

- 411 N. Wheeling Road ~ Prospect Heights
- Coordinator: Wendy/Frank 224-402-1968
- Please arrive 15-20 minutes before your Mass
- Please “step up” for another Mass, if you are there and needed

ORDINARY WEEKEND MASS OUTLINE

Hello! The parts of the Mass are broken into 4 parts, (below). The parts where altar servers are moving are highlighted and \bullet point **outline** (not say all movement)

When not moving:

- 1) Sit on chair with hands folded and please participate fully in the mass (including prayers and singing)
- 2) RELAX and smile (serving is not a penance)

Before Mass

- Find your alb and cincture in the VESTING sacristy
- The color cincture depends on the season in the Church year (see calendar)
- Make sure there are no noticeable/bad rips or stains on alb. If so, change and lay that alb neatly on the counter so it can be repaired.
- If cincture is unrolled, do not wear it.
- If cincture has threads, trim them. So YOUR cincture ends match.
- When you are dressed, please stand outside next to the crucifix. Smile & greet people as they enter for Mass.
- Please do not play with the candles, treat all items and people with respect and reverence.
- Of course you can be social, but do not “rough house” or show disrespect once you have the alb on.
- You are a LITURGICAL MINISTER :)

Part I - Introductory Rites

▪ Entrance

▪ Altar servers lead the procession

- 1 – Cross (sits in 3rd position on chairs)
- 2 & 3 - Servers with candles (#2 sits on first chair, #3 sits on 2nd chair)
- 4 (if needed) with incense or FOLDING hands towards sky
- 5 – Deacon
- 6 – Celebrant
- (placement of all ministers when you reach the altar will be in 1-1 training)

- Greeting
- Penitential Act
- Glory to God

▪ Collect

- When you hear the celebrant say, “let us pray”, server #2 bring you bring him sacramentary (his prayer book) - (red book with ribbons facing towards the altar and towards congregation – see photo)

Part II - Liturgy of the Word

- First Reading
- Responsorial Psalm
- Second Reading (on Sundays and solemnities)
- Gospel Acclamation
- Gospel
- Homily
- Profession of Faith (on Sundays, solemnities, and special occasions)
- Universal Prayer



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Part III - Liturgy of the Eucharist

▪ Presentation of the Gifts and Preparation of the Altar

- When you hear the music begin for offertory, Server #2 takes the corporal, server #3 takes the book and server #1 goes to credence table to get tray with cups and special communion pyxes (low gluten)
- #2 unfolds corporal carefully on the altar table
- #3 places book on LEFT side of the corporal
- When server #1 arrives with tray:
 - server #2 places celebrant’s cup at top right of corporal
 - server #3 places communion cups on RIGHT edge of altar table
 - Server #2, at same time, places purifications on the right side next to corporal
 - (see photos)

▪ SIT – Wait for Celebrant to move to accept the gifts

- When celebrant gets up to accept gifts (bread, wine, water) - servers #2 & #3 get up and stand 2 steps behind and to the outside side of the celebrant. He will hand you the gifts as he receives them, please step up onto the lower platform from behind the highest platform and do not step onto it, (1-1 training I will show placement)
- After celebrant uses the water, takes the wine, server #2 & #3 go to credence table to get items for celebrant to wash his hands, server #2 will have the pitcher and bowl, server #3 will have towel for him to dry his hands on. - - - Stay together. Return to the celebrant for hand washing. Stay on lower platform.
 - During this time, The LC will step up to pour the wine and server #1 will come up onto the altar, on the side of the LC, please stay on the lower platform, take the flagon from him/her when they are done pouring the wine. Then bring flagon back to the credence table and sit down in your place.
 - Server #2 & #3 are still behind celebrant when he turns around to clean his hands. Server #2 will pour a little water over his hands, and celebrant will take towel from server #3 to dry hands.
 - When this is complete, please return items, back to credence table, but do NOT put pitcher back in bowl with water (sanitary reasons). Sit back down in your places.

- Prayer over the Offerings

- Eucharistic Prayer

- Preface
- Holy, Holy, Holy
- First half of prayer, including Consecration
- Mystery of Faith
- Second half of prayer, ending with Doxology

▪ The Lord's Prayer

- Check with celebrant’s preference before Mass, but if he wants you on the altar with him, please make sure he is in the middle. – SAY/CHANT the prayer. Fold your hands in front of you when not using your hands.

▪ Sign of Peace

- Briefly Shake hands & offer peace with each other, then:



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- Server #1 and #3, go to credence table and get glass bowls (carry no more than 2 per hand, stacked – if must be a solid fit in your hand, no wobbling, no rushing, etc.)
- Server #2 take sacramentary OFF the altar table, place back on chair, ribbons facing appropriately. Then go back to altar table and wait for other servers.
- Place bowls on LEFT side of altar table (where book WAS) – celebrant will move them accordingly as it suits his needs.
- All servers return to places and continue to wish peace & blessings to those around him/her.

- Lamb of God
- Communion
 - Servers receive
- Prayer after Communion

Part IV - Concluding Rites

- Optional announcements
- Greeting and Blessing
 - When you hear the celebrant say, “let us pray”, server #2 bring you bring him sacramentary (his prayer book) - (red book with ribbons facing towards the altar and towards congregation – see photo)
- Dismissal
 - Music will begin BUT Servers to not move to leave, until the celebrant moves to leave.
 - Everyone carries them item they came in with.
 - Placement of ministers around altar is similar (not exact) of precession, 1-1 training will review this.
- **Altar servers lead the procession OUT**
 - 1 – Cross (sits in 3rd position on chairs)
 - 2 & 3 - Servers with candles (#2 sits on first chair, #3 sits on 2nd chair)
 - 4 (if needed) with incense or FOLDING hands towards sky
 - 5 – Deacon
 - 6 – Celebrant
 - (placement of all ministers when you reach the altar will be in 1-1 training)
- Server #1, please place crucifix back in the NARTHEX holder
- Servers #2 & #3, please do not extinguish your candles until you are 5 steps into the narthex.
- All servers:
 - Use SNUFF to extinguish candles on altar (do not blow out)
 - Please do Not extinguish any candles on altar until closing song has ended
 - When these tasks are v-complete, THEN carefully hang up your robes and cincture NEATLY back in the vesting sacristy closet.
 - Snap/Zip close alb, please make sure it is neatly on hanger
 - No rips or stains
 - Hang cincture up, by color. Please make sure it is not unrolling or has long uneven threads.

Thank you !!!!

- Each celebrant has their own “Style” (prayers, timing, some like the sacramentary on the table, some do not, most celebrate the Mass as written above, HOWEVER, there is always a celebrant who excludes parts of the mass which is optional (such as hand washing) – Also, there may be special parts of the mass where the celebrant needs assistance (sprinkling rites, incense, etc.)
- So communication and reverence is very necessary.