

ARCHCONFRATERNITY OF SAINT STEPHEN WORK BOOK



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Archconfraternity of Saint Stephen – Guild of Altar Servers

Harare Chapter

Director :
President :



ARCHCONFRATERNITY OF SAINT STEPHEN WORK BOOK

Guild of Altar Servers

Under the Patronage of Saint Stephen, Deacon and Martyr

WORKBOOK



Object

The object of the Guild is the *sanctification of the Altar Server* by *teaching him that to serve in the Sanctuary is a great religious privilege*, by *instructing him the manner of observing the rites and ceremonies of the Church according to the rubrics and to the decrees of the Sacred Congregation of Rites* and the interpretations of the most generally accepted authorities, and by *encouraging him to understand the meaning and the purpose of the ceremonies in which he takes part*.

What is the object of the Guild?

What are the three methods by which the sanctification of the Altar Server is to be achieved?

a.....

b.....

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.....

.....

C.....

.....

What is the Archconfraternity of Saint Stephen?

A confraternity is a sort of club, or society, for people who are interested in the same things and want to do these together. The Church uses the word 'confraternity' as the official name for societies set up in a parish. We often use another, easier, word instead of 'confraternity' - Guild.

An archconfraternity is a guild, which has been given special power by the Church authorities in Rome. It has special privileges. Because it is an archconfraternity it can allow other guilds to share in those privileges.

That is what the Guild of Saint Stephen is. The main Archconfraternity is based on Westminster Cathedral, in London. It has many Guilds in parishes in Great Britain and elsewhere affiliated to it. Strictly speaking, only the Guild at Westminster Cathedral should call itself Archconfraternity, but parish Guilds call themselves branches of the Archconfraternity.

History

The Guild was formed in **March 1905**, by **Father Hamilton MacDonald, chaplain to the Sacred Heart Convent, Hammersmith (London)** by **permission of the Archbishop of Westminster, the late Cardinal Bourne**, and it was blessed by His Holiness **Pope Pius X** in the following **November, 1905**.

On **4th December, 1906**, the Holy Father erected the Guild into an archconfraternity **prima primaria** **having the power to affiliate to itself other similar Guilds** outside the Archdiocese of Westminster in the British Isles.

On **19th February, 1934**, His Holiness **Pope Pius XI** extended this privilege throughout the British Empire.

During World War I (1914 - 1918), most of the senior members of the Guild were drafted, and consequently the Guild declined in England existing in only a couple of active chapters. After World War I, Fr MacDonald worked tenaciously to re-establish the Guild, and by the time of his death in 1933, the Guild was firmly established despite the drafts of World War II (1939 - 1945).

In 1955, the Guild celebrated its golden anniversary by organizing a pilgrimage to Rome. During an audience with Pope Pius XII, it was recommended and urged upon the Guild members by this venerable pope to adopt **Saint Pius X** (whom Pius XII had canonized shortly before), who had blessed, enriched and expanded the apostolate of the Guild from its beginning, as a secondary patron. This suggestion was immediately adopted by the Guild.

In 1981, in Rockdale, Australia, Fr Danien Carlile started a chapter of the Guild. In 1985, Archbishop Lefebvre came into contact with the Guild, and was so impressed that he made special mention of it during the General Chapter of the Society of Saint Pius X. In 1994 Fr Peter Scott introduced the Guild to the United State. Today the Guild's Headquarters are in Kansas City. In 2001 the Guild was re-introduced into England, and in **2004** it was introduced into Zimbabwe by Fr Gendron.

When was the Guild of Altar Servers formed?.....

Who formed the Guild?.....

What was Father Hamilton's position?

Who gave Father Hamilton permission to form the Guild?.....

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Which Pope blessed the Guild?.....

When did the Pope bless the Guild?.....

What does *prima primaria* mean?

When did the Pope erect the Guild into an Archconfraternity *prima primaria*?.....

Which Pope extended this *prima primaria* privilege throughout the British Empire?.....

