

Altar Server Training Booklet



Holy Family Catholic Church

November 2008

Dear parents,

The privilege and honor of serving at the altar has been a longstanding tradition in the Catholic Church. This service requires commitment, diligence and cooperation on the part of the altar server so that the Holy Mass may be offered in a suitable way giving honor to God and leading hearts of the congregation to prayer.

Please take the time to carefully review, with your child, this booklet so that your child will be prepared to proceed in this important service to God's altar.

Finally, we ask you to pray that these children who will draw so close to God's altar may develop in their own souls an abiding love for God -the Father, Son and Holy Spirit.

In Christ's love and service,

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History

The practice of serving at the altar is older than the Church itself. It goes back to the Old Testament where young men were dedicated to the service of God in certain holy places. The prophet Samuel was called as a boy to serve God in the sanctuary at Shiloh. Later, when the great temple was completed, men of the family of Levi, the Levites, assisted the priests and seem to have acted as servers or acolytes at the altar of sacrifice.

The tradition of servers assisting at the altar not only continued in the early years of the Church, but was re-emphasized in the renewal of the Sacred Liturgy by the Second Vatican Council. The General Instruction introducing the Roman missal mentions servers, describing them as "the ministers." Paragraphs of the instruction make it clear that there should be at least one server to assist the priest (78,209). Mass is not to be celebrated without a server except for grave necessity (211). If there is only one server, he/she may carry out all of the various ministries required (72), but the emphasis on roles makes it clear that this is not desirable. There should be two servers (68) at least. To signify their role as ministers, they are to wear robes, either the alb or cassock and surplice (297,298).

Serving at Mass is not the work of little children. Adults should also be encouraged to serve and teenagers should realize that one does not drop out of serving because one starts to grow up. The directives of the Church assume that adults or youths are carrying out the serious duties and responsibilities of their particular ministry.

All those who want to serve Mass at Holy Family Church must be in at least the fourth grade in Holy Family's Religious Education program.

GENERAL GUIDELINES FOR ALTAR SERVERS

The following guidelines and procedures have been written for altar servers to promote efficient serving. Become familiar with the entire booklet --- procedures, terms, postures, etc.

1. If you are not serving during Mass, observe those who are. Be familiar with the service so you will know when something needs to be done when you are serving.
2. Special practices will be scheduled for Masses that require different procedures, such as Christmas and Easter.
3. Additional training will be scheduled for servers who want to serve with incense.
4. Servers **must** arrange for a substitute to take their place if they cannot serve when scheduled.
5. Use the restroom before Mass. Only leave the altar area if you are sick or if the priest tells you to.
6. Additional altar server training will be offered from time to time to keep the current servers up-to-date and refreshed on procedures.

Preparing for Mass:

1. Servers should be dressed modestly and with care. Get a good night's sleep before serving. Be neatly groomed with combed hair and washed hands. Put a tissue or handkerchief in your pocket if you think you will need it. Girls, avoid wearing flashy jewelry.
2. Servers should wear clean, nice shoes. Girls, avoid wearing heels or attention-getting shoes.
3. Servers should arrive 15 minutes before Mass. Go to the front sacristy and check the server schedule. If a scheduled server has not arrived in time to prepare for Mass, fill in for the absent server.
4. Vest by putting on an alb. The alb should reach the ankles after the cincture is in place around the waist. A wooden cross is placed around the neck going under the hood of the alb.
5. If time allows, help other servers get ready. Hang up any albs that have fallen to the floor.
6. Move around the sacristy quietly.
7. After vesting, locate the cross and candles. They will be in the sacristy or the sanctuary. If you get a candle from the sanctuary, head bow to the altar when approaching or leaving the altar area.
8. Five minutes before Mass begins, light the candles on the altar. Keep the sleeves of the alb away from the flame. After blowing out a match, carry it to the sacristy, run water over it and throw it away.
9. Put one hymnal in each server's chair.
10. Participate in the prayer in the sacristy before Mass.
11. Light the processional candles just before processing in for the Mass.
12. The tallest server carries the cross. Two servers carry the altar candles.

During the Mass:

Opening

1. Servers look sharp! Walk with a straight back and the head held high. Move slowly and reverently, drawing no attention to yourself.
2. Participate fully in Mass by singing, praying, etc. Keep your eyes on what is happening during Mass.

