

Introduction to version 8

This working document has been evolving as we go through the process of phasing out the master of ceremony ministry. This major change involves changing the seating and movements of the altar servers. Very detailed instructions for the servers make up the bulk of this document. Other liturgical and hospitality ministries are covered more succinctly, beginning on page 11. MCs and altar servers should carefully read the first section (first 10 pages). Future documents will cover Masses with incense and with a bishop.

Other ministers (including clergy) may wish to skim the first section, but then go to the section that pertains to them. Please work with the MCs and learn from them, assuming the appropriate functions as you can. We hope to provide checklists of the duties soon. If you have one you have created and are willing to share, please send it to Deacon Michael Bolesta. You may also send him suggestions about this document and related matters.

MSP now handles the initial scheduling for all positions at Mass. A full schedule may be accessed through the program as well as on our website. MSP concerns may be addressed to Chris Diaz.

Altar Server choreography during Mass

Mass with four servers

Preparation for Mass

- Arrive 20 to 30 minutes before Mass and sign in
- Put on appropriate cross or medallion *before* putting on cassock and surplice *NB: Fr Alfonse wants the cross or medallion worn under the cassock, not over the surplice; Fr Alfonse noted that the sole mention of a pectoral cross in the Missal (§ 92 in the GIRM) is that worn by the bishop; no other minister, ordained or lay, wears jewelry exterior to their vestments; servers will still be recognized for years of service with an appropriate cross ceremonially given at a special Mass each year*
- Maintain a quiet, prayerful atmosphere in the vesting sacristy
- Bow to the processional cross and stand along the wall having pictures of the pope and our bishops
- First servers to vest for the vigil at 5 pm Saturday should move two candles to the entrance if all six are still at the altar
- Five minutes before Mass (while the pre-Mass announcements are being made, *not before*), one candle bearer lights the four altar candles
- Cross the narthex to pray with the priest, deacon, and lectors by the bulletin boards
- Candle bearers light processional candles and crucifer takes up the cross
- Line up in front of the gifts table, candle bearers flanking crucifer, book server behind the other three servers

First set of movements: entrance procession, all servers

- Crucifer, flanked by the candle bearers, leads the entrance as the processional hymn singing begins or the entrance antiphon is recited
- Candle bearers and crucifer pause at first altar step, candle bearers proceed up steps to place the candles in their stands, the one on the Mary side goes to the left of his

partner, and together they walk toward the Joseph side, descending the steps behind the ambo and cantor stand, bow together to the altar and go to stand at their pew, the first row of section F (figure 2)

- Crucifer turns right, proceeding to the stand near the credence table; then going toward the server pew, he turns toward and bows to the altar and proceeds to his seat
- Book server comes to the first step, bows to the altar, turns right, going to the end of the server pew, leaving space for the cantor
- Facing the first pew in section F, from left to right, the seating is cantor, book server, crucifer, candle bearers, (occasionally also thurifer, boat server, miter bearer, crozier bearer; figure 2)
- All servers remain standing during the introductory rites

Second set of movements: opening prayer, book server

- Book server goes up to the steps behind the ambo and cantor stand as the Gloria is ending (at “You alone are the Holy One...”) [at the beginning of the Kyrie during Advent and Lent], bows to the altar, ascends the steps behind the cantor, proceeds to stand in front of the priest (if server shorter than priest) or to the left side of the priest (if server tall, stand to his left, your right). The deacon (or priest if no deacon) will hand the open Missal to the book server
- After the collect book server returns the Missal to the deacon (or priest), he then returns to his place by the same route behind the ambo and cantor stand, joins the cantor and lector, all bow together, then book server sits until the gospel; *NB: the cantor and lector may have already revered the altar, so then the server bows by himself*

Third set of movements: gospel, candle bearers

- At the gospel acclamation (Alleluia except during Advent and Lent), all servers stand, and candle bearers approach steps behind the cantor and ambo, bow, go behind the cantor up the steps, and remove candles from their stands, facing the congregation
- Candle bearers turn counterclockwise ninety degrees and move to the ambo when the deacon (or priest) moves toward the ambo, usually carrying the Book of the Gospels, flanking the sides of the ambo, one right, one left; after the gospel, they return candles to stands and return to seats, walking together as before, following the same path down the steps behind the ambo and cantor stand, bow to the altar, and join the other servers
- All servers sit for the homily