When did the Pope extend this privilege?.....

Who is the secondary patron of the Guild?.....

When was the Guild introduced into Zimbabwe?.....

Membership

Membership of the Guild is open to *any boy or man, without any limit of age*, who can *serve Mass*, and who has shown proof of a desire *to conform to the object of the Guild*. It is recommended that a server after admission to the Sanctuary serve *at least six months* before being admitted to membership of the Guild. The local Director of the church decides whether a candidate is eligible, and is empowered to perform the ceremony of enrollment according to the form prescribed on page 61 (below) and to invest the server with the Guild medal. The medal and cord, and also the Guild handbook, may be obtained from the General Secretariate.

Who can join the Guild?.....

Can girls and women join the Guild?.....

Is there an age limit to membership of the Guild?.....

What must a member of the Guild be able to do?.....

What desire should a member of the Guild have?.....

What is the object of the Guild?.....

For how long should an Altar Server serve before being admitted to the Guild?.....

Rules

Every member on enrollment promises to observe the following rules :

1. *To serve at the Altar reverently, intelligently and punctually.*
2. *To make short acts of preparation before, and of thanksgiving after, serving Mass.*
3. *To observe silence in the sacristy, and great reverence in the Sanctuary.*
4. *To recite daily the Guild prayer.*

Postulants and members are recommended to receive Holy Communion *as often as possible*, particularly when serving Mass. Enrolled members should always wear the *Guild medal* when serving.

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Unless taking part in the ceremonies, members are recommended always to *use a missal* when assisting at Mass.

What are the four rules of the Guild?

- 1.....
- 2.....
- 3.....
- 4.....

How often should postulants and members receive Holy Communion?.....

How often should postulants and members serve at Holy Mass?.....

What should members wear whenever they are serving at Mass?.....

When not taking part in the ceremonies, how should members assist at Mass?.....

Recommendations

- Be ready to serve at every opportunity, yet making sure that your fellow servers have an equal chance.
- Take part in all services as fully as possible, by paying careful attention to everything that is being said or done and by joining in the prayers, responses and hymns - and especially by receiving Holy Communion at Mass.
- Avoid doing anything, which might distract the attention of the people. Do not fidget or look around, or stare at the people in the church.
- Carry out the ceremonies calmly and without drawing too much attention to yourself, and remember that you are part of a team.
- Be in good time before services so that you can prepare properly.
- See that you are suitably dressed for serving (especially footwear) and that your alb is clean.
- Wear the Guild medal on all occasions when serving.
- Do your best to attend Guild meetings and festivals so as to get to know other servers, especially those from other parishes.
- Pay attention to personal cleanliness and tidiness.

The Guild Promise

I offer myself to God almighty,
to blessed Mary, our Mother
and to our holy patron, Saint Stephen.
And I promise to do my best
to serve regularly
with reverence and understanding,
for the glory of God,
the service of his Church,
and my own eternal salvation.

The Guild Medal & Logo

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CUI SERVIRE REGNARE EST : “*He Who Serves Reigns*” or “*To Serve is To Reign*”

This is the motto of the Guild. It is in imitation of Our Lord, Who did not come to be served, but to serve. Blessed is he who serves the Lord at His Holy Altar.

Crown of Martyrdom : One of the symbols attributed to the Martyrs. It is the crowning triumph of giving one’s life completely to Christ. Saint Stephen has the distinction of being the Protomartyr, or the first martyr to shed his blood and die for Christ and His Kingdom.

Twin Set of Palms : The Palm of Martyrdom is another symbol attributed to the Martyrs. The palm symbolizes the triumph of the spirit over the flesh in the earthly battle for eternal salvation.

