

## Using the Web Terminal

This technology allows you to log in from your home computer and view your schedule, request substitutes and volunteer to fill others' sub requests, and update your personal information and scheduling preferences.

The Web Terminal panel is made up of five tabs. When you log in from home, you will see the five tabs on your web browser. Each tab has its own content. You can switch between the content for the different tabs by clicking on the tabs' names. The content of each tab is fully customizable, but each tab has an intended purpose.

- **Home:** This tab is initially visible to you when you log into the terminal. By default, it contains a brief description of the Web Terminal.
- **My Schedule:** This tab is where you can view your personal schedule. By clicking on the "request swap" link next to one of your scheduled positions, you can request that somebody take your place at that time. This tab also contains a list of all the positions for which swaps have been requested by other ministers. By clicking on the "volunteer now" link next to thee swap request position, you can volunteer to fill that position.
- **Full Schedules:** This tab is where you can view the full ministry schedules. These schedules are updated in real time as swaps or other changes are made to the schedules.
- **Rosters:** This tab is where you can view rosters of fellow ministers. The roster contains the minister's names, phone numbers and email addresses. Like the full schedules, these rosters are updated automatically when information in the database changes.
- **My Profile:** This tab is where you can view and request changes to your personal settings, contact information, ministry qualifications, service time preferences, preferred serving frequency, and can't serve times.

[http://www.rotundasoftware.com/ministry/st\\_theresa?user=st\\_theresa](http://www.rotundasoftware.com/ministry/st_theresa?user=st_theresa)

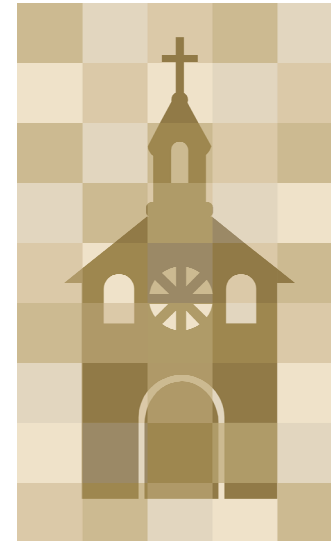
## Smartphone App

1. Go to the App Store or Play Store on your device, search for "Ministry Scheduler Pro," and install the app.
2. Open the app and enter the following under Organization ID: **st\_theresa**
3. Enter your Web Terminal Username and Password to log in.

Then, all you need to do is open the MSP app to see your scheduled dates, request and accept subs, and update your profile!

## St. Theresa Catholic Church

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# Altar Server Guidelines

November 2017

## WELCOME . . .

... to the elite group of Altar Servers of St. Theresa Parish. You are a valuable member of the team of parishioners who serve Mass. Always remember that it is an honor and a privilege to serve at Mass. Thank you for deciding to become an Altar Server.

This booklet will help you with the things you need to know to serve Mass at St. Theresa Parish. Please read this information carefully, study it, and keep it as a handy reference.

You must know the steps of how to serve Mass to do a good job, so please learn these steps well.

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### Altar Server Coordinator:

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## **A SERVER'S PRAYER**

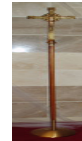
Loving Father, creator of the universe  
You call your people to worship.  
To be with you and each other at Mass.  
Help me, for you have called me also.  
Keep me prayerful and alert.  
Help me to help others in prayer.

Thank you for the trust you've placed in me.  
Keep me true to that trust.  
I make my prayer in Jesus' name,  
Who is with us in the Spirit.

Amen.



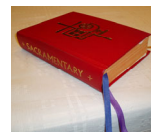
**PRESIDENTIAL / PRESIDER'S CHAIR**—The chair where the priest sits, it is the tallest of the chairs in the sanctuary.



**PROCESSIONAL CROSS**—a cross or crucifix carried by the server in the procession in and out.



**PURIFICATOR**—The linen type towel the priest and Eucharistic Ministers use to dry the chalice or communion cup.



**ROMAN MISSAL**—The red book used by the priest for the prayers during Mass. It is used at the Presiders chair and at the altar.



**SACRISTY**—The room next to the Sanctuary where the priests, Altar servers and other ministers prepare for Mass.



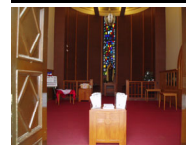
**SANCTUARY**—The whole area above the steps where the Altar, Ambo, etc. are located.



