



# St. Matthew Parish

## Special Mass with **FOUR** Servers Altar Server Notes

### (1) Report and Be Vested 15 minutes before Mass.

--Your parish needs you to be in the sacristy **vested** and **ready** to be briefed  
**15 minutes before the start of Mass.**

There are four jobs: **Incense**, **Cross**, **Acolyte1** and **Acolyte2**.

These jobs are assigned by Fr. McCabe in advance.

**Acolyte1** and **Acolyte2** carry candles in the procession.

The candles are in the sacristy and will be lit by the sacristan.

### (2) The Procession IN.

--Go with the priest and other ministers to the back-back of church.

--Line up for the procession IN.

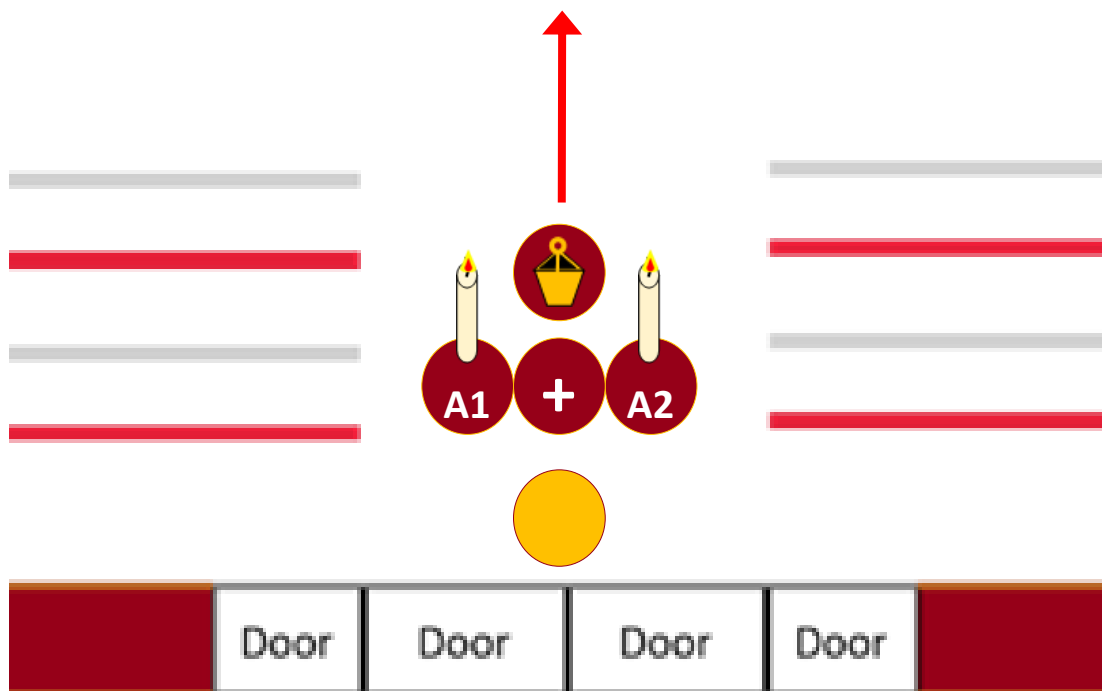
**Incense** is in front; **Acolyte1**, **Cross**, **Acolyte2** are **side by side by side**.

--We are in God's place now. We focus on praying and participating in Mass.

**Everything we do as servers is simply helping Mass happen.**

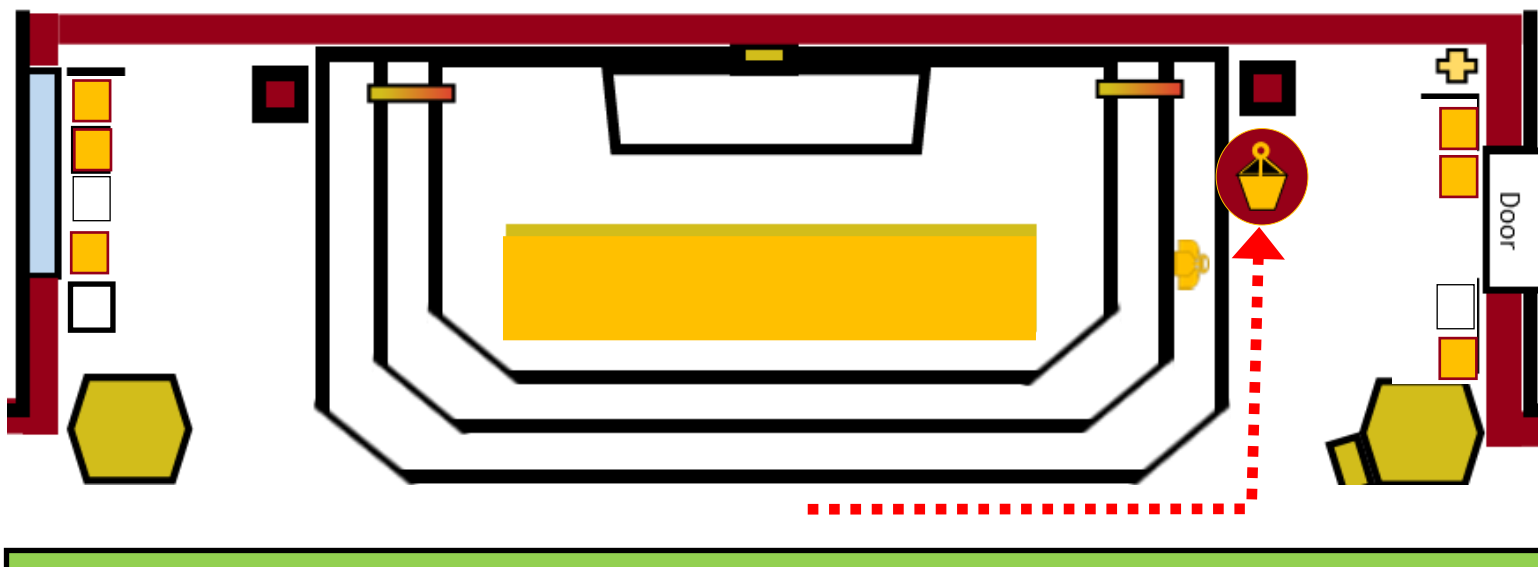
We fold our hands and point them to God. This helps us re-focus when we wander.