CHI – RHO : An ancient monogram for the name of Christ, which combines the Greek letters X and P. It was the symbol of victory that Christ revealed to Constantine : “*In hoc signo vincere.*” “*In this sign you shall conquer.*”

- In the centre the letters XP are the first two letters of the name 'Christ' in Greek.
- At the top is the crown of victory given by God to everyone who overcomes evil, especially those who die for him.
- At the bottom are the palm branches, traditional signs of martyrs who died for Christ.
- Around the edge are the Latin words of the Guild motto:

CUI SERVIRE REGNARE EST.
TO SERVE CHRIST IS TO REIGN.



Draw the Saint Stephen Guild Medal and label all its main features

Constitution And Organisation

The Archconfraternity is divided into *local chapters*. At the head of the chapter is the *Director*, who is *a priest*. The Director oversees the whole chapter, leads the regular meetings, and enrolls the members into the Guild. *The Director* should appoint a lay *President* of that Chapter, who directs *meetings and practices* in his absence. The President should be a server who knows the *servicing rubrics* thoroughly, has the ability to *coordinate the other servers* and is capable of *servicing as Master of Ceremonies* for the more complicated ceremonies of the Church. The President is responsible for *preparing the regular servicing schedule* and should also directly *oversee the servers in their training* and in *their observance of the Guild rules*.

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How is the Archconfraternity divided?.....

Who is the head of the chapter?.....

What must the director be?.....

What is the name of our director?.....

Who appoints the President of the chapter?.....

What must the President direct?.....

What should the President know?.....

What are some of the functions of the President?

a.....

b.....

c.....

d.....

The Guild's System of Promotion

The serving ranks within the Archconfraternity

Postulant. The Postulant is one who has the desire *to join the Guild*. He begins learning his *Latin responses* and the *movements for Torchbearer at High Mass* and *2nd Acolyte at Low Mass*. The probation period is dependent upon the individual server's ability, though six months may be recommendable. When he has been admitted and enrolled into the Guild, he is done so as a *Junior Acolyte*.

Junior Acolyte. The requirements for having the rank of Junior Acolyte as follows : He must have his **Latin responses mastered**, know in detail how to serve as *Torchbearer at High Mass* and *2nd Acolyte at Low Mass* and must have successfully passed a test regarding these positions. The Junior Acolyte wears a *plain red cord with a pewter medal* and upon enrollment is presented with a certificate of enrollment.

Senior Acolyte. The Senior Acolyte must know how to serve in detail *Low Mass by himself*, as well as the position of *1st and 2nd Acolyte and Thurifer at High Mass* and must have passed a test regarding these positions. The Senior Acolyte trades the plain cord for a *red cord with tassels*, but retains the *pewter medal*.

Master of Ceremonies. The MC must have proven his *reliability* as well as his fidelity to the rule of *punctuality, intelligence* and *reverence* while serving, must have a thorough knowledge of *all the serving positions at Low Mass and High Mass* and must have passed a test regarding the position of MC at High Mass. The MC trades his pewter medal for a *gold medal*, and retains the *red cord with tassels*.

President. The President wears a tow-tone, *gold and black medal* with *the red cord and tassels*.

What does the Postulant desire?.....

What are the three main things that the Postulant begins to learn?

1.....

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2.....

3.....

When the Postulant has been admitted and enrolled into the Guild what rank does he hold?.....

.....

What are the three main things that a Junior Acolyte must know?

1.....

2.....

3.....

Describe the medal that the Junior Acolyte is allowed to wear.....

.....

What are the four serving positions that a Senior Acolyte must know?

1.....

2.....

3.....

4.....

Describe the medal that the Senior Acolyte is allowed to wear.....

.....

What four qualities should the Master of Ceremonies try to develop?

1.....

2.....

3.....

4.....

What serving positions must the MC have a thorough knowledge?.....

.....

Describe the medal that the MC wears.....

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.....
Describe the medal that the President wears.....
.....