**SANCTUARY CANDLE**—The candle that burns near the Tabernacle to remind us that Christ is present in the reserved Eucharist.



**TABERNACLE**—The gold "safe" in which the Blessed Sacrament (Consecrated hosts) is stored.



**VESTIBULE**—The back of the Church where the main entrance doors to the Church are located. Where the Entrance procession



**GIFT TABLE**—Table near church entrance doors where the Offertory gifts are placed.



**HOLY OILS**—The pedestal contains the Oil of the Infirm, the Oil of Catechumens, and the Sacred Chrism.



**HOST**—Altar bread consecrated for communion at Mass.



**INCENSE**—Incense is placed inside the censer. The heat from the charcoal in the censer allows the smoke to rise.



**LECTIONARY**—Book containing the Scripture readings for Mass.



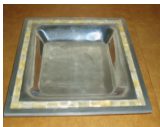
**OFFERING BASKET**—The Sunday offering is placed in the basket and the basket is placed on the floor in front of the altar.



**PASCHAL CANDLE**—also known as the Easter Candle, it represents the light of Christ. The candle is blessed each Easter vigil and is used during the Easter season, funerals, and



**PEWS**—The bench-like seats in the main body of the Church.



**PLATER**—The container that holds the hosts that will be consecrated during the Liturgy of the Eucharist.

## Background

You and your ministry are a wonderful gift to the whole parish. Your presence on the sanctuary is meant to help us pray; to help us celebrate liturgy. Always take care to be present in a respectful, prayerful, and sincere manner. We will either genuflect or bow to the altar once upon entrance and once upon leaving. No other genuflecting or bowing is necessary; just maintain a focused presence on what is happening – respectful, prayerful and sincere.

When you pick up the Roman Missal be certain that the book is right-side up. When holding the book, keep it as steady as possible and at a height that is comfortable for the presider.

Be sensitive to the needs of the presider; a glance or gesture from them should be all that is required to indicate that action is needed.

Throughout the liturgy, your posture should model that of the assembly. Avoid distracting movements such as playing with cinctures or tugging at albs.

Remember that your function is to assist with the liturgy without interrupting the prayer of the assembly or drawing undue attention to yourself. As with other ministers of the liturgy, your attitude is the example and your level of participation speaks volumes.

## SERVERS SHOULD DRESS APPROPRIATELY:

**Clothing:** Dress Pants/Slacks, or for ladies - Knee-length dress skirts or dresses. No T-Shirts, Shorts or Jeans. You should look dressed up.

**Footwear:** Dress Shoes Only. (Heels are to be no higher than 1 inch). No Sneakers, Flip-flops, or Athletic Socks. All Footwear should look neat, presentable and dressy.

**Hair:** Should be neat and combed.

## SCHEDULE

A reasonable attempt is made to schedule you for your preferred Masses. However, due to scheduling needs, you may occasionally be scheduled for any Mass, except for those at which you specifically indicate you cannot serve.

If you are not able to serve at your scheduled Mass, you are responsible for finding a substitute ahead of time. You can request a swap using the Web Terminal. If you do not get a response use the Altar Server Roster found on the Web Terminal to find a substitute.

## Set-Up

Get your altar robe on and cincture.

Decide on jobs.

Light candles at the altar.

Assist with bread, wine, vessels if necessary. Ask sacristan if there is anything else needed.

Cross Bearer takes up the cross from its stand on the altar, carry it to the vestibule for procession. Do not take the cross outside, walk down the side aisle.

## Procedures

### BEFORE MASS

1. Servers are to be present in the sacristy 15 minutes before Mass begins to assist in set-up, get dressed, communicate with other servers about responsibilities, have a moment to quiet yourself and prepare for this liturgy. It really is important that you be there for this 15 minute preparation time.
2. Please sign-in using the sheet provided, initial next to your name. If you are substituting, cross-out the name of the person you are subbing for and write in your name.
3. As soon as all is ready, go out to the vestibule/entry area with the presider to greet parishioners and prepare for procession. You may walk through the church, but please do so reverently.