--Music gives the cue. When we start singing the words, **Incense** starts the procession IN.



## (2) The Procession IN (*Continued*)

--**Incense** makes a little head bow but **keeps moving** and stands in front of the St. Joseph side **angel**.



### The Triangle.

--At the **green steps**, **Acolyte1** and **Acolyte2** let **Cross** get ahead.

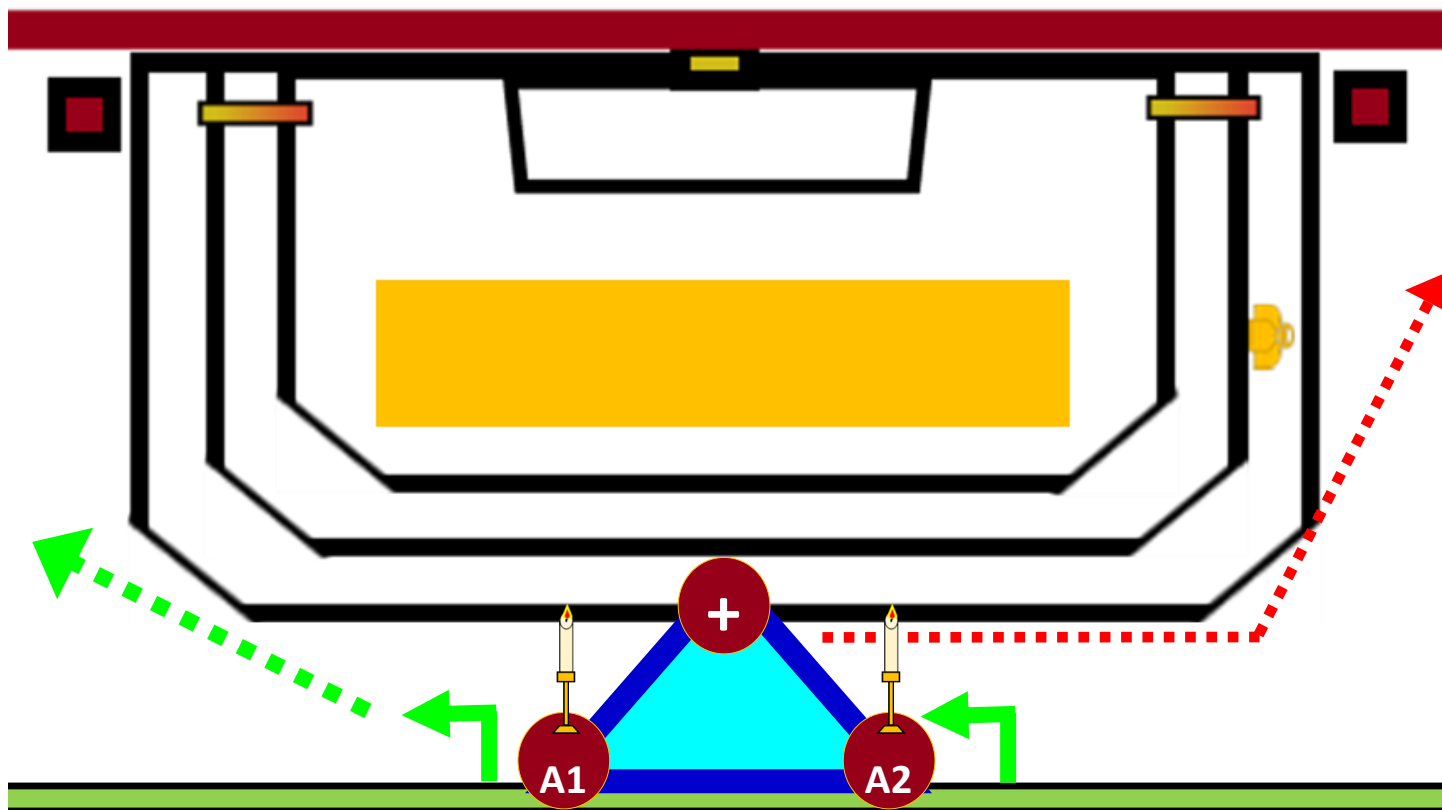
--**Acolyte1**, **Cross** and **Acolyte2** make a tiny head bow.