Indulgences

With the object of increasing the fervor and devotion of the members of the Guild, the Holy Father, on 22nd May 1906, granted the following indulgences:

1. **Three Plenary Indulgences**
 - a. *On the day of admission*
 - b. *On the patronal feast of the Guild, 26th December*
 - c. *At the hour of death*

2. **An Indulgence of Seven Years & Even Quarantines (40 Days) on each of the following feasts:**
 - a. *Saint John, Apostle and Evangelist, 27th December*
 - b. *Saint Joseph, 19th March*
 - c. *Saints Peter and Paul, 29th June*
 - d. *Saint Michael, 29th September*

An Indulgence of 300 Days every time a member before serving Mass recites the prayer: Direct, we beseech Thee, O Lord, our actions.....

In England and Wales an Indulgence of 200 Days may also be gained every time a server recites the Guild prayer: O God, Who dost graciously accept the ministry of Thy servants.....

When can members of the Guild gain a plenary indulgence?

- 1.....
- 2.....
- 3.....

For members of the guild, what feast days have plenary indulgences attached to them?

- 1.....

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2.....

3.....

4.....

Guild Prayer (To be recited daily)

O God, Who dost graciously accept the ministry of Thy servants and allow us to share in the service of Thine Altar: grant that, whilst in serving Thee we follow the example of our Patron, Saint Stephen, the first Martyr, we may, like him, come to see Thy Son standing at the right hand of Thy Majesty, and so enter into the Kingdom of Our Lord and Saviour, Jesus Christ, Who livest and reignest with Thee in the unity of the Holy Ghost, God, world without end. Amen.

Hail Mary, full of grace, the Lord is with thee. Blessed art thou amongst women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen

V. Saint Stephen
R. Pray for us

V. Saint Pius X
S. Pray for us

Prayers Before Serving Mass

In the name of the Father, and of the Son, and of the Holy Ghost, Amen.

Come, O Holy Ghost, fill the hearts of Thy faithful, and kindle in them the fire of Thy love.

V. Send forth Thy Spirit and they shall be created.

R. And Thou shalt renew the face of the earth.

Let us pray

O God, Who didst teach the hearts of the faithful by the light of the Holy Ghost, grant that, by the gift of the same Spirit, we may be truly wise, and ever rejoice in His consolation. Through Christ Our Lord. Amen.

O God, Who dost graciously accept the ministry of Thy servants and allow us to share in the service of Thine Altar: grant that, whilst in serving Thee we follow the example of our Patron, Saint Stephen, the first Martyr, we may, like him, come to see Thy Son standing at the right hand of Thy Majesty, and so enter into the Kingdom of Our Lord and Saviour, Jesus Christ, Who livest and reignest with Thee in the unity of the Holy Ghost, God, world without end. Amen.

Direct, we beseech Thee, O Lord, our actions by Thy inspiration, and further them by Thy continual help; that every prayer and work of ours may always begin from Thee, and through Thee be likewise ended. Amen.

Hail Mary, full of grace, the Lord is with thee. Blessed art thou amongst women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen

V. Saint Stephen R. Pray for us
V. Saint Pius X R. Pray for us

Prayer After Serving Mass

Our Father.../ Hail Mary.../Glory Be...

Anima Christi

Anima Christi, Sanctifica me.
Corpus Christi, salva me.
Sanguis Christi, inebria me.
Aqua lateris Christi, lava me.
Passio Christi, conforta me.
O bone Jesu, exaudi me.
Intra tua vulnera absconde me.