3. When moving about the sanctuary with nothing in your hands, fold your hands at chest level in the prayer position. If you are carrying an object, use two hands.
4. The Entrance Procession is led by the cross bearer. Hold the cross with Jesus facing forward. Behind the cross bearer are the candle bearers walking close to the pews. Candle bearers hold their candles at the same height with the drip plate about chin level.
5. Before stepping up the first step to the altar, pause and head bow.
6. The cross bearer puts the cross on its stand and moves to stand by the server chair nearest the wall. The candle bearers set the candles on their stands by the altar. The server on the far side of the altar moves behind the altar and joins the other candle bearer. They walk together to their chairs and remain standing.
7. The Mass continues with the priest's Greeting, the Penitential rite (Lord have mercy) and the Glory to God.
8. As the Glory to God finishes, the cross bearer moves to the priest with the red Sacramentary. Hold the book firmly with the top resting against your chest. Stand in front of the priest. At the end say "Amen" with the congregation. Place the red Sacramentary back on the altar server's table by your chair. Return to your seat. Remember, the cross bearer is responsible for the red Sacramentary to the altar throughout the Mass.
9. The other servers should be standing with hands in the prayer position. Gracefully sit down together. Sit tall with your hands folded together in your lap and your feet flat on the floor (if they reach).

The Liturgy of the Word

1. Keep your eyes on the reader for the 1st Reading, the Responsorial Psalm and the 2nd Reading, and follow along in the missal.
2. At the Alleluia or Gospel Acclamation everyone stands to hear the Gospel Reading. The candle bearers get the candles. Wait together at the corner of the altar to lead the deacon or priest to the pulpit. Stand facing the gospel book on the pulpit with your candle drip plate even with the top of the pulpit. After the gospel, respond "Praise to you, Lord Jesus Christ" with the congregation. The cross bearer takes the gospel book from the deacon or priest at the pulpit and places it so it stands upright with the figure of Jesus facing the congregation on the altar server table. Candle bearers return the candles to the altar. Move together to your seat. Gracefully sit together.
3. The Homily will be given followed by the Creed (I believe...) and the Prayers of the Faithful (Lord, hear our prayer).

The Liturgy of the Eucharist

1. The ushers will come forward for the Offering. The candle bearers help set the altar by carrying the chalice and cups from the credence table to the altar. Then they move together to their seats and sit down. The cross bearer carries the red Sacramentary to the altar. The cross bearer then takes the cross to the back of the church by way of the aisle near the choir. Wait at the center aisle. When the gifts are ready, the cross bearer waits until the priest stands and walks forward, indicating he is ready to accept the gifts. When the priest stands, the cross bearer will start walking slowly down the center aisle, leading the offertory procession. When the priest rises to accept the gifts, the candle bearers also rise and stand one step up and to either side of Father (and the deacon if he is present). The cross bearer continues down the center aisle. Pause and head bow in front of the priest. Replace the cross on its stand. Move to your chair and sit down. The candle bearers receive whatever is handed to them by the priest or deacon. Whoever takes the offering basket proceeds to the credence table, sets the basket on the floor, removes the red pouch and

pushes the pouch into the black strong box behind the credence table. The server receiving the bread, wine and/or water waits beside the altar for Father to take the gift.