--**Cross** turns right, puts the Cross in the stand and stays at the St. Joseph side corner seat.

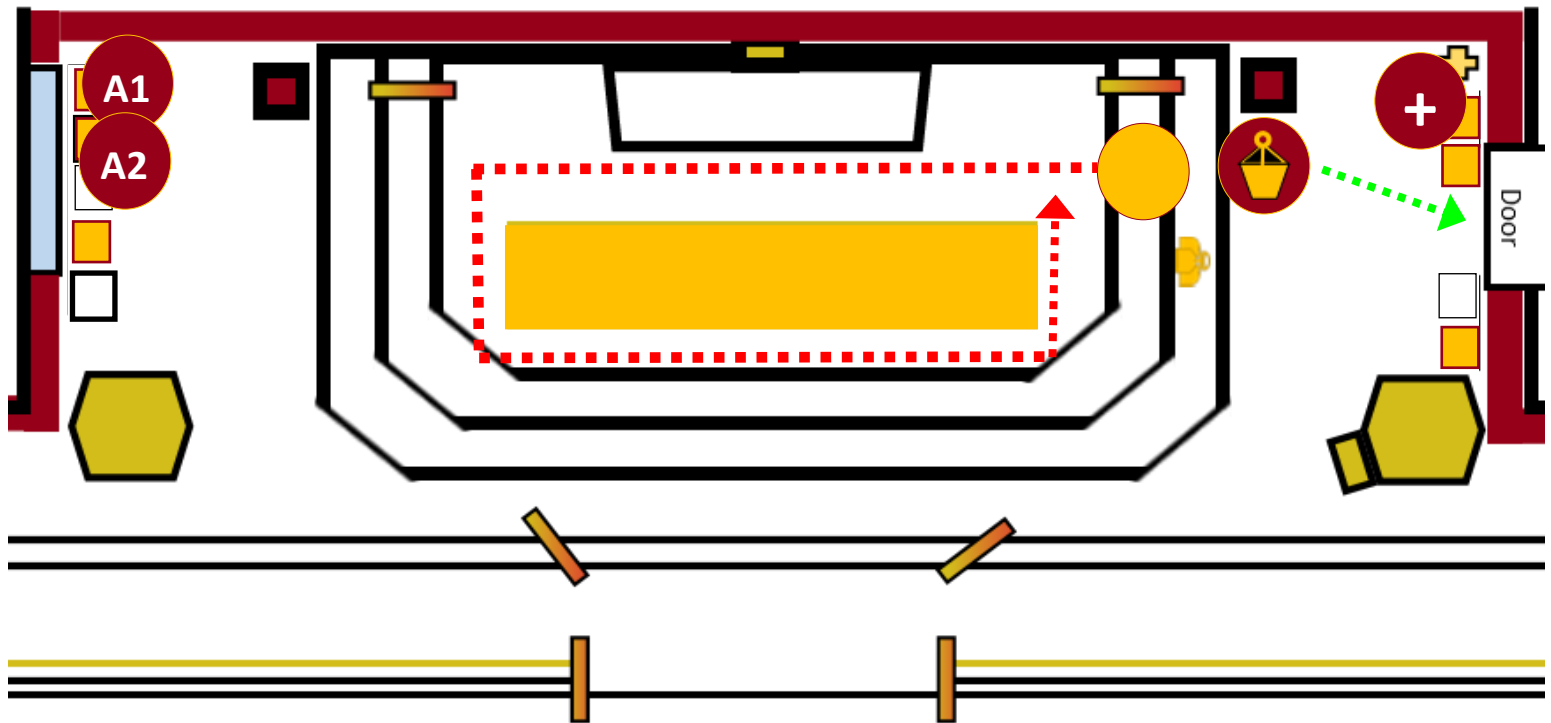
It's easy to lift the Cross off the stand and put it back on if you hold the Cross **straight up and down**. To straighten it, just **look up at the top**.

--**Acolyte1** and **Acolyte2** turn **90° right together**, put the candles on the floor near the angel.

**Acolyte1** and **Acolyte2** stand at their corner seats.



## (2) The Procession IN (*Continued*)



- The **Presider** takes the **incense** and incenses the altar.
- When the **Presider** gives the **incense** back,  
**Incense** takes it to the sacristy and hangs it on the stand;  
then **Incense** sits on the St. Joseph side.
- The Presider goes to his chair for the Introductory Rites.

## (3) The Liturgy of the Word

Sit and stand at all the usual times for the Liturgy of the Word.

The Liturgy of the Word ends with the **General Intercessions**.  
**Be ready for what happens next!**

