

Requirements Of Servers

Arch Confraternity of St. Stephen



To Serve Mass the Server will need to:

1. Display the necessary conduct & behavior required by a server.
2. Be able to demonstrate competency in the duties of his current rank
3. Be proficient in the duties & requirements of all the positions below the rank in which he is to serve.
4. Keep the “Server’s Guidelines” as listed in the Sacristy.
5. Attend frequent serving practices.

All New Servers

Will be required to attend practice until they are competent with the duties of a Torchbearer and can display the necessary conduct and composure needed before being allowed on the altar to serve.

Arch Confraternity of St Stephen –

To Become A Member & Receive The Bronze Medal- A server must first know all the Latin responses by heart and with the correct pronunciation.

Receiving Tassels – Reach the rank of Thurifer

Receiving Gold Medal – Reach the rank of MC

Promotions

To be promoted to the next rank a server will be tested and Must Be Able To Display:

1. Proficiency in the duties listed under his current rank .
2. Proficiency in all duties of the positions below his currently held rank (**list is in the sacristy**)
3. Must display competency in the duties listed for the position he is aiming for before being promoted to that rank or before he can start serving at that rank. (**That means training first, serving afterwards**)

You will only be graded for a promotion if you put in the work necessary to learn. You can do this by attending serving practice often and also by attending practice for the positions above your current rank. Once you feel you are competent and can pass the test for serving that position, please contact Mr. Walmsley to organize a time for your grading.

Requirements & Duties Of Each Rank:

Torchbearer (Red Cassock, No Lace) (St. Stephen’s Medal Only When Latin Is Proficient)

- Show good composure (can stand, sit & kneel up straight)
- Show good Conduct (to understand and display the honor and respect needed to serve God)
- Pays attention and keep eyes on the altar & MC
- Can process in and out correctly
- Can keep together in pairs and stay with the same boy not swap around
- Hold the torch correctly in the correct hand as well as position them properly
- Can kneel up without leaning on torches or walls
- Knows when to bow

- Knows where to kneel
- Can hold their hands together
- Limited fidgeting
- Place their hands in the correct positions for sitting, standing and when holding torches.

Boat Bearer (Red Cassock, No Lace) (St. Stephen's Medal Only When Latin Is Proficient)

- Must be proficient at serving torchbearer first. (See torchbearer duties)
- Can lead a procession correctly
- Hold the boat the entire way through mass
- Pay attention with good composure & discretion
- Knows when he needs to process in and out
- Knows when to give the boat to the MC
- Knows when to add incense to the thurible
- At least 50% proficient with Latin responses

Acolyte II (Black Cassock, No Lace) (St. Stephen's Medal Only When Latin Is Proficient)

- Must be proficient at serving Boat Bearer first. (See Boat Bearer Duties)
- Must be well composed
- Must be aware and assertive
- Must be able to move about the altar discreetly with the correct humble posture
- Knows all the Latin responses with correct pronunciation
- Holds hands correctly all the time
- Can serve Acolyte II proficiently for either a Low or Sung Mass
- Can perform all duties without being prompted.
- Knows how to setup and unpack the altar
- Can setup the credence table
- Knows how to fill up and clean the cruets

Acolyte I (Black Cassock, No Lace) + (Must Be A Member Of The Arch Confraternity)

- Must be proficient at serving Acolyte II first. (See Acolyte II Duties)
- Displays very good composure
- Displays very good discreetness
- Displays very good respect for The Mass
- Displays a very good humble posture
- Displays very good awareness
- Can ring the bells correctly
- Can Identify all instruments associated with Mass
- Can set up the Chalice
- Can light and extinguish the candles on the altar in the correct order
- Can serve Benediction
- Can perform all of his duties proficiently without needing to be prompted
- Can proficiently serve any Acolyte position for a Sung or Low Mass

Cross Bearer (Black Cassock, No Lace) + (Strong Enough)

- Displays very good composure
- Displays very good discreetness
- Displays very good respect for The Mass
- Displays a very good humble posture
- Displays very good awareness
- Knows to bow not to Genuflect
- Can hold the cross upright without waving it around

Thurifer (Black Cassock, No Lace) + (Tassels With Their Medal)

- Must be proficient at serving Acolyte I first. (See Acolyte I Duties)

- Great conduct in all areas on the altar (Composure, Discreetness, Awareness, Respect & Posture)
- Knows when to open and close the gates
- Knows how to correctly incense all clergy & people, from Bishop down to the faithful.
- Knows how to correctly assist the Priest during the incensing of the altar
- Must be proficient in all his duties
- Can keep Torchbearers & Boat Bearer in order and ensure they process in and out in correct pairs and all together with correct spacing.
- Can serve Benediction

MC or Master of Ceremonies (Black Cassock, Lace is Permissible But Not Preferred) + (Gold Medal With Tassels)

- Must be proficient at serving Thurifer first. (See Thurifer Duties)
- Is a Master of Ceremonies! He is in control at all times. Must know all the positions and duties of all servers on the altar at all times. So that he can orchestrate the ceremony properly.
- Displays excellent conduct & behavior on the altar and in the sacristy & leads by good example.
- Is aware at all times, is constantly keeping an eye on all servers and what they are doing.
- Must be confident in his duties but still retaining a humble posture and attitude.
- Must be assertive! If something is being done incorrectly either by the priest or servers he corrects it straight away.
- Is Discreet! A great MC knows how to attract a server's attention without being noticed by others or causing distractions to those attending Mass.
- Preemptive. Is in control and looking a minute or two in advance to ensure the required server is awake and preparing to perform the necessary duty. So that if he is not ready, then he has enough time to get his attention without disruption to the flow of Mass.
- Can navigate through and set up the missal correctly for Mass
- Knows when to instruct the Priest to bow towards the altar during the Gloria & Credo
- Can truly assist the priest during Mass and knows what the priest needs to do and when he needs to do it in case the priest forgets.
- He is a good delegate. An MC **NEVER** leaves the altar. But is a delegate to others, if something has been forgotten he gets someone else to get it.
- Can handle responsibility. If something goes wrong it is the MC's fault. He should have been in control and preemptive with enough time to correct the misdeed before it happened.
- Should be aware & prepared of any special events or differences during the mass. (Genuflecting during Epistle or Gospel, blessing of the palms etc)
- Assists the priest to dress
- Is prepping and double checking that the other servers know what they are doing and are awake and thinking before they leave the sacristy
- Double checks everybody has dressed properly, followed the rules and performed their duties before Mass starts
- Leads the St. Stephen's prayers before and after Mass