2. The candle bearers meet at the credence table to get the bowl and towel for the Washing of the Hands. Pour a small amount of water over Father's hands being careful not to splash. Following the hand washing, return the bowl, towel and water cruet to the credence table. Refold the towel and place it under the bowl. Move behind the altar and priest to return to your seat and stand.
3. During the Eucharistic prayer, the congregation kneels. The altar servers stand with hands in the prayer position.
4. After the Great Amen, the congregation stands to pray the Our Father. The servers hold hands and pray, too.
5. During the Sign of Peace, shake hands with the other servers, Father and the deacon.
6. As soon as you finish shaking hands, you walk behind the altar to the credence table. The Lamb of God begins. If there is a ciborium on the credence table, an altar server will bring it to the altar and place it on the altar cloth to the priest's left. Please do **not** place it on the corporal. Line up beside the altar and await communion. After you have received communion and the Eucharistic Ministers have gone to serve the congregation, the cross bearer takes the silver tray(s) back to the credence table. All servers return to their seats, sit up straight and join in the singing.
7. When the priest and deacon return to clear the altar, the candle bearers go to the side of the altar and help clear the altar. Take items handed to you to the credence table. The cross bearer takes the red Sacramentary to the credence table by the altar servers' seats. A candle bearer takes the silver lectionary (gospel book) and stands it up in the center of the altar with the figure of Jesus facing the congregation. Servers return to their seats and sit tall.
8. When the priest stands for the Closing Prayer, everyone stands and the cross bearer moves to hold the red Sacramentary. When finished return to your chair and stand.
9. The celebrant will give the Final Blessing. Sign yourself slowly and respectfully with large motions.
10. When the closing hymn begins, the servers start to line up for the Recessional. The cross bearer carries the cross to the aisle near the organ in front of the pews. The candle bearers carry the candles and move together behind the cross bearer. Hold candles at the same height. When the servers are ready to move, the cross bearer leads the candle bearers to the center aisle walking slowly. Once there, the cross bearer and candle bearers turn and face the altar. They wait for the priest and deacon. Sing the closing hymn if you know it. When the priest bows to the altar, servers do a head bow. When the priest turns, servers turn (candle bearers turn in toward each other) and process out.

After Mass:

1. The cross and candles should be left in the sacristy after the 5:30 p.m., 9:00 a.m. and 10.30 a.m. Masses to be ready for the next Mass. The cross and candles should be returned to the sanctuary after the noon Mass. Wait until people have moved out of the sanctuary, then go around to the chapel entrance and return the cross and candles to their stands. Blow out all the candles by cupping your hand around the flame and blowing gently.
2. Remove your alb and hang it up, place your wooden cross and cincture on their hook. Be quiet in the sacristy.
3. Say a prayer of thanksgiving for having the opportunity to serve.
4. You are free to leave.

Special circumstances:

When There Is No Deacon Present at Mass

1. The altar servers will be responsible for preparing the altar for communion. When the priest sits down after the Prayers of the Faithful and the Offering begins, the servers will start setting the altar. The cross bearer will take the red Sacramentary and place it on the altar (to the left). The candle bearers will bring the chalice and cups, and place them on the altar. The cross bearer unfolds the corporal for the priest and leaves the red Sacramentary, chalice, tray and cups to the right side of the corporal. Do not place any item on the corporal. The cross bearer then gets the cross and walks to the back of the church ready to lead the offertory procession. Wait for the priest to stand before moving forward. The ushers will be taking up the collection.

Only Two Servers At Mass

1. In this situation, one server acts as a cross bearer, and at the same time, both servers act together as candle bearers.
2. When preparing for Mass, all four candles remain at the altar and they are lit prior to Mass.
3. For the Entrance Processional, the cross bearer leads carrying the cross. The second server follows with hands folded at the chest in the prayer position.
4. At the Opening Prayer, the cross bearer holds the red Sacramentary for the priest.
5. For the Gospel, both servers act as candle bearers by getting the candles and leading the deacon or priest to the pulpit the read.
6. During the Offertory, both servers help set the altar by carrying the chalice and cups to the altar. Then the cross bearer takes the cross to the back and leads the gifts forward as usual. Immediately after putting the cross in its stand, this server goes to help the other server get the bowl and towel for Washing of the Hands.
7. Communion is as usual and both servers help to clear the altar afterwards.
8. For the Closing Prayer, the cross bearer holds the red Sacramentary for the priest.
9. During the Recessional the cross bearer leads with the cross, and the second server follows with hands folded at the chest in the prayer position.

Only One Server At Mass

1. When preparing for Mass, all four candles remain at the altar and they are lit prior to Mass.
2. At the Entrance Processional, carry the cross.
3. For the Opening Prayer, hold the red Sacramentary for the priest.
4. During the Gospel, no candles are held. Server stays at his chair.
5. During the Offertory, help prepare the altar by carrying the chalice and cups to the altar. Then take the cross back and lead the gifts forward. Put the cross in its stand and go immediately to the front of the altar with the priest to help accept the gifts. Get the bowl and towel to Wash the Hands. Hold the bowl in the left hand and pour the water with the right hand.
6. Communion is as usual. Help clear the altar afterwards.
7. Hold the red Sacramentary for the priest during the Closing Prayer.
8. Carry the cross during the Recessional.