Fourth set of movements: universal prayer and offertory, all servers

- After the homily, book server *immediately* goes to the steps behind ambo and cantor stand, bows, proceeds to stand by chair closest to the altar; when the priest and deacon stand, the deacon will hand the open binder to the server (standing in the same position as for holding the Missal during the opening prayer)
- Other servers stand for the creed and Universal Prayer (Prayer of the Faithful)
- After the Universal Prayer and the invitation by the priest to the children, book server gives the priest enough room to get the basket for the children’s offering; book server

places the priest's binder on the deacon's chair, brings the Missal from the deacon's table to the deacon (or priest) at the altar; then using the ramp behind the clergy chairs (Mary side), he goes through the working sacristy, brings the Missal stand from the counter in the sacristy (figure 3b), and brings it to the deacon (or priest) by way of the steps behind the cantor stand (St. Joseph side), waiting in line behind the servers with trays; after this he repeats this route, bringing the priest's chalice (figure 3b) from the sacristy to the deacon (or priest); after bringing Missal, Missal stand, and chalice to the deacon (or priest), the book server stands by the clergy chair closest to the altar to await the offertory procession

- After the Universal Prayer, the other servers go to the tables and together in a single line, each bearing one of the three trays of sacred vessels to the deacon (or priest), using the steps behind the ambo and cantor stand; the presentation order is crucifer (large tray with ciboria, figure 4b), candle bearers each with a small tray (cups and purificators, figure 4a), and book server with Missal stand (figure 3b)
- After this, the servers use the ramp behind the clergy chairs (Mary side), enter the working sacristy, place their tray on the near counter (Mary side, figure 6a), and exit on the St. Joseph side
- Crucifer obtains the cross and walks to the center aisle to stand just in front of the front altar steps, facing the altar
- Candle bearers obtain their candles, descending the front steps and flanking the crucifer, they face the altar; then the crucifer and candle bearers turn around toward the entrance (candle bearers turn toward one another)
- The crucifer walks toward the gifts table and candle bearers escort the cross, arrive at the gifts table, turn around to face the altar (candle bearers turn toward one another), awaiting the priest, deacon, and book server to be on the front altar step (or on floor level)
- Crucifer and candle bearers escort the gift bearers, pause in front of the priest, turn right
- Crucifer takes the cross to its stand, goes to the table, gets the water cruet (figure 4a), ascends steps behind the ambo and cantor stand, and goes to the end of the altar near the cups on the Mary side
- Candle bearers ascend steps behind the ambo and cantor stand, place the candles in their stands, go to the table, one getting the bowl, the other getting the hand towel (figure 4a), together joining the crucifer, using the steps behind the ambo and cantor stand; with the crucifer they form a line: crucifer with water cruet, candle bearer with bowl, candle bearer with towel; the line faces the priest and deacon
- Meanwhile the book server receives the basket from the priest; he places it inside the larger basket and places them just beyond the steps, next to the bells and pillow (figure 1a); then he stands *near* the chair nearest the altar, just in front of the ramp, *leaving room* for the other three servers who assist the hand washing of the priest
- Crucifer hands the water cruet to the deacon (or priest) to add water to the priest's chalice, and receives the cruet back for the ablution (hand washing)

- Crucifer pours water over the priest's hands into the bowl, the priest using and returning the towel
- Meanwhile the deacon gives the empty wine cruet to the book server
- All servers bow to the priest after he washes his hands, then walk single file, down the ramp behind the clergy chairs, placing the bowl, towel and wine cruet on the counter of the working sacristy (St. Joseph side, figure 6b), the water cruet on the left side of the credence table (not on the corporals, figure 5b), then going to stand in front of their pew

Fifth set of movements: bells, crucifer

- As the Sanctus (Holy, holy, holy...) *begins*, the crucifer advances, bows to the altar and kneels on the first step in front of the bells (figure 1a), the other servers kneel in front of their pew *after* the Sanctus is sung or said
- Crucifer rings the bells once at the epiclesis (the priest extends his hands over the gifts and invokes the Holy Spirit), three times at the height of each elevation (host, then chalice)
- Crucifer pushes bells and pillow to the second step, stands, bows to the altar, picks up the kneeling pad takes it with him or places it in front of the pillow (figure 1b), then returns to kneel in front of his pew as everyone sings the memorial acclamation ("We proclaim your death..." or "When we eat this bread..." or "Save us Savior of the world...")
- All servers stand for the Our Father and the following prayers, kneeling again for the Agnus Dei (Lamb of God)