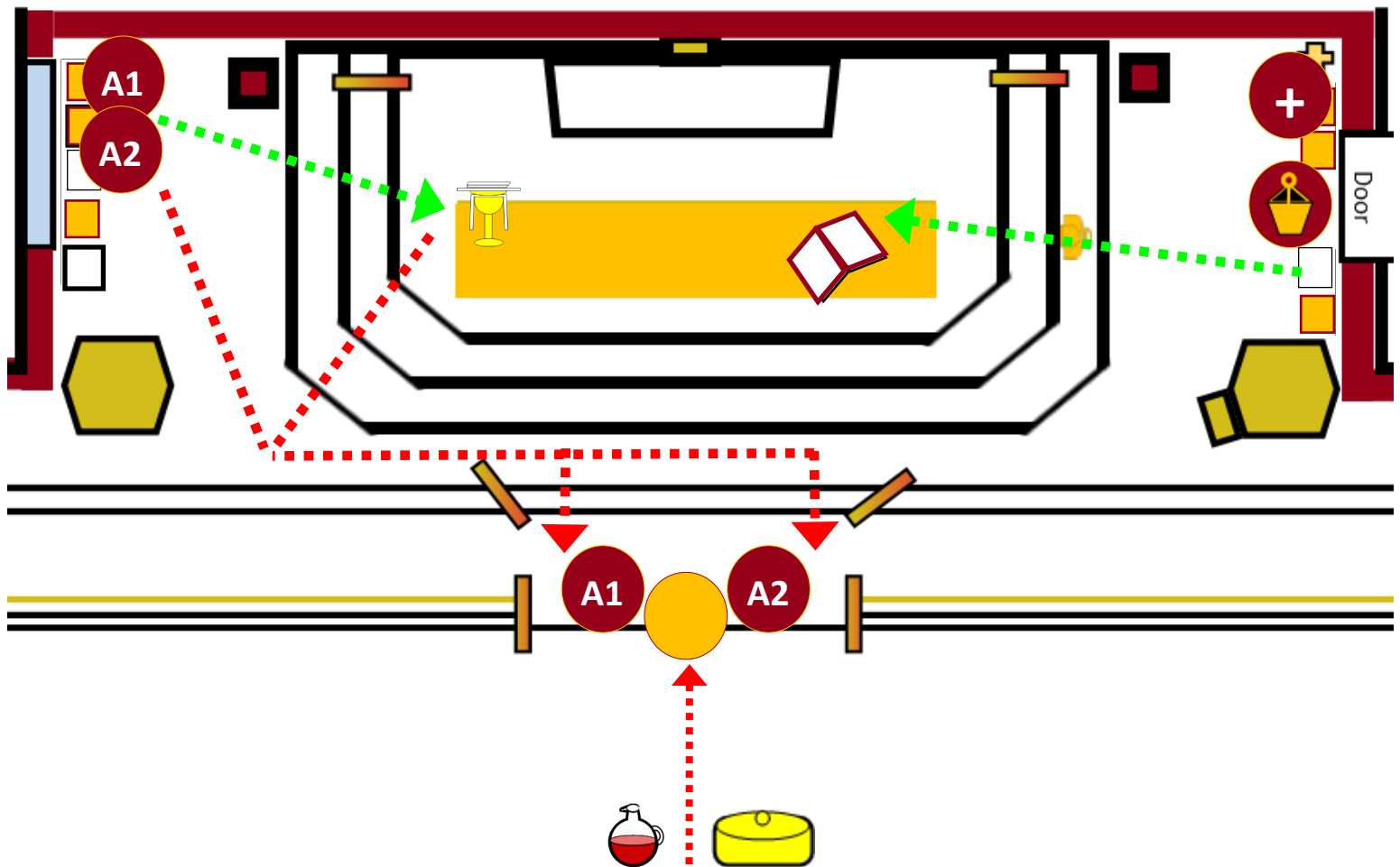
#### (4) The Liturgy of the Eucharist

--As soon as the General Intercessions are done,  
**Incense** gets the **incense** from the sacristy  
and stands ready in the sacristy doorway.

--When the Presider moves to the front-center to receive the gifts (**bread** and **wine**),  
**Cross** puts the **book** (and **stand**, for Fr. Welsh) on the altar,  
then returns to the corner seat.

**Acolyte1** or **Acolyte2** puts the **chalice** on the altar,  
then **Acolyte1** and **Acolyte2** go to the front-center to help the Presider.

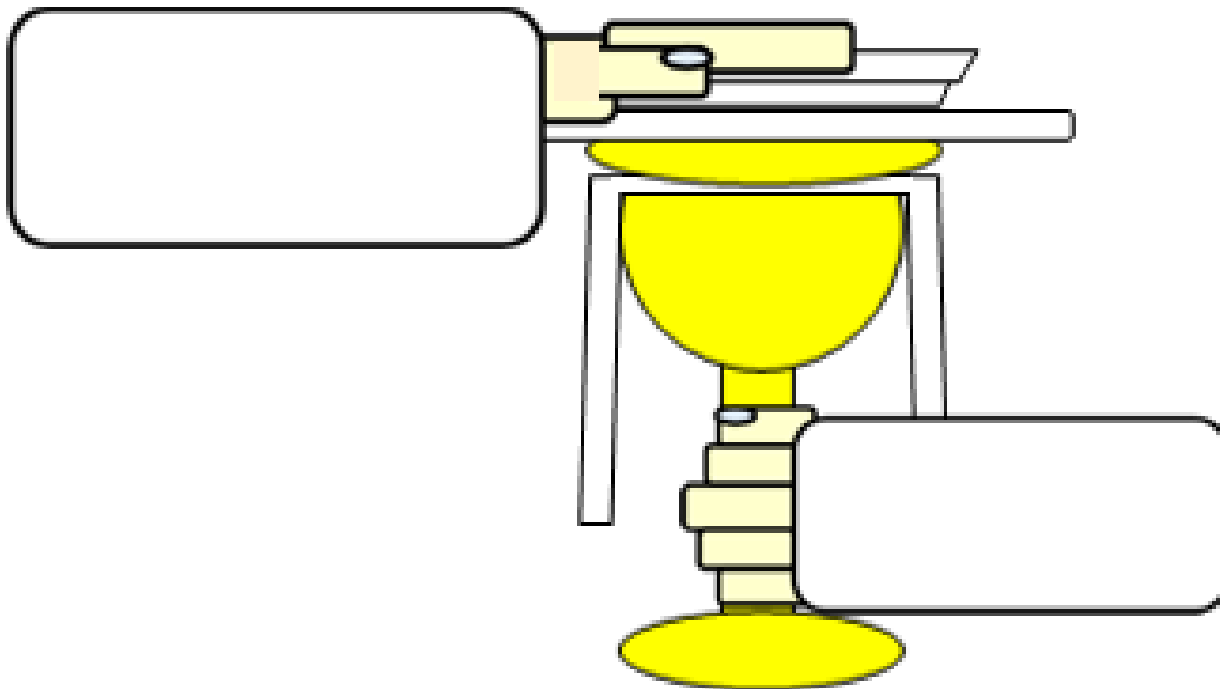
--Returning with the gifts, **Acolyte1** or **Acolyte2** bow to the altar **together**.  
Any **bread** (in a ciborium or on a paten) goes to the altar.