Incense:

Incense is usually used in the Procession, the Gospel and the Offertory, and is carried out at the Recessional. Only the **priest** places incense on the charcoal.

Procedure

1. Arrive 20 minutes before Mass. Make sure that there is an ashtray, matches, charcoal and a charcoal holder ready in the rear sacristy. Be sure the boat has plenty of incense in it (about half full).
2. In the front sacristy, five minutes before Mass begins, light one piece of charcoal. Remain in the sacristy until after Father has a short prayer. Line up in the foyer in the proper order. The thurifer (the server carrying the thurible or censer) always leads. He is followed by the cross, the candle bearers, the server with the boat, respectively. Father will add incense to the thurible right before the procession begins.
3. Thurifer leads the procession in. Thurifer keeps the thurible swinging slightly front to back to help dispel the smoke. Pause briefly at the steps to head bow. Incense servers go to the left of the altar and wait for the priest. He will take the thurible. Go with the priest around the altar (thurifer, priest, boat server), pausing in front of the altar. If father bows, mimic him. Complete the circle around the altar. When finished, the priest will hand the thurible back to you. Place it and the boat in the rear sacristy. Return to your seats for the readings.
4. As the 2nd Reading begins, go to the rear sacristy and get the boat and thurible. Come out at the end of the reading and stand close to your chairs. When the lector says, "The Word of the Lord", look at the priest who is still sitting. The priest will signal if he wants to add more incense to the thurible. If he motions for you to come to him, do so and stand directly in front of him allowing him to add incense. If the priest does not signal, then go stand to the side of the pulpit. The server with the thurible stands on the right and the server with the boat stands on the left.
5. Before the Gospel either the priest or the deacon will incense the book and return the thurible to you. When the Gospel reading is finished, return the thurible and the boat to the rear sacristy. Return to your seats.
6. During the Prayers of the Faithful, go to the rear sacristy and light one charcoal. One server watches at the door for the cross bearer to begin leading the gifts forward. Come out and stand off to the side of the altar. At the priest's signal, raise the thurible lid so he can add incense. Go with the priest around the altar once again while he incenses the gifts.
7. If there is a deacon, the priest will hand the thurible to the deacon, who then incenses the priest. You will go with the deacon to the front of the altar (thurifer, deacon, boat server) where he will incense the congregation. When he is finished he will give the thurible back to you. If there is not a deacon, the priest will hand the thurible to you. Do a profound bow (bending from the hips), incense the priest three times, do another profound bow. Walk toward the steps in front of the altar to incense the congregation. Incense two times to the left, two times to the center and two times to the right. Return the thurible and boat to the sacristy. Return to your seats.
8. Remain standing at your chair during the Eucharistic Prayer.
9. Receive communion with the other altar servers.
10. When it is announced, "The Mass is ended. Go in peace to love and serve the Lord", get the thurible and boat. Proceed to the front pews of the center aisle. Assume the proper places (thurifer, cross, candle bearers, boat). The thurifer leads the procession out.
11. After Mass, use the tools in the silver bowl in the rear sacristy to clean out the thurible, emptying its contents into the bucket of water. Put away everything that was used for incense.

Funerals:

1. Prepare one charcoal prior to Mass. Make sure altar servers chairs are set up appropriately depending on the number of servers.
2. There will be a Sprinkling of the Deceased and blessing in the foyer.
3. Cross bearer leads the procession of the coffin to the altar where the Easter candle has already been placed at the center bottom of the steps.
4. Servers take places on the altar.
5. Mass proceeds as normal.
6. There is no presentation of gifts as the gifts are already on the credence table. When servers help set the altar, take the chalice and cups as usual and also carry the gifts (water, wine, and hosts) to the altar. Servers help Wash the Hands, as usual.
7. Communion proceeds as normal. When incense bearers have received communion, they go back and prepare the censor. After priest reads the closing prayer bring incense out for blessing over the deceased.
8. The cross bearer takes the cross and stands at the foot of the coffin, facing the altar. The priest says a final blessing. He will take the thurible and incense the coffin. The incense servers and priest slowly walk around the coffin (thurifer, priest, boat server). A song is normally sung during this time.
9. The cross, servers, incense bearers and priest lead the SLOW procession out of the church. Check with the priest to see if he wants the altar servers to stay with him by the coffin, or if they are finished.
10. Do not bring the incense or cross back into church until all mourners have left. The Easter candle should be returned to the baptismal font, the stand to the rear of the sacristy. Put altar server chairs back in their appropriate places.

