



SUNDAY EVENING MASS

Altar Server Preparation and Prayers

For use before and after the Holy Sacrifice of the Mass

Our Lady Help of Christians

Roman Catholic Parish Church

www.ourladyhelpofchristians.co.uk

Welcome and Thank You

Dear Altar Server

Thank you for volunteering to become an Altar Server in our parish.

An Altar Server's role is to help the priest at Mass and other services. We also help the other people in church – the congregation, join in the service. As such, we are subject to DBS Enhanced Checks as part of the Diocese's safeguarding requirements.

People take their cues from the Altar Servers for what they should be doing, including: standing, sitting, kneeling, saying the prayers; so, it is important that we know the rubrics of the Mass. There is a saying, that a good Altar Server is 'invisible', this means when things go right, no one should not notice us. We only become 'visible' if things go wrong, which we should try to avoid.

It is important that we stay safe while serving, especially when moving around church wearing your Cassock (and Cotta). Position your cassock, so you do not step on it when rising from a kneeling position. Manage the risks associated with candles, oil, and the thurible (which can get hot), appropriately.

There are a number of roles to do. Some people prefer doing certain roles and not others, but we ask that you try each one – servers should be interchangeable. There are a few jobs, that we might only let the more experienced Altar Servers do, such as Thurifer. Some Altar Servers are also instituted as Extraordinary Eucharistic Ministers, so may have an additional role to undertake, on some Sundays.

We aim to have a team of four as a minimum, and up to seven (preferred) or more, to ensure that all the roles can be performed and that the duties do not need to be shared. If you are unable to undertake you assigned role on any given Sunday, then please let the Master of Ceremonies (MC) know, as far in advance, as possible.

You should always check with the MC or an experienced server, to confirm the role that you will be undertaking. If you ever need help, ask the MC, Deacon or Priest. Don't worry about making mistakes, we've all made them! But do try not to repeat the same mistakes, too often.

Always try and arrive in good time, at least 20 minutes before the start of a service (preferably 30 minutes). This gives you time to get changed and organised. You should make sure that you are in the correct attire: white shirt (with collar), black trousers, and black shoes. You should then put on your cassock. Your cotta should be put on immediately before the prayers before Mass; and removed immediately after prayers after Mass, in the Sacristy.

We really appreciate you joining the Altar Server Team; and for undertaking this important role! Thank you.

Preparation

Liturgical Season

- White (Gold)
- Celebrations of the Lord, the Blessed Virgin Mary, the Holy Angels and the Saints who were not Martyrs
 - Sacramental celebrations on more solemn days, festive, that is, more precious; sacred vestments may be used even if not of the colour of the day, for example Gold.
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- Green
- Weekdays and Sundays of Ordinary Time.
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- Red
- Palm Sunday, Good Friday, and Pentecost
 - Rite of Confirmation
 - Celebration of a Martyr
 - Saint 'Birthday' feasts of Apostles and Evangelists.
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- Violet (Purple)
- Requiem Masses and Funeral Services
 - Weekdays and Sundays of Advent (except Gaudete)
 - Weekdays of Lent and Sundays of Lent (except Laetare)
 - Penitential Services
 - Altar Servers should wear plain cottas during Advent and Lent, and for Requiem Masses (Funeral Services).
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- Rose
- Gaudete Sunday (3rd Sunday Advent)
 - Laetare Sunday (4th Sunday Lent).

Preface and Eucharistic Prayer

The choice of Preface and Eucharistic Prayer is, on some days, dictated by the Missal rubrics or the local Ordo. On all other occasions the celebrant will select the most appropriate combination.

Gloria

- Sundays outside Advent and Lent
- On Solemnities and Feasts
- Celebrations of a solemn character
- As directed by the Missal rubrics.

Creed

- Sundays
- Days ranking as Solemnities
- As directed by the Missal rubrics.

Readings

- Sundays and solemnities have two (2) readings
- Weekdays typically have one (1) reading
- Sequences after the 2nd reading occur on Easter Sunday and Pentecost.