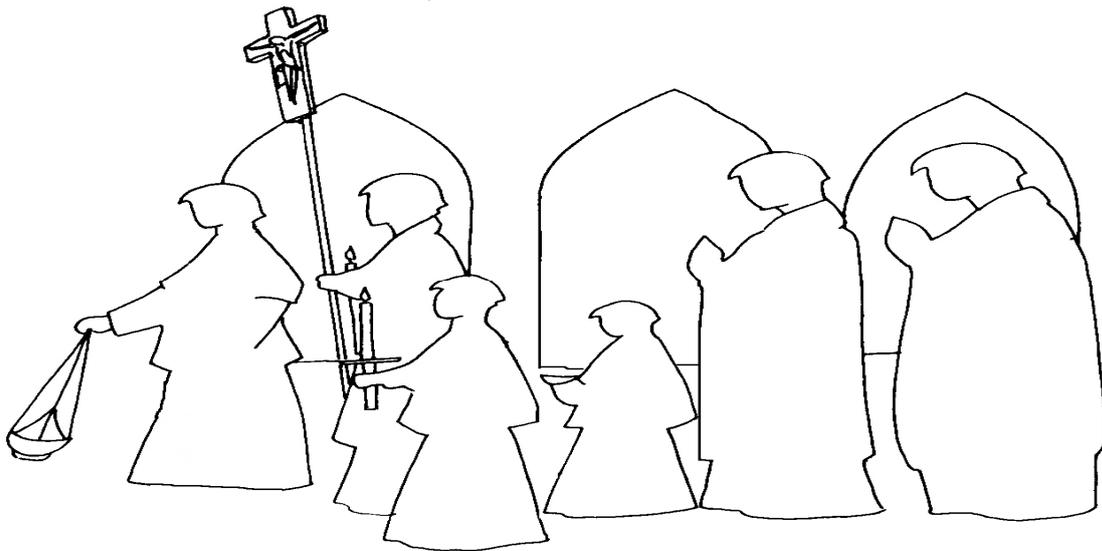
Soul of Christ, sanctify me.
Body of Christ, save me
Blood of Christ, inebriate me.
Water from the side of Christ, wash me.
Passion of Christ, strengthen me.
O Good Jesus, hear me.
Within Thy wounds hide me.

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Prayer before the Crucifix

Behold, O kind and most sweet Jesus, I cast myself on my knees in Thy sight, and with the most fervent desire of my soul, I pray and beseech Thee that Thou wouldst impress upon my heart lively sentiments of faith, hope and charity, with true contrition for my sins, and a firm purpose of amendment, whilst with deep affection and grief of soul, I ponder within myself and mentally contemplate Thy five wounds; having before eyes the words which David the prophet put on Thy lips concerning Thee: “They have pierced My hand and My feet; they have numbered all My bones.”

V. Saint Stephen R. Pray for us
V. Saint Pius X R. Pray for us



The Postulant

To serve at the altar..... is next to the Priesthood the highest privilege which a layman can enjoy.

FIRST THOUGHTS. “No ministry, except that of those who by ordination are set apart for the service of the altar,” wrote the late Cardinal Bourne in his preface to the first edition of this handbook, “deserves greater thought and consideration than the duty entrusted to those laymen and youths who have the office of assisting the priest of God in the discharge of their sacred functions.” Willingly you have come forward to take up this exalted office, to enjoy the privilege which Holy Mother Church grants you of wearing the sacred dress of a cleric, namely, cassock and cotta (surplice), and of performing duties in the Sanctuary for which originally men were set apart from others by tonsure and minor orders. Your first impulse is a generous one. You value this high privilege and you feel a secret joy at giving yourself to it. You are going to be often in a holy place, performing sacred duties, and you will appear very publicly in the sight of all the congregation. To fulfill such an office worthily you will need *to be holy in your own life*, and *edifying always in the sight of other people*. Your great help will be *Prayer, Holy Mass* and the *Sacraments*.

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What is the highest privilege that a layman can enjoy?.....

.....

What will you need to be to fulfill the office of server worthily?

a.....

b.....

What will be your three sources of help?

1.....

2.....

3.....

General Directions

All actions should be done *deliberately, thoroughly* and *without hurry*, but *not slowly*. All words should be spoken *audibly, each syllable articulated, every sentence reverently pronounced*.

How should all your actions be carried out?

1.....

2.....

3.....

4.....

How should all words be spoken?

1.....

2.....

3.....

The Hands, when serving, should be *held together on the breast, palm to palm, with the fingers extended and close together pointing upwards, the thumbs being crossed right over left*. When one hand is being used, the other should *lie with the open palm upon the breast*. When not employed the hands may be *held merely folded together right over left against the front of the body at the height of the elbows*.