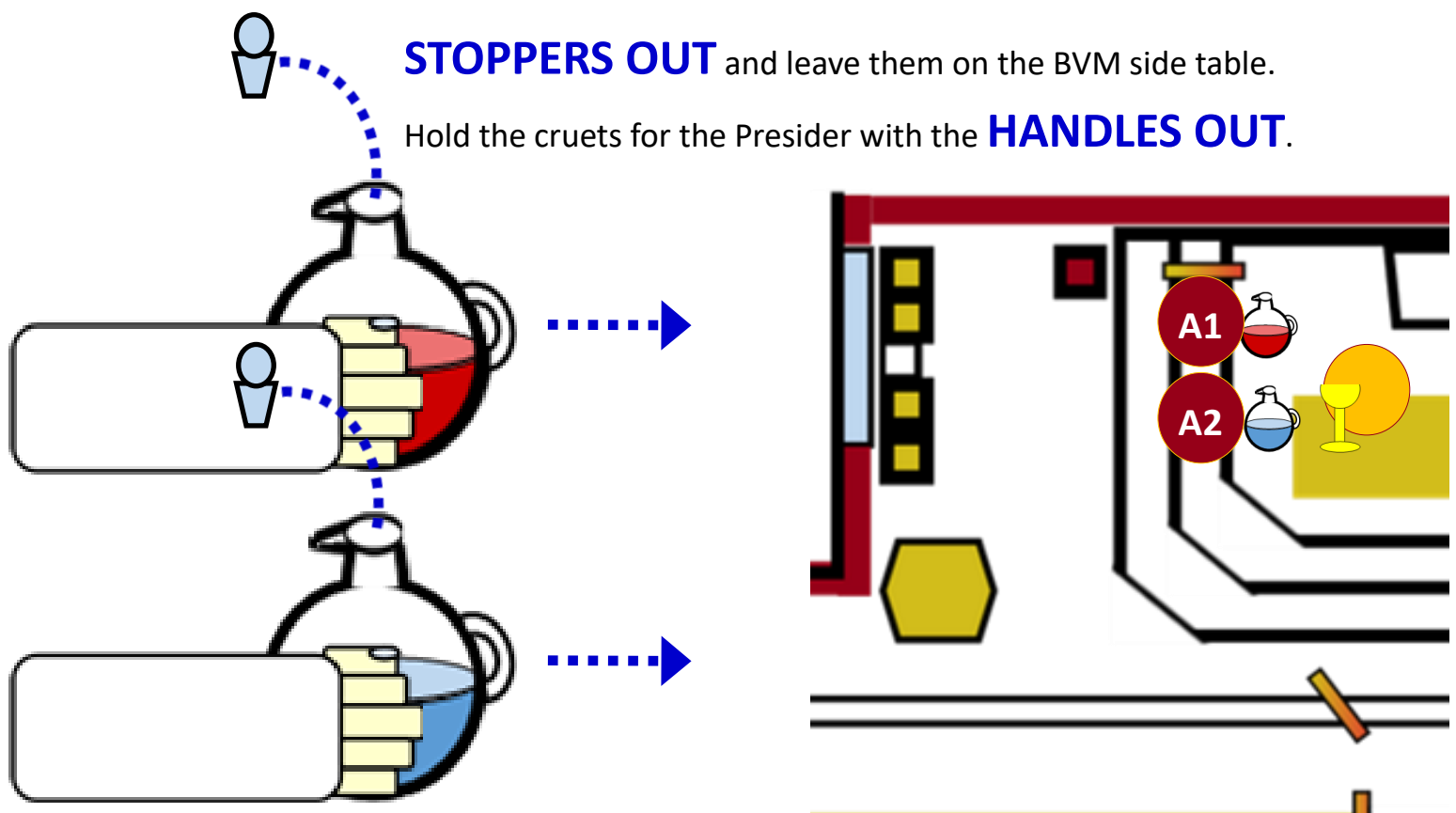
--**Acolyte1** and **Acolyte2** hold the **cruets** (water and wine) for the **Presider**.  
Sometimes, a **Presider** might have the servers *pour* water and wine into the chalice.