Processions:

A procession is a solemn way of walking through the Church. This is usually used when the celebrant and altar servers go to the altar to begin Mass, and when they return to the foyer at the end of Mass. There may also be processions during Mass; for example, an offertory procession or a Gospel procession.

The exact details of the procession will depend on the celebrant and on those who help with the ceremony. When the Altar servers arrive early for Mass, these details will be explained.

The cross bearer is usually first and must know the details of where the procession is going. This server never bows or genuflects while carrying the cross. The cross bearer should walk slowly and set a solemn pace for those who follow.

On special occasions, when incense is used, the thurifer will walk in front of the cross bearer. He/she will carry the censer in his right hand and the boat in his/her left hand. The celebrant will put incense on the hot charcoal just before the procession starts so that it will smoke during the procession and be ready for use at the altar. When there is a thurifer, he sets the pace for the procession by walking slowly and he should know where the procession is going.

Candle bearers walk next to the cross bearer, or slightly behind. They should walk so that both candles are held at the same height, regardless of the servers' heights. The candles are signs of reverence for the cross, and they should be carried with respect.

Posture Definitions

SIGN OF THE CROSS: Using the right hand, the server touches forehead, abdomen, left shoulder, and right shoulder.

GENUFLECT: Briefly touch the right knee to the floor whenever passing in front of the tabernacle.

HEAD BOW: Incline the head slightly forward, bending at the neck.

DEEP BOW: Incline the upper body forward, bending at the waist.

KNEEL: Place full weight on both knees and keep the back straight.

STAND: Straight upright, with hands folded as in prayer unless holding something.

SIT: Keep knees together, feet together, hands folded in lap, and back straight.

WALKING: Walk straight and tall with hands folded as in prayer unless holding an item.

Definitions

AMICE: This is a white cloth that the priest uses as an apron (“The Apron of Humility”) on Holy Thursday when he washes the feet of twelve parishioners representing the twelve apostles.

ASCENSION: Forty days after Easter. This is the celebration of the return of Jesus to the Heavenly Father.

ASPERGES: A Latin word which refers to the opening of Mass when water is blessed and sprinkled on the congregation. This reminds parishioners of their Baptism, and is sometimes used on special occasions.

BASIN TOWEL & PITCHER: Are placed on the credence table in the sanctuary before Mass; and are used for the washing of the celebrant's hands at offertory time. Acolytes must not use the towel to wipe up spilled water on the floor.

BENEDICTION: A service of special devotion to the Eucharist. It is different from Mass.

BOAT: A small container that holds the incense. It is always carried by the thurifer in the left hand, or by a second server standing on the thurifer's left side.

CANDLE-BEARER: Acolytes who carry candles in the processions of Mass. They are most often on both sides of the processional cross.

CANDLE LIGHTERS: The long brass and wood poles that hold wicks or wax tapers for lighting hard-to-reach candles, such as the Paschal Candle or wedding candles.

CARAFE OF WINE: The bottle with the flaring lip used to hold the wine that is consecrated at Mass for the members of the congregation who will receive the Blood of Christ from the Communion cups.

CASSOCK: A long robe that reaches from shoulders to ankles. It is usually black or red. Many servers wear a cassock with a surplice over it.

CELEBRANT: The priest who celebrates the Mass. He is usually the pastor but it may also be a visiting priest or the Bishop.

CELEBRANT'S CHAIR: The central chair, which is used by the celebrant or priest during Mass. It is usually just in back of the altar. It can also be called the Presidential Chair.

CENSER: The metal container that holds the hot charcoal for the incense. It is carried by the thurifer in the right hand. It can also be called the thurible.

CHALICE: The cup used by the celebrant when he consecrates the wine into the Blood of Christ. It is usually made of gold or silver.

CHALICE CABINET: The cupboard in the front or rear sacristy where the chalices are kept.