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(When the server is seated in the sanctuary, *the hands, with fingers extended and close together, should sit on the thighs.*)

When serving, how should the hands be held together?.....

.....

When one hand is being used, where should the other hand lie?.....

.....

When not employed, how should the hands be folded?.....

.....

How should the hands be kept when the server is seated in the sanctuary?.....

.....

The Single Sign Of The Cross should be made by **four distinct movements of the right hand** as follows :

- a. Dropping the left hand on the breast, raise the right hand with the fingers and thumb extended and close together, and the palm turned inwards towards the face; and with the tip of the middle finger touch the center of the forehead, saying, In nomine (In the Name of)
- b. Then lower the right hand till the middle finger touches the breast above the left hand, saying, *Patris* (The Father)
- c. Pass the right hand across the breast till the middle finger touches the left shoulder, saying, et *Filii* (and of the Son)
- d. Then carry the right hand across to touch the right shoulder, in the same manner, saying, et *Spiritus Sancti* (and of the Holy Ghost), and join the hands again on the breast saying, Amen.

How many distinct movements make up the Single Sign of the Cross be made?.....

Which hand is used in making the Sign of the Cross?.....

Describe the four distinct movements that make up the Sign of the Cross?

a.....

.....

.....

.....

b.....

.....

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c.....

.....

d.....

.....

.....

The Triple Sign of the Cross is made with the right hand in the following manner : letting the left hand fall upon the breast, raise the right hand in front of the eyes with the palm towards the face, the fingers extended close together and pointing towards the left, and the thumb close to the palm, but the end of it turned inwards so as to touch the forehead; then, by a movement of the whole hand, trace the sign of the Cross with the tip of the thumb, firstly, on the center of the forehead; secondly over the lips, by lowering the hand opposite the mouth; and thirdly, on the breast by lowering the hand again just over the left hand; then rejoin the hands on the breast as usual.

How is the Triple Sing of the Cross made?

.....

.....

Reverences, or bows, are simple, moderate and profound. A simple reverence is made by **bowing the head only**; a moderate reverence is made by **bowing the head and shoulders**; a profound reverence is made by **bowing forward the whole upper part of the body from the hips**. The latter is only made **when standing** and affects the **priest alone**.

What is another word for reverence?.....

What are the three types of reverences?

1.....

2.....

3.....

Describe a simple reverence?.....

Describe a moderate reverence?.....

Describe a profound reverence?.....

.....

Does a server ever make a profound bow?.....

In what position is a profound reverence made?.....

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Genuflections are **single** and **double**. A single genuflection is made by **dropping the right knee to touch the ground near the left heel**; a double genuflection is made by **kneeling with both knees on the ground, a moderate reverence being then made before rising**.

What two types of genuflection are there?

1.....

2.....

Describe how a single genuflection is made.....

.....

Describe how a double genuflection is made.....

.....

.....

Walking and Turning. All movements in the sanctuary should be **noiseless and graceful**. When two or more servers are together, they should move **as one body**.

The rule for turning is : **Never unnecessarily turn your back on the Blessed Sacrament**. To observe this rule, remember, whenever you have to turn away from the altar, either by your right or left, always to turn back again the reverse way, so as never to turn completely round.

How should all movements in the sanctuary be made?.....

When together, how should two or more servers move?.....

What is the rule for turning?.....

.....

Lighting the Candles. To light the candles use a **taper** lighted from the Sanctuary Lamp, and **always begin with the candle or candles on the Epistle side of the altar**. When there are several candles to be lighted on each side, begin with the one **nearest to the crucifix, and light in order from the topmost downwards**.

What should be used to light the candles on the altar?.....

Describe the manner in which the candles on the altar are lit?.....

.....

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To Extinguish the Candles reverse the whole of the above order, and **begin with the candle or candles on the Gospel side of the altar**, and if there are several candles to be put out, with the **candle farthest from the crucifix and lowest down**, proceeding upwards so that the **first candle that was lighted will be the last one extinguished**.