--After the priest uses the Water and Wine, **Acolyte1** and **Acolyte2** put the **cruets** back.

**ALWAYS** give the chalice a **slow, careful, solo ride**.  
**One hand flat on top, the other hand gripping the stem.**

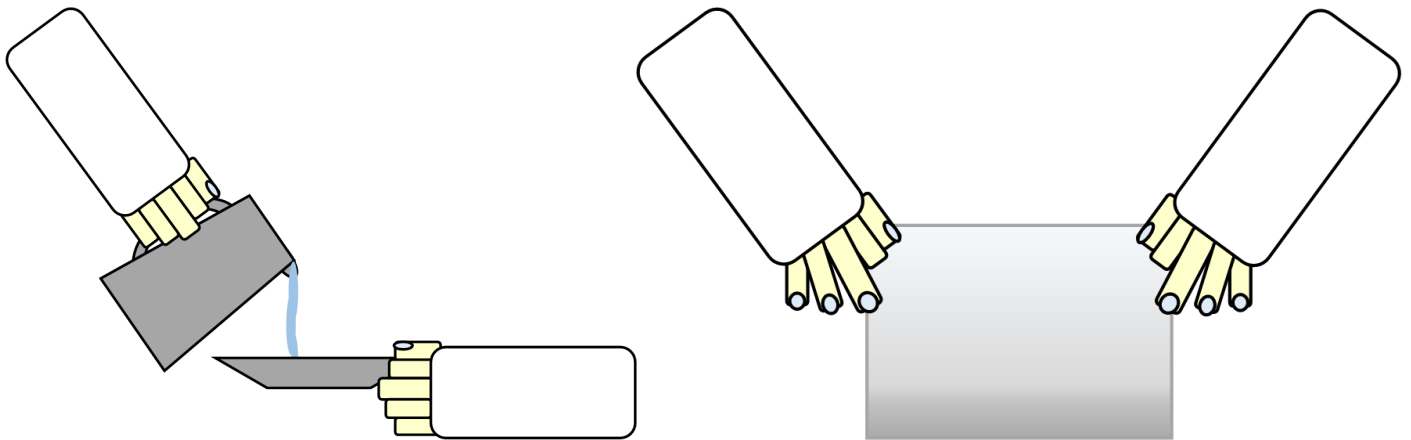


**NEVER** carry the chalice in one hand.  
**NEVER** carry *another thing* along with the chalice. **Solo ride!**



#### (4) The Liturgy of the Eucharist (*Continued*)

- When the Presider is up at the altar preparing the gifts,  
**Incense** moves from the sacristy doorway to the St. Joseph side angel.
- The Presider prays quietly as he prepares the gifts, then turns to use the **incense**.
- After the Presider uses the **incense**, **Incense** returns it to the sacristy.
- Acolyte1** and **Acolyte2** assist the Presider in washing his hands.  
One server holds the **pitcher** and **bowl**, and will pour water over the priest's **finger tips**.  
The other server **unfolds** the **hand towel** and holds it out for the priest to dry his hands.



- Put the **pitcher** and **bowl** back on the side table.
- Fold** the **hand towel** and put it back on the side table.

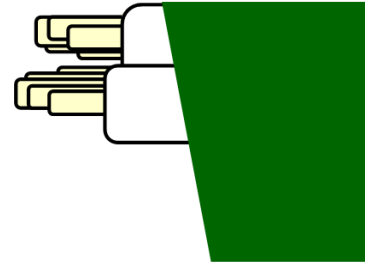
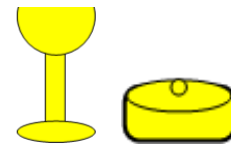
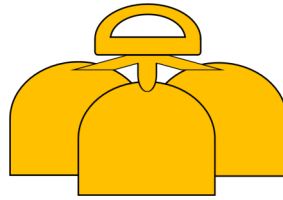
**DO NOT put the hand towel IN the bowl !!!**

- Participate in the Liturgy of the Eucharist as normal.  
Remember, you are helping people *learn how* to participate in Mass!  
What to say, when to stand, etc.

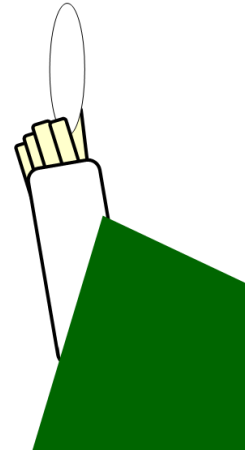
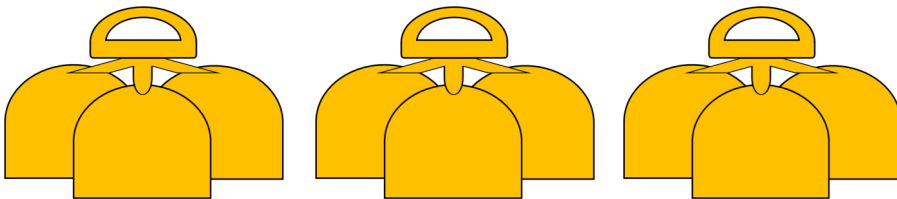
#### (4) The Liturgy of the Eucharist (*Continued*)

--**Cross** rings the bells (One-Three-Three)