Sixth set of movements: Communion, all servers

- Servers receive the Body of Christ from the closest Extraordinary Minister of Holy Communion in the aisle between sections E and F, optionally receiving Precious Blood from the cup minister near the cantor stand, and then walking up the steps behind the ambo and cantor stand; candle bearers stand in a line starting at the chair closest to the altar; the line should leave enough room at both ends for EMHCs to access the altar to return the ciboria after distribution of Communion
- Book server takes the Missal to the deacon's table, then takes the priest's chalice, purificator, paten and pall to the credence table (Figure 5b). *However, before leaving the altar, he makes sure there is at least one purificator on the altar for the priest to use; if he does not see one, he should leave the one that is with the priest's chalice. The priest must have a purificator to purify the vessels.* Then he joins the candle bearers behind the altar.
- Crucifer takes the Missal stand to a counter in the working sacristy via the Mary entrance; there crucifer takes an empty ciborium with a lid (on the counter, figure 6b) and places it on the corporal on the Mary side of the altar; then he joins the candle bearers and book server behind the altar; *he should not bring the ciborium with a lid if there is already one on the altar*

- When assembly has finished receiving Communion, candle bearers get their candles and walk side by side on the ramp behind the clergy chairs to await the bread captain in the aisle between rows B and C, facing the altar; they turn around when the bread captain arrives with the ciborium, and leads him down the aisle, turn left and flank the chapel door; once the bread captain closes the tabernacle, they return by the same route to replace their candles in the stands; they return to their pew using the steps behind the ambo and cantor stand, bow to the altar and sit
- Crucifer and book server receive ciboria from the priest, one receiving stacked purified vessels, and the other receiving the single unpurified ciborium to be placed on the corporal for the deacon to purify (figure 5b). They take them to deacon at the credence table, repeating any instructions the priest gives (for example, “These have been purified” or “This one needs to be purified”); purified vessels should be placed on the left side of the table, not on a corporal; the priest may also send the ciborium with lid back to the credence table with instructions as to whether or not it needs purification (if so it goes on a corporal); crucifer returns to the server pew, book server ascends the steps behind the ambo and cantor stand to stand beside the closest chair to the altar, facing the congregation
- *If there is no deacon, the priest purifies the ciboria at the altar as usual; he hands off the stacked purified vessels to the crucifer, who takes them to the credence table; the book server stands by the chair closest to the altar; the priest takes the ciborium with fragments to the credence table to purify it, the chalice, and the cups*

Seventh set of movements: recession, all servers

- When the priest stands, book server goes to the priest, standing in front him (if server shorter than priest) or to the side of the priest (if server tall stand to his left, your right); the deacon (or priest) will hand the Missal to the book server; after the prayer the book server places the Missal on the deacon’s chair and receives the priest’s binder *if* there is a special blessing or Chalice for Vocation; holds the binder for the priest; places the binder on top of the Missal after the prayer or blessing if done at the chair, goes behind ambo and cantor stand, bows, and stand by server pew; if ritual is at the front altar steps, either hand the priest’s book to the deacon after the ritual or take it back to the pew, bowing to the altar before returning to the pew
- After the dismissal (“Go...”) by the deacon (or priest), candle bearers ascend steps behind the ambo and cantor stand, get their candles, walk down the front steps to join the crucifer, flanking him, and turn to face the altar
- Meanwhile crucifer gets the cross and walks to the center aisle between sections C and D, standing in line with the front row of pews, facing the altar
- When the priest and deacon bow to the altar, servers turn around and process out, crucifer flanked by the candle bearers, followed by lectors, then clergy
- Candle bearers put candles in rear stand and extinguish them and proceed to the vesting sacristy; after the Sunday 5 pm teen Mass, move them back to the altar
- Crucifer takes the cross to the vesting sacristy

- Servers bow to the cross, and remove surplice and cassock in silent prayer, carefully hanging them up
- *Book server is not part of the final procession*, but remains standing at the server pew; as the ministers recess, the book server *immediately* bows to the altar, goes to the working sacristy, gets the candle snuffer, and extinguishes the four remaining altar candles, bowing to the altar when crossing the middle of the altar (going in front of the altar); returns the candle snuffer to the working sacristy, goes in front of server pew, bows to the altar, and goes to the vesting sacristy; once there, bows to the cross, and removes surplice and cassock, hanging them neatly
- Soiled cassocks or surplices should be placed on the far left side of the server closet.