Intercessions

- Sundays
- Other occasions as directed by the celebrant.

Roles and Duties

Altar Preparation

Altar

- Chalice
- Priest Host Paten (with Priest Host)
- Ciborium
- Pyx (as required)
- Purificator
- Veil
- Corporal (in Burse)
- Missal.

Credence Table

- Water Cruet and Wine Cruet
- Communion Host Pattens
- Lavabo – Jug/Basin/Purificator.

Candles

Sundays:

- Six Candles on the High Altar
- Two Candles at the Altar
- Two Candles at the Gospel.

Other Days

- Two Candles at Altar.

During Easter, Baptisms and Funerals

- Paschal Candle.

Procession

Thurifer

- Carries the Thurible.

Boat Bearer

- Carries the Incense Boat.

Cross Bearer (Crucifer)

- Carries the Processional Cross.

Candle Bearer (Acolyte 1)

- Carries the Candle
- Holds the Communion Paten.

Candle Bearer (Acolyte 2)

- Carries the Candle
- Holds the Communion Paten.

Book Bearer

- Carries the Gospel.

Cantor

- Sings sections of the Liturgy.

Master of Ceremonies

- Assists the Priest with the preparation of the Offerings.

The Server Procession is followed by Deacon(s) (if present), the Priest and other Priest(s) and/or the Bishop (if present).

Servers with the Bishop's Vimpae, should follow the Bishop.

Offertory

Offerings Water and Wine	<ul style="list-style-type: none">• Master of Ceremonies To present the Wine (Right Hand) and then the ☩ Water (Right Hand) to the celebrant. <hr/>
Incense	<ul style="list-style-type: none">• Celebrant To incense the Altar and Offerings• Thurifer To Incense the clergy and congregation 3 Double swings – Celebrant and Concelebrants (Priests) 2 Double swings – Deacon(s) 1 Single swing – Servers 3 Single swings –(Centre/Left/Right) Congregation To incense during the Holy Sacrifice of the Mass consecration – the body and the blood 3 Triple swings (each).• Boat Bearer To present the open Boat for the Priest to charge the Thurible to incense the Offerings and Congregation. <hr/>
Missal	<ul style="list-style-type: none">• Crucifer To remove the Missal from the Altar during the incensing of the Altar and then to place the Missal back on the Altar. <hr/>
Lavabo	<ul style="list-style-type: none">• Acolyte 1 To wash the Celebrant's hands. <hr/>
Altar Bell	<ul style="list-style-type: none">• Acolyte 2 To ring the Altar Bell at prescribed times.

Orationes Ante Missam

Latin

In Nomine Patris ... ✠

Veni, Sancte Spiritus, reple tuorum corda fidelium,
et tui amoris in eis ignem accende.

V. Emitte Spiritum tuum et creabuntur.

R. Et renovabis faciem terrae.

Oremus

Deus, qui corda fidelium Sancti Spiritus illustratione docuisti:
da nobis in eodem Spiritu recta sapere,
et de eius semper consolatione gaudere.
Per Christum Dominum nostrum. Amen.

V: Introibo ad altare Dei.

R: Ad Deum qui laetificat juventutem meam.

(Omitted from Passion Sunday until Holy Saturday)

V: Judica me, Deus, et discerne causam meam de gente non sancta:
ab homine iniquo et doloso erue me.

R: Quia tu es, Deus, fortitudo mea: quare me repulisti? et quare tristis incedo, dum affligit me inimicus?

V: Emitte lucem tuam et veritatem tuam: ipsa me deduxerunt, et adduxerunt in montem sanctum tuum, et in tabernacula tua.

R: Et introibo ad altare Dei, ad Deum qui laetificat juventutem meam. V: Confitebor tibi in cithara, Deus, Deus meus. Quare tristis es, anima mea? Et quare conturbas me?

R: Spera in Deo, quoniam adhuc confitebor illi, salutare vultus mei, et Deus meus.