Describe the manner in which candles on the altar are extinguished.....
.....
.....
.....
.....

The Bell is rung with the **right hand** as follows : Grasp firmly the handle of the bell, then raise and immediately lower so as to sound two distinct strokes at each time of ringing (or use a swivel action depending on the type of bell). The bell is rung at the **Sanctus** (three rings), at the **Hanc igitur** (one ring), at **each genuflection** (one ring) and **Elevation** (three rings) **during the Consecration**, and at the **Domine, non sum dignus** (one / two / three rings) At the **end of the second elevation of the Consecration** the bell may be rung a little longer. It is also a local custom to ring the bell at the **minor elevation** (one ring).

What hand is used to ring the bell?.....

When is the bell rung during the Mass and for how many rings?

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

When may the bell be rung a little longer?.....

The Bell is **not rung** by the server serving Low Mass at a side altar, during Exposition of the Blessed Sacrament, or any solemn service at the high altar, or from the *Gloria in excelsis* on Holy Thursday until the *Gloria in excelsis* on Holy Saturday. A **clapper** is used in place of the bell during this period – Maundy Thursday to Holy Saturday.

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If there is a solemn service at the high altar, can the bells be rung for a Low Mass at a side altar?.....

What is used in place of a bell on Holy Thursday, Good Friday, and Holy Saturday?

The Thurible and Incense Boat are used as follows : Before the fire is blessed, ie. on first entering the sanctuary, the thurifer should **grasp the chains of the thurible with his right hand just under the cap**, letting the thurible **swing freely from side to side**, and in his **left hand** he should carry the incense boat.

How should the thurifer hold the thurible?.....
.....

What should the thurifer allow the thurible to do?.....

In what hand should the incense boat be carried?.....

Particular Instructions

The Server in The Sacristy

Behaviour. All servers should take pride in punctuality, personal cleanliness and good behaviour, and while serving strictly avoid staring about them. The service in which they assist is no common service but sacred and solemn, and ***the place is most holy***, therefore must the server constantly remind himself of the presence of God and His holy angels if he would serve well. The sacristy is the antechamber of the sanctuary and within the precincts of God's house; therefore the server will regulate his conduct and behave well there, after the example of the Holy Child and His saints. As a member of the Guild of St Stephen he will place himself under the protection of that faithful deacon and brave martyr, invoke his intercession and follow his example.

Attendance. Servers should be in the sacristy ***at least ten minutes before the commencement of the service*** at which they are going to assist.

Silence. ***Strict silence*** should be kept, and each server immediately on entering should ***put on his cassock and surplice***, then kneel down and make his preparation. (The preparation prayers may consist of the Guild prayer, the collect; Direct, we beseech thee, etc., and the Hail Mary. The collect and Hail Mary are indulgenced. In some cases it may be better to make the ***preparation before***, as well as the ***thanksgiving after*** Mass in the church. No server should leave the church after serving Mass without saying at least a Hail Mary.)

Why should all servers be at their best behaviour in the sacristy?.....

When should servers be in the sacristy?.....

What should be kept in the sacristy?.....

On entering the sacristy, what should each server do?.....

What should the server do before and after serving at Mass?.....

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The Server in The Sanctuary

Preparation of the Altar.

Where there is no sacristan, the server may prepare the altar and credence table for Mass as follows:

1. Remove the covering from the altar cloth.
2. Place upon the altar the **Missal stand** and altar cards. The Missal stand and the **small altar card** with the **Lavabo Psalm** on it are placed on the Epistle side, the other **small card with the Last Gospel** on the Gospel side, and the **large card** in the center in front of the tabernacle. When there is a last Gospel to be read from the Missal, the altar card with the Gospel of St John should not be placed on the altar.
3. Light the candles. (For Low Mass **two candles** must be lighted, one at each side of the altar. Epistle Side 1st)
4. Place on the Credence Table :
 - a. the dish with the two cruets
 - i. one containing wine
 - ii. one containing water
 - b. the lavabo cloth
 - c. the finger-bowl or dish
 - d. the bell
 - e. the communion plate
5. If the altar is the Blessed Sacrament altar, the server should see that the **special finger glass and purificator** are placed close to the right-hand side of the tabernacle.