Mass with three servers

- As above, except the crucifer also serves as book server
- One of the candle bearers can ring bells if the crucifer wishes
- Crucifer will not escort the gift bearers at the offertory (only candle bearers do so)
- Crucifer leads final procession, *immediately* returning to the sanctuary after placing the cross in the vesting sacristy to extinguish the candles

Mass with two servers

- As for four servers, *except*:
- The two serve as candle bearers, one also taking the duty of book server, the other the duty of bells
- Actions of the crucifer are omitted

Mass with one server

- As for four servers, *except*:
- All six candles remain at the altar throughout Mass
- Server lights altar candles during the announcements (5 minutes before Mass)
- Server performs the duties of the crucifer and book server
- Ushers will prompt the gift bearers to go forward unescorted when the priest, deacon and server near the front step of the altar
- Actions of the candle bearers are omitted except for lighting candles before Mass
- Server leads final procession with the cross, *immediately* returning to the sanctuary after placing the cross in the vesting sacristy to extinguish the candles

Mass without a server

- Procession led by lectors
- Deacon assists priest
- Bread and wine captains bring trays to the deacon at the offertory
- Ushers prompt gift bearers to go forward when the priest and deacon are at the front altar steps
- Recession led by lectors after clergy bow to the altar

Figures



Figure 1a bells & pillow *before* Mass



Figure 1b bells & pillow *after* consecration



Figure 2 cantor and server pew; facing the pew, seating left to right is cantor, book server, crucifer, candle bearers, thurifer, boat, miter, crozier



Figure 3a working sacristy counter, Mary side, *before* Mass



Figure 3b working sacristy counter, St. Joseph side, *before Mass*



Figure 4b credence table *before Mass*: tray with ciboria and extra host, corporals **NB:** *only sacred vessels should be placed on the corporal*



Figure 4a small tables *before Mass*: trays with cups; bowl, water cruet, towel, empty ciborium for transporting Blessed sacrament



Figure 5a small table *after hand washing*



Figure 5b credence table *after hand washing*; **NB:** *only sacred vessels should be placed on the corporals*



Figure 6a working sacristy counter, Mary side, *after altar has been set*



Figure 6b working sacristy counter, St. Joseph side, *after hand washing*



Figure 6c working sacristy counter, St. Joseph side, *after Communion*

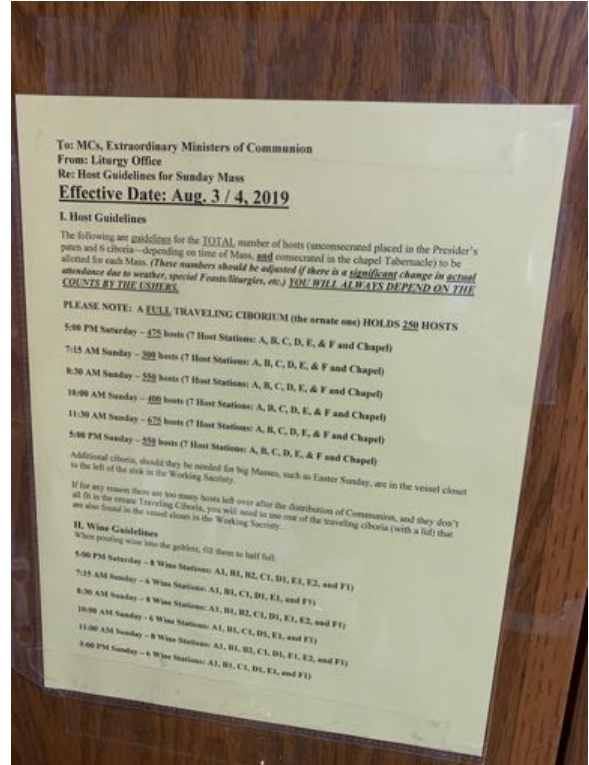


Figure 7 working sacristy: host and cup guidelines posted on St. Joseph side above counter



Figure 8a Fr Alfonse's chalices: weekend (left), weekday (right); *NB: the paten (with host) rests on the purificator and is covered with the pall*