V: Gloria Patri, et Filio, et Spiritui Sancto.

R: Sicut erat in principio, et nunc, et semper, et in saecula saeculorum. Amen.

V: Introibo ad altare Dei.

R: Ad Deum qui laetificat juventutem meam.

Episcopus V: Adjutorium nostrum ✠ in nomine Domini.

R: Qui fecit caelum et terram.

Prayers Before Mass

English

In the Name of the Father ... ✠

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

V. Send forth Your Spirit and they shall be created;

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

Let us pray.

O God, Who taught the hearts of the faithful:

By the light of the Holy Spirit, grant that, by the gift of the same Spirit,

We may be always truly wise, and ever rejoice in His consolation.

Through Christ our Lord. Amen.

V: I will go unto the Altar of God.

R: To God, who gives joy to my youth.

(Omitted from Passion Sunday until Holy Saturday)

V: Judge me, O God, and discern my cause from the unholy nation, rescue me from the unjust and deceitful man.

R: For Thou, O God, art my strength, why hast Thou forsaken me? And why do I go about in sadness, while the enemy afflicts me?

V: Send forth Thy light and Thy truth: for they have led me and brought me to Thy holy mount, and into Thy tabernacles.

R: And I will go into the altar of God: to God, Who gives joy to my youth.

V: I shall yet praise Thee upon the harp, O God, My God. Why art thou sad, O my soul, and why dost Thou disquiet me?

R: Hope in God, for I will still praise Him, the salvation of my countenance and my God.

V: Glory be to the Father and to the Son and to the Holy Spirit.

R: As it was in the beginning, in now, and ever shall be, world without end. Amen

V: I will go unto the Altar of God.

R: To God, who gives joy to my youth.

Bishop V: Our help ✠ is in the name of the Lord.

R: Who made heaven and earth.

Orationes Post Missam

Latin

In Nomine Patris ... ✠

Pater Noster

Pater Noster, qui es in caelis; sanctificetur nomen tuum:
Adveniat regnum tuum; fiat voluntas tua, sicut in caelo, et in terra. Panem nostrum
cotidianum da nobis hodie:
Et dimitte nobis debita nostra,
sicut et nos dimittimus debitoribus nostris:
et ne nos inducas in tentationem:
sed libera nos a malo. Amen.

Ave Maria

Ave Maria, gratia plena, Dominus tecum.
Benedicta tu in mulieribus,
et benedictus fructus ventris tui, Iesus.
Sancta Maria, Mater Dei,
ora pro nobis peccatoribus, nunc,
et in hora mortis nostrae. Amen.

Gloria Patri

Gloria Patri, et Filio, et Spiritui Sancto.
Sicut erat in principio, et nunc, et semper, et in saecula saeculorum. Amen.

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 Iesu, exaudi me.
Intra tua vulnera absconde me. Ne permittas me separari a te.
Ab hoste maligno defende me. In hora mortis meae voca me.
Et iube me venire ad te, Ut cum Sanctis tuis laudem te in saecula saeculorum. Amen.

In Nomine Patris ... ✠

Prayers After Mass

English

In the Name of the Father ... ✠

Our Father

Our Father, Who art in heaven, Hallowed be Thy Name.
Thy Kingdom come. Thy Will be done, on earth as it is in Heaven.
Give us this day our daily bread.
And forgive us our trespasses,
as we forgive those who trespass against us.
And lead us not into temptation,
but deliver us from evil. Amen.

Hail Mary

Hail Mary, Full of Grace, The Lord is with thee.
Blessed art thou among 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.

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit.
As it was in the beginning, is now, and ever shall be, world without end. Amen.

Soul of Christ

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. Separated from Thee let me never be.
From the malignant enemy, defend me. At the hour of death, call me. To come to Thee,
bid me, That I may praise Thee in the company of Thy Saints, for all eternity. Amen.

In the Name of the Father ... ✠

QR Code

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If you have any problems scanning the QR Code, then use the link:

<https://www.olhc.uk/Server.html>

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