CHARCOAL: Usually circular in shape and used for burning incense at Mass. The charcoal is lit with a taper before the Mass and is placed in the censer. Incense is placed by the priest on the burning charcoal at the appointed time.

CHASUBLE: A long, flowing robe that goes over the celebrant's head. It is the vestment that people see. It comes in the colors of the Church Year.

CIBORIUM: A covered chalice or container used to hold the bread during Mass and in the tabernacle.

CINCTURE: A thin rope, tied around the waist over the alb worn by the priest occasionally.

COLLECTION BASKET: The large basket that holds the cloth bag that has the collection or money offerings of the people. The collection basket is always brought in procession to the altar where the acolyte takes it from the priest.

COMMENTATOR: The person who reads from the black notebook at Mass and reads the announcements, commentary, Prayer of the Faithful, etc.

COMMUNION CUPS: The smaller cups used to hold the Blood of Christ. These cups which are usually of gold or silver are placed on the credence table in the sanctuary and are brought to the altar by one of the Communion Ministers. There should always be enough purificators for the cups.

CONCELEBRATED MASS: The celebration of one Mass by many priests. This will happen on special occasions.

COPE: A long cape that is worn by the celebrant during some ceremonies. It is open in the front, and held together by a clasp. It is often the color of the Church season.

CORPORAL: A square piece of white cloth which is spread over the altar cloth. It is put on the altar where the celebrant will say Mass. The chalice, paten, carafe, and bowls of hosts are placed on it.

CREDENCE TABLE: The table next to the sanctuary wall which holds the chalice, carafe, Sacramentary book, communion cups, pitcher, towel, basin, etc. Before the beginning of Mass, these items are placed on the credence table by the Eucharistic Ministers.

CROSS BEARER: The acolyte who carries the processional cross in processions. This is usually the tallest acolyte.

CRUETS: Covered, bottle-like containers that hold the water and wine used for Mass. Before the Mass, these are filled by the Eucharistic Ministers and placed on the offertory table near the foyer.

DALMATIC: A small chasuble worn by the deacon. It is usually open at the sides, but is the same color as the chasuble.

DEACON: Someone ordained by the Bishop to serve the community. Deacons can read the Gospel at Mass. Preach the homily, prepare the bread and wine; and help with Communion. They can also Baptize, celebrate Marriages and help at Funerals.

EUCHARIST: A Greek word that means 'thanksgiving.' It refers to the bread and wine that have been consecrated. It also refers to the part of the Mass where the consecration takes place, the Liturgy of the Eucharist. We give thanks that God gives us his Son in this sacrament.

GENUFLECT: To briefly touch the right knee to the floor. This is done when passing in front of the tabernacle, as a sign of respect for the Eucharist.

GOSPEL BOOK: The large book with the brass cover that is carried by the Deacon, Lector, or acolyte in procession and placed on the altar at the beginning and at the end of the Mass.

HOLY WATER SPRINKLER & BUCKET: Used by the priest when he blesses something or when he sprinkles the congregation to remind them of their baptism. Also used on Palm Sunday and Easter.

HOMILY: An explanation of the readings used at the Mass. This is the talk which comes after the Gospel. The homily is given by the celebrant and is often called a "sermon."

HOST: From *hostia* - an offering. The round piece of bread made from pure wheat meal, used for the celebration of the Mass. This term is used for the consecrated bread. The celebrant uses a large host so that everyone in the church will be able to see it.

HUMERAL VEIL: A long cloth, usually white, which goes over the celebrant's shoulders and covers his arms. This is attached by a clasp in front. It is usually used during Benediction and on Holy Thursday.

INCENSE: A mixture of leaves, bark, and other natural materials which gives off a sweet-smelling smoke when burned. This smoke rises and represents our prayers rising to God. The celebrant will tell the acolytes when it will be used.

LECTIONARY: The large book containing the Bible readings used at Mass. This is the book used by the lector or reader.

LECTOR: Also called the reader, this is the person who does most of the reading from the Lectionary. The lector is sometimes in the procession, carrying the Book of the Gospels.

LENT: A period of forty days that begins with Ash Wednesday. It corresponds to the forty days spent by Jesus in the desert. The color of the vestments at this time is violet.

LITURGY: The main religious activity or worship performed not for private goals, but for the sake of the people.