Figure 8b Fr Paul's chalice; *NB: Fr Paul does not use the paten or pall; the priest's host is placed in the large paten (ciborium)*



Figure 9 weekday setup; *NB: only sacred vessels should be placed on the corporal*



Figure 8c Fr Jovita's chalice

Masters of Ceremony

Set up of the sacred vessels: please model this for the bread and wine captains among the Extraordinary Ministers of Holy Communion. The two cup trays should be on the tables outside the entrance to the working sacristy on the St. Joseph side (figure 4a). Please do not cover the cups with purificators. The large ciborium tray will be placed on the left side of the credence table (figure 4b), but not on the two corporals that will remain on of the credence table (one pair for the entire weekend, as is done with those on the altar). EMHCs will take responsibility for the preparing, washing and storing the sacred vessels, including the ciborium with lid. They will also place the bells, pillow, and kneeling pad in front of the cantor stand (figure 1a), and return the bells and pillow to the working sacristy after the afternoon and 11:30 am Sunday Masses, putting the bells in its plastic bag.

Before the Saturday vigil Mass, the weekday lectionary is placed on the counter on the Mary side, well away from the sink, next to the vessel cabinet (figure 3a). The Missal and priest's binder are placed on the deacon's table (between priest and deacon). The lectionary is placed on the ambo, the ambo binder on the cantor stand. The Missal stand, priest's chalice and an empty ciborium with lid are placed on the counter on the St. Joseph side (figure 3b). The counter on the Mary side should be clear enough to accept the three trays (figure 3a). After the 5 pm vigil, 11:30 am and 5 pm teen Masses, the Missal, priest's binder, ambo binder and lectionary are placed on the counter on the Mary side, well away from the sink (figure 3a). After the earlier Sunday morning Masses, put them in their places for the next Mass. After the Sunday teen Mass, the weekday lectionary is returned to the ambo shelf. The lectors will assume responsibility for the books.

The ushers will take responsibility for placing the basket for the children by the clergy chair nearest the deacon's table. A pair of ushers will transport the collection at the conclusion of Mass, but this is not part of the final procession. RIMO will open the door to the conference room for consolidation, then open the doors to give access to the safe. This will be as Mass is concluding. At the teen Mass, two adults will transport the collection.

Extraordinary Ministers of Holy Communion

The current bread and wine captains will be trained first, but ideally almost all Extraordinary Ministers of Holy Communion will eventually be trained in the duties of bread and wine captains (just as the weekday EMHCs have been doing). Washing the sacred vessels after purification will continue to be an EMHC task. They will also place the bells, pillow, and kneeling pad in front of the cantor stand (figure 1a), and return the bells and pillow to the working sacristy after the afternoon and 11:30 am Sunday Masses.

They will prepare the trays of sacred vessels. For the *Saturday vigil, Sunday 8:30 am and 11:30 am*: seven ciboria (including the priest's large ciborium), priest's chalice, eight cups. For the *Sunday 7:15 am, 10:00 am and 5 pm*: seven ciboria (including the priest's large ciborium), priest's chalice, six cups. Guidelines for the number of hosts are posted in the working sacristy above the counter on the St. Joseph side (figure 7). The small trays with cups, the water cruet, bowl, and towel go on the small tables at the St. Joseph entrance to the working sacristy (figure 4a). The large tray with ciboria and bag of extra unconsecrated hosts goes on the left side of the large credence table near the St. Joseph statue (to the left, not on the corporals, figure 4b). The chalice appropriate to the celebrating priest (figure 8) is placed along with the

Missal stand and empty traveling ciborium with lid on the counter on the St. Joseph side (figure 3b). The counter on the Mary side is clear to accept trays later (figure 3a; see figure 6a). The wine cruet, large priest's paten (ciborium) goes on the gifts table along with the Book of Gospels.

The bread captain still assesses the amount of reserve Sacrament in the tabernacle. The ushers should be informed who the bread captain is and location during Mass, preferably in an aisle seat in section F (please do not sit in the areas designated for servers, cantor and lectors). Perhaps the bread captains can agree on a set location to sit (if so it should be reserved for this minister). An usher will give the bread captain the attendance. Then the number of hosts to be consecrated can discretely be adjusted as needed *before the offertory procession*.