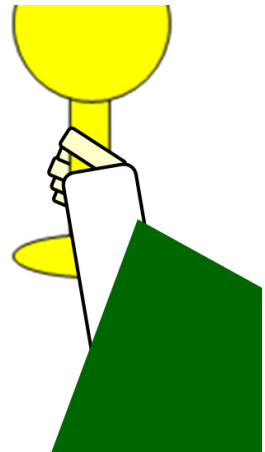
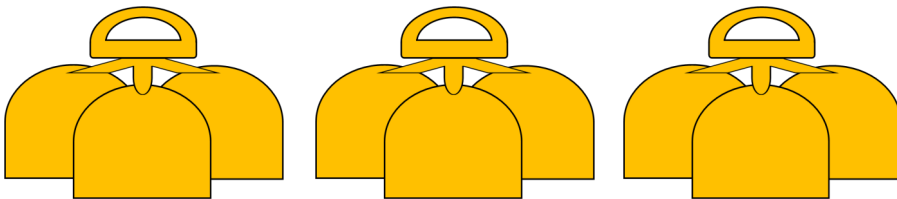
**ONCE** at the epiclesis ("Lord, let your **Spirit...**"),



**THREE** times at the **elevation** of the Host,



**THREE** times at the **elevation** of the Chalice.



--While the Presider is distributing Holy Communion,

**Cross** takes the **book** (and **stand**) off the altar and puts it back on the St. Joseph side table.

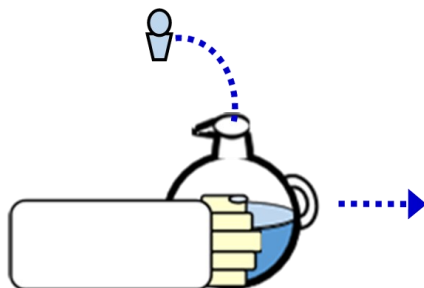
**Acolyte1** or **Acolyte2** makes sure the stopper is out of the water cruet.

**Incense** goes to the sacristy and gets ready with the **incense**, standing at the sacristy door.

--When the Most Blessed Sacrament is placed in the tabernacle, all genuflect.

**Acolyte1** or **Acolyte2** brings the **water** cruet to the Presider at the altar.

--The Presider might pour water into the **chalice** himself or **have the server pour** the water.



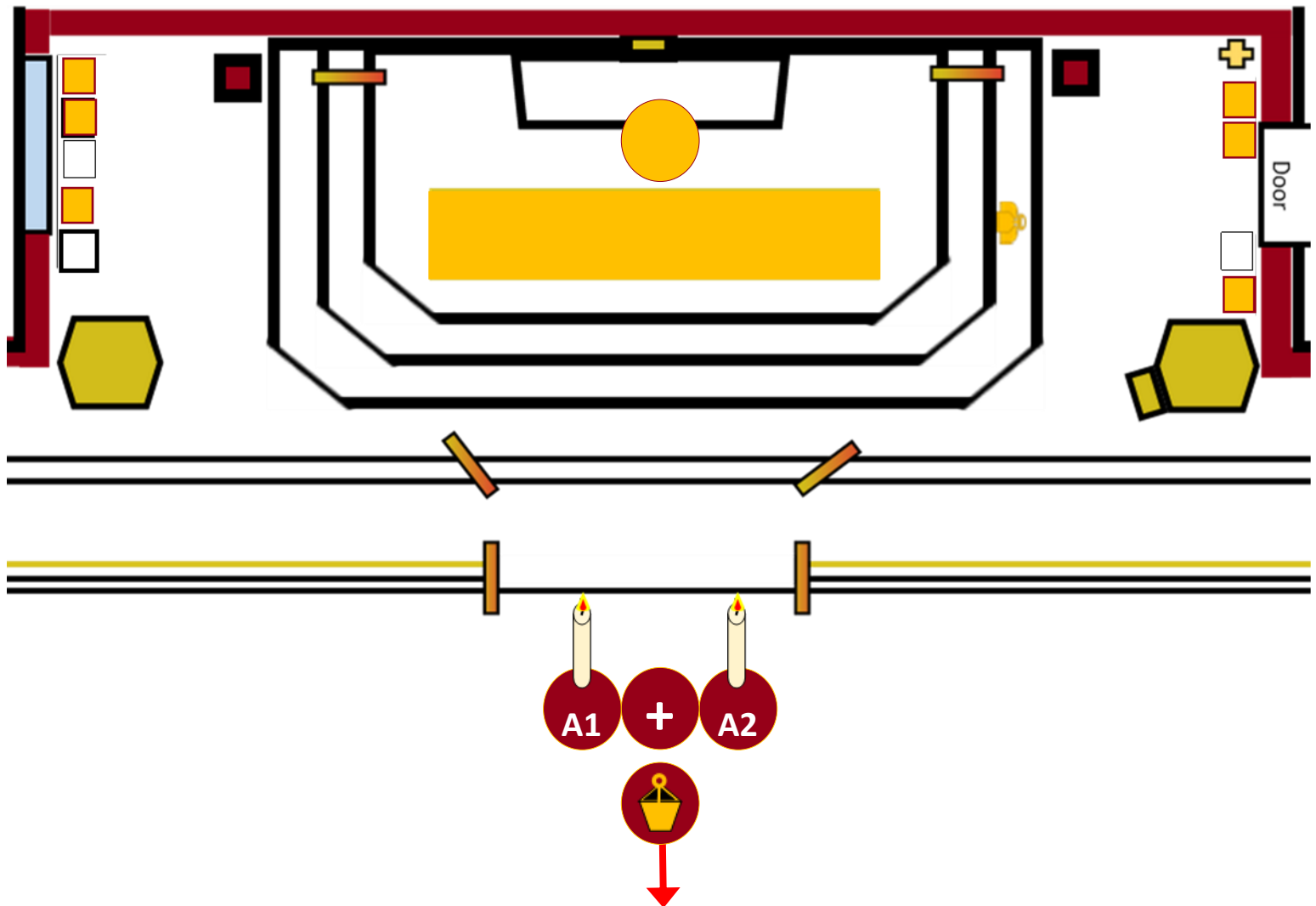
## (5) Concluding rites and Procession OUT

