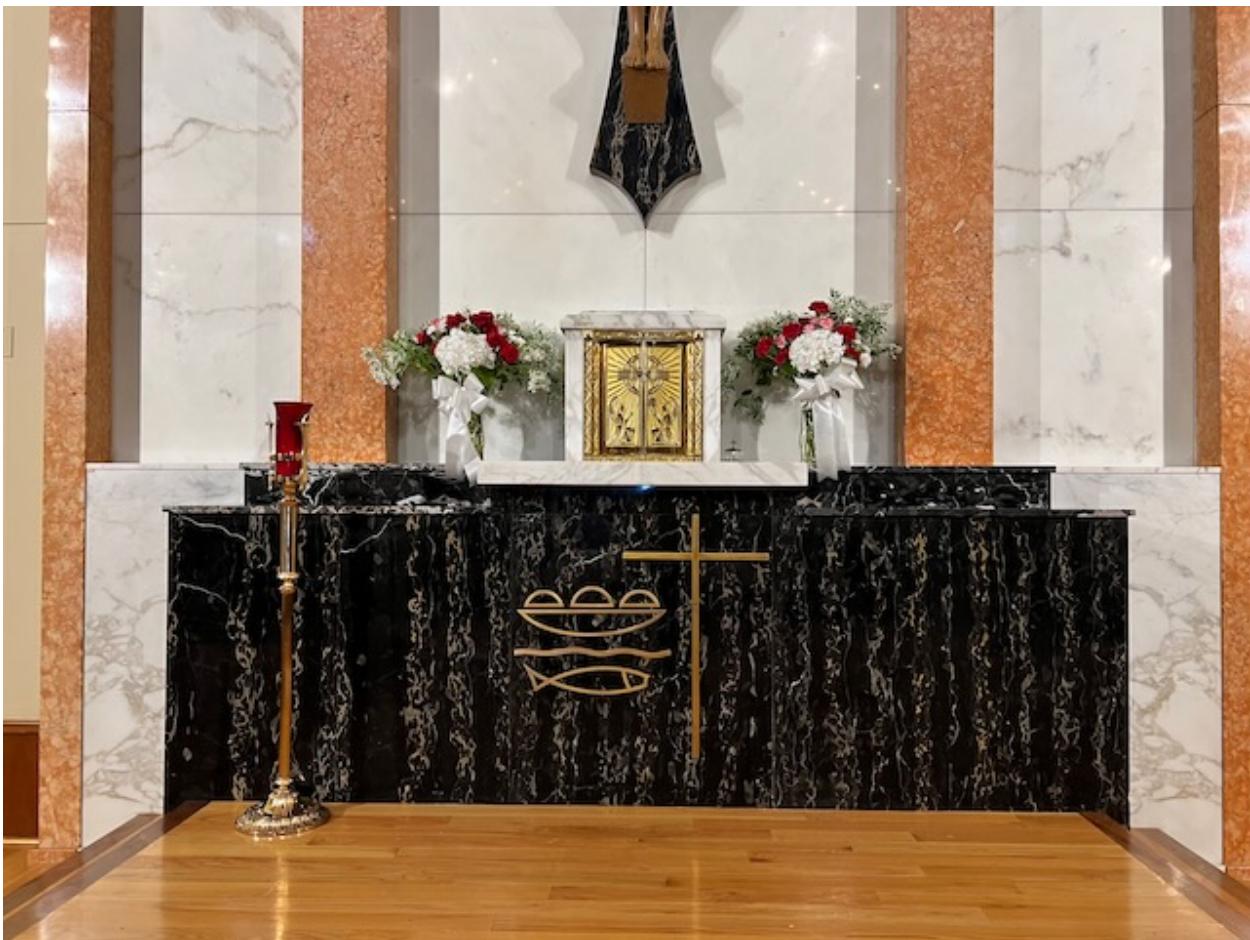
Sanctuary



Sanctuary Lamp



Tabernacle



Tabernacle Key



Thurible or Censer



Thurible Stand



Wine & Water Cruet