MASS: A name given to the celebration of the Eucharist since the fourth century. Other names are: Breaking of Bread, the Lord's Supper, Sacrifice of Mass, and Eucharistic Liturgy.

MONSTRANCE: A large metal container to display or show the host. It is often gold or silver-colored. Benediction is the ceremony when the monstrance is most often used.

NAVE: Part of the church used by the faithful, and distinct from the choir or the sanctuary. It is where the congregation sits.

NOTEBOOK, BLACK: Used by the deacon.

NOTEBOOK, RED: The “Presider’s Book” Used by the celebrant for the Prayers of the Faithful, singing, etc. if the celebrant does not carry this in procession, it should be put on the celebrant's chair before the Mass.

PALL - CHALICE: The cloth-covered square that fits over the chalice.

PALL - FUNERAL: A large white cloth which is spread over the casket at a funeral. It represents the white garment given by the celebrant to a baby at baptism, just as the alb does.

PASCHAL CANDLE: A large wax candle placed in a tall holder to symbolize the light of the Risen Christ. It is blessed at the Easter Vigil on Holy Saturday night. It stays in the sanctuary until the end of Pentecost, and it is lighted during every ceremony. After Pentecost, it is placed to one side, and used during Baptisms and funerals.

PATEN: A round metal plate which holds the host used by the priest at Mass.

PENTECOST: Fifty days after Easter. This is the celebration of the coming of the Holy Spirit to the Apostles. It is also called the Birthday of the Church. The color is red.

PIETA: The alcove at the rear of the Nave where the votive candles burn. During the Christmas season the Nativity is displayed instead of candles.

PROCESSIONAL CANDLES: Carried by two altar servers on each side of the cross bearer when entering or leaving the church and also used for the Gospel procession.

PULPIT: The permanent place where the Gospel is proclaimed and where the homily is given.

PURIFICATOR: A small white cloth used to clean the chalice, communion cups and paten after communion.

PYX: A small container used to bring Communion to the sick and housebound. It is frequently kept in the sacristy.

RECESSIONAL: A hymn or other music played during the departure of the celebrant and acolytes from the sanctuary to the foyer at the end of the liturgical service.

SACRAMENTARY: The large book which contains all the prayers said by the celebrant during Mass. This book is often held by the altar server at the beginning and end of Mass. It is placed on the altar for the Eucharistic Prayer.

THE SACRARIUM: A sink in the sacristy where the pipes do not go down into the ordinary sewer, but instead they go down into the ground. The water left after the priest washes his hands at Mass, the water left in the cruet, etc. should be poured into the sacrarium.

SACRISTY: The rooms to the front and rear of the sanctuary. The front sacristy is where the priest prepares for Mass. The rear sacristy is behind the sanctuary and contains supplies and the choir directors' office.

SANCTUARY: The area around the altar.

SANCTUARY LAMP: The single candle that burns by the tabernacle to show the presence of the Eucharist. This shows the presence of Christ, the Light of the World, in the Church. It also represents our watchfulness before Christ.

STATIONS OF THE CROSS: Representations of fourteen incidents from the time of the condemnation of Jesus by Pontius Pilate to his being placed in the tomb. Other names are: Via Crucis and Way of the Cross.

STOLE: A long band of cloth worn during ceremonies by a Bishop, priest or deacon. This is a symbol of the sacrament of Holy Orders. It is usually of the color of the Church season, or special day. A deacon wears a stole over the left shoulder. Priests and Bishops wear the stole over both shoulders.

SURPLICE: A white garment that is half the length of the cassock. It is worn over the cassock. This, like the alb, is a reminder of the white garment given at Baptism.

TABERNACLE: Small shrine in the Chapel area in which the Blessed Sacrament is kept for adoration and for the sick or dying. As a sign of reverence an altar server genuflects when he passes in front of the tabernacle.

TABERNACLE KEY: A key that fits the tabernacle which is usually locked in the rear sacristy during the week. Before the Mass, however, this is inserted in the door of the tabernacle or placed on top of the chalice.

THURIFER: The altar server who carries the censer (thurible). This altar server usually leads the Procession at the beginning and the end of Mass when incense is used.

VESTIBULE: Foyer

VOTIVE CANDLES or LIGHTS: The small offering candles that burn in the Pieta area of the Nave.