--When the Presider finishes leading the Prayer to St. Michael, he will **go up to kiss the altar**.  
This is everyone's cue to go to our Procession OUT positions.

**Incense, Acolyte1, Cross, Acolyte2** stand on the **◆◆◆DIAMONDS◆◆◆** in the center aisle.

--We all face the altar. When the Presider genuflects, we all  
**genuflect** if our hands are empty,  
or **make a little head bow** if we are carrying something.

--**Incense** leads the Procession OUT.



## Part 6: The After-Mass

--Bring in the **Chalice**, the water and wine **cruets**, the hand washing **bowl**...

---ASK the Sacristan what you can do to help clean up.

**Hang up your alb  
on the correct hook,  
neatly facing the correct way.**

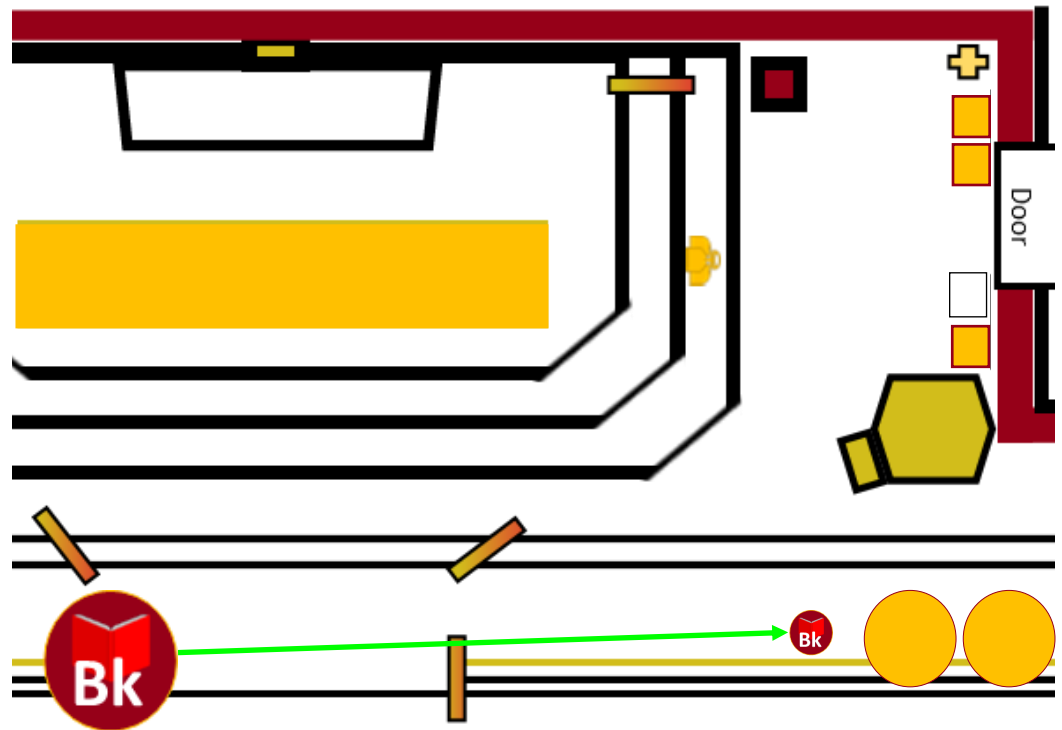
Thanks for serving!



## (Appendix) The 5th Serving Job: Book.

--For some special Masses, a fifth server holds the **Book** for the Presider whenever needed.

--The seat for **Book** is by the brass rail.



WHAT might **Book** hold for the Presider?

- The **actual physical red Book** used at the beginning and end of Mass ("Let us pray...") is on a little table beside **Book's** seat.
- The Presider has a special three-ring binder at his chair. He might sometimes signal **Book** to come and hold it for him (at, for example, the Creed or the General Intercessions).

In summary, **Book** holds things for the Presider at the Presider's chair.

*"Roman Missal Excerpts"* **Book** at the **beginning** of Mass, when the Presider gets to his chair.  
The special three-ring **Binder** after the **homily** (for the Creed and Intercessions).  
*Maybe* the **Binder** for announcements.  
*"Roman Missal Excerpts"* **Book** at the **end** of Mass.

**As always, we follow the Presider's lead.**

**Bear in mind, also, that Fr. McCabe sits next to **Book**  
and guides **Book** through the Mass.**

**So no worries, Matt!**