All EMHCs serving the Precious Blood, please place your cup on the corporal that is on the credence table and closest to the St. Joseph statue (figure 5b). Until purified, sacred vessels should be on a corporal, not a bare table or a tray.

EMHCs assigned to sections E and F (St. Joseph side) should be aware of the collection baskets, bells and pillow near the cantor stand to avoid tripping (figure 1b).

Lectors

Lectors will assume responsibility for the books used at Mass. Before the Saturday vigil Mass, the weekday lectionary is placed on the counter on the Mary side, well away from the sink, next to the vessel cabinet (figure 3a). The Missal and priest's binder are placed on the deacon's table (between priest and deacon). The lectionary is placed on the ambo, the ambo binder on the cantor stand. After the 5 pm vigil, 11:30 am and 5 pm teen Masses, the Missal, priest's binder, ambo binder and lectionary are placed on the counter on the Mary side, well away from the sink (figure 3a). After the earlier Sunday morning Masses, put them in their places for the next Mass. After the Sunday teen Mass, the weekday lectionary is returned to the ambo shelf. The other books are left in the working sacristy on the Mary side counter, well away from the sink (figure 3a).

The first lector and cantor should wait for the book server after the collect (opening prayer). All three will bow to the altar together.

Ushers

The ushers will take responsibility for placing the basket for the children by the clergy chair nearest the deacon's table. The smaller inner basket and second collection baskets are placed and used as usual. Make sure the front pew of section F is reserved for the cantor and servers (figure 2; NB: Janet Perry usually places the reservation signs, but please verify; the cantor for teen Mass stays with the teen choir and does not require a seat with the servers). Once Mass begins, unused space on this row may be used to seat parishioners and visitors.

The attendance will be given to the bread captain. The captain should identify himself before Mass and identify his seating location, preferably in an aisle seat in section F, close to the ciboria. Perhaps the bread captains can agree on a set location to sit (if so it should be reserved for this minister).

At Communion, the section F usher directs servers to receive prior to others seated on the front row.

A pair of ushers will transport the collection at the conclusion of Mass. RIMO will open the locked conference room door. The door should be closed, the funds consolidated in the appropriate bag, and deposited in the safe. Two adults will be assigned to the teen Mass since the ushers are youth, and this is an adult task.

Greeters

The greeters have the important new responsibility to console those who express dismay at the changes in the Sunday morning Mass schedule. Emphasize the positive, letting them know that we want to best use limited parking, ease parking lot congestion, and preserve the beautiful green areas of our All Saints campus. Affirm the person, showing them concern and love.

Clergy

Before Mass, the deacon (or priest if there is no deacon and the priest wishes to use it) places the Book of the Gospels on the gifts table at the entrance. He also places the chalice for vocations on the priest's table. The Missal and priest's binder will be on the deacon's table. When the deacon is assisting, he will hand the appropriate book to the book server. If there is no deacon assisting, the priest will do this.

At the offertory, the priest hands the basket to the server, the wine cruet to the deacon, either keeping the ciborium (large paten) or handing it to the deacon.

When there is a deacon, the priest should purify all ciboria into one small ciborium at the altar prior to sending them to the credence table. The one ciboria with the fragments of the Body of Christ should be identified to one server so he can ask the deacon to purify it. The remaining ciboria may be stacked and transported by another server, who places in on the left side of the credence table. Given the tight Mass schedule, this will give the deacon enough time to purify the sacred wine vessels. If there is no deacon assisting, the priest purifies the ciboria at the altar, hands off those who have been purified to a server, and takes the ciborium with fragments to the credence table to purify it and the wine vessels.

If there is no second collection, chalice for vocations, or other special announcement, please allow prayerful silence until the deacon returns to the chair before the Prayer after Communion. The credence table is further away; if ciboria are purified at the altar, this should not delay the concluding rites.

Previously the MC was to read the emergency instructions (found in the back of the priest's binder, ambo binder, and on laminated cards on the ambo shelf). Now the priest can have the deacon read them or the priest can read them.

Liturgy in Spanish

The Roman Missal and lectionary in Spanish will now be kept in the vesting sacristy along with the other liturgical books. These are in the cabinet without a lock above the counter at the far end of the sacristy. Lay ministers assisting at the Mass in Spanish are asked to get these out and place them for the Mass, then return them to the shelf in the cabinet after Mass.