What four items should be placed on the altar in preparation for Mass?

- 1.....
- 2.....
- 3.....
- 4.....

Where should the following four items be placed on the altar?

- Small Lavabo Psalm Card.....
- Small Last Gospel Card.....
- Large Card.....
- Missal & Stand.....

How many candles should be lit for Low Mass?.....

How many candles should be lit for a Sung Mass?.....

Which candle should be lit first?.....

List all the items that should be on the credence table for Low Mass.

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- a.....
 - i.....
 - ii.....
- b.....
- c.....
- d.....
- e.....

What should be placed at the right side of the tabernacle?.....

After Mass, on returning to the sacristy, the server should wait for the priest, and together with him salute the crucifix; then bowing to the priest, the server should kneel to receive a blessing. If not required to assist the priest, the server returns to the sanctuary, and if no second Mass is to follow, may extinguish the altar candles (Gospel side first), remove the Missal and Missal Stand and altar cards from the altar, and cruets and finger-bowl / lavabo cloth from the credence table. The server then covers the altar and returns to the sacristy, taking off his surplice and cassock. Then without noise, the server leaves the sacristy and makes a short act of thanksgiving in the church.

How to Serve and Pray at Low Mass

Arrive in good time. If you have to pass through the church, kneel down, pray to Our Lord and say your Guild Prayer before serving. If you enter by the sacristy, vest first, and then go into church or a side-chapel and say your prayers. Always walk slowly and reverently. Genuflect to the ground, keeping your body upright, and facing forward. Prepare the cruets; light the candles beginning with the one at the Epistle side; prepare your book if you use one. Help the priest to vest. If you are not serving at the Blessed Sacrament Altar, tell the priest if you or other people want Holy Communion, stating the number. If you forget this, you can still present altar breads to the priest up till the Offertory, or even any time before the Elevation. Never talk or play in the sacristy.

When the priest is ready for Mass, take the Missal if this is the custom, bow to the Cross, and precede the priest, offering him Holy Water with your right hand and then making the sign of the Cross yourself. Ring the sacristy bell if this is the custom. (If you are carrying the Missal, lean it on your left arm to do all these actions.)

On reaching the Altar, be at the priest's **right**: receive the biretta if he is wearing it, kissing first his hand, then the biretta, and genuflect, even if the priest only bows. Put the biretta on the step or the credence table, and if you have to put the Missal on the stand, go round by the side.

Then if necessary, close the sanctuary gates, genuflect and go **the foot of the steps at the gospel side so as to be on the priest's left**. Have your book open ready. When the priest comes down and bows or genuflects, **kneel directly on the floor**.

On reaching the Altar, on which side of the priest should you be?.....

What should be your position for the start of Mass?.....

.....

When the priest comes down what should you do?.....

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DO NOT

1. **Don't** look round when anyone passes in front of or near the altar. The Server should be either following the Mass in his Missal or watching the priest.
2. **Don't** bow during the priest's Confiteor, and do not strike your breast.
3. **Don't** stand during the *Credo* during Low Mass. Kneel as soon as you have answered "*Laus tibi Christe.*"
4. **Don't** ever put the cruets on the altar without the lavabo cloth under them, and, at the Offertory, don't leave them on the altar for the priest to take: hand each cruet to the priest with the right hand.
5. **Don't** kiss the chasuble before or after the Elevation, and hold it up only when the priest raises his arms.
6. **Don't** kneel at the side to receive Holy Communion, always move to the front facing the altar on the Epistle side, after the priest has said "*Indulgentiam.*"
7. **Don't** come to the center for the priest's blessing, remain at the Gospel side until the priest has begun the Last Gospel. Thereafter, move to the Epistle side.