### INTRODUCTORY RITES

1. The cross bearer stands at the last pew and elevates the cross, being sure it's held vertical. The crucifix faces the sanctuary of the church. You should begin processing in no sooner than after the first verse of the entrance hymn and no later than the beginning of the 2<sup>nd</sup> verse. The pace is not slow and not fast; you have to develop a feel for it. Servers 2 & 3 walk side by side behind the cross.
2. Proceed, well spaced, processional pace. Upon arrival at the first step, cross bearer will step to the right and wait. The other two servers will line up next to the cross bearer. Leave enough room in the middle for the presider. Lectors, altar servers and at the 9:00 Mass the Children's Liturgy of the Word Presenter bow or genuflect reverently along with the presider. Then proceed up the steps to your chair with server 1 in the chair closest to the Presider. Server #1 places the processional cross in the stand.



**Censer**—(Thurible) Metal bowl shaped container on chain in which charcoal and incense is placed.



**CHALICE (CUP)** - Vessel or cup used for holding the wine at Mass.



**CHARCOAL**—is lit and placed in censer (Used at funerals and special liturgies).



**CHASUBLE**—The outer garment worn by the presider. It is always a liturgical color (green, red, white, violet, ret).



**CINCTURE**—rope "belt" that is tied around the alb.



**CORPORAL**—Large white napkin size cloth that is placed on the altar and on which the cup and plate with hosts and wine are placed during the Liturgy of the Eucharist.



**CREDENCE TABLE**—The table by the entrance to the Sacristy on which the cups, plates, water cruet, bowl, and towel are placed before Mass begins.



**CRUET**—small container used for water.



**DECANTER/PITCHER**—Large glass container used to hold the wine.



## GLOSSARY



**ALB/ROBE** — The white robe that the priest (alb) and servers (robe) wear.

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**ALTAR**—Table at the center of the sanctuary.

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**ALTAR/PROCESSIONAL CANDLE**—The candles placed on either side of the altar. They are lit before Mass and extinguished after Mass.

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**AMBO**—The place from where the Scriptures are proclaimed and the homily is given.

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**BAPTISMAL FONT**—The “pool” of Holy Water used for baptism

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**BOAT**— Metal container where incense is kept for priest to put in censer.

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**BOOK of the GOSPELS**— The Book of the Gospels contains the Gospel readings and is carried in and placed on the altar during the entrance procession.

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**BOWL**—For holding the consecrated hosts. Also “ciborium” is a little deeper and has a lid for hosts to be kept in the tabernacle.

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**BOWL, JUG, TOWEL**—used by the altar servers for the ceremonial washing of the presider’s hands during Mass.

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3. During the Gloria the server who will hold the Roman Missal comes forward, picks up the book from the stool by the priest’s chair and stands in front to the priest with the book. The book should be ready for the priest to open. After the priest concludes the Collect, close the book and return it to the stool. (*This may vary depending on the priest*)

*Collect (Opening Prayer)*

### LITURGY OF THE WORD

#### LITURGY OF THE EUCHARIST

1. After the Intercessions when the congregation sits **Servers 2 & 3** will prepare the altar.  
**Roman Missal (above the corporal)**  
**Chalice and cups, placed on the right of the corporal**  
**Purificators, placed next to the corporal on the right**  
**Water cruet placed to the right of the corporal, handle facing towards the presider.**
2. After the collection has been taken the presider will come forward to receive the gifts. **Servers 2 & 3** will accompany him and assist with the gifts. If you are handed the bread or wine, carry it around to the altar holding it raised to eye level and place it on the altar to the left of the corporal. At the 11:00 Mass the collection basket is taken to the sacristy, not placed in front of the altar.
3. **Servers 2 & 3** remain at the altar. One server will remove the water cruet and the other will remove the empty wine decanter and stopper (*if there is one*). Return these items to the credence table.
4. **Servers 2 & 3** will bring the water, bowl and towel for washing the presider’s hands. After he has washed his hands return the items to the credence table and return to your seats.
5. **DURING THE SIGN OF PEACE server 2** will bring the bowls from the credence table and place them on the left side of the altar.
6. During communion **servers 2 & 3** will move the Roman Missal to the stool by the presider’s chair. Remove the bread plate from the altar and place it on the credence table.

**Server 1** will hold the glass bowl with the low-gluten hosts, standing between the presider and Eucharistic Minister in the center aisle. When the bowl is empty, place it on the sacristy counter. If there are hosts in the bowl at the end of communion take the bowl to the tabernacle and the presider will remove the host from the bowl. Take the empty bowl to the sacristy.

- At the conclusion of Communion the priest will say the Prayer After Communion. **Server 1** will hold the book for the presider when everyone stands. (*Fr. Bob will do this seated and you will not need to hold the book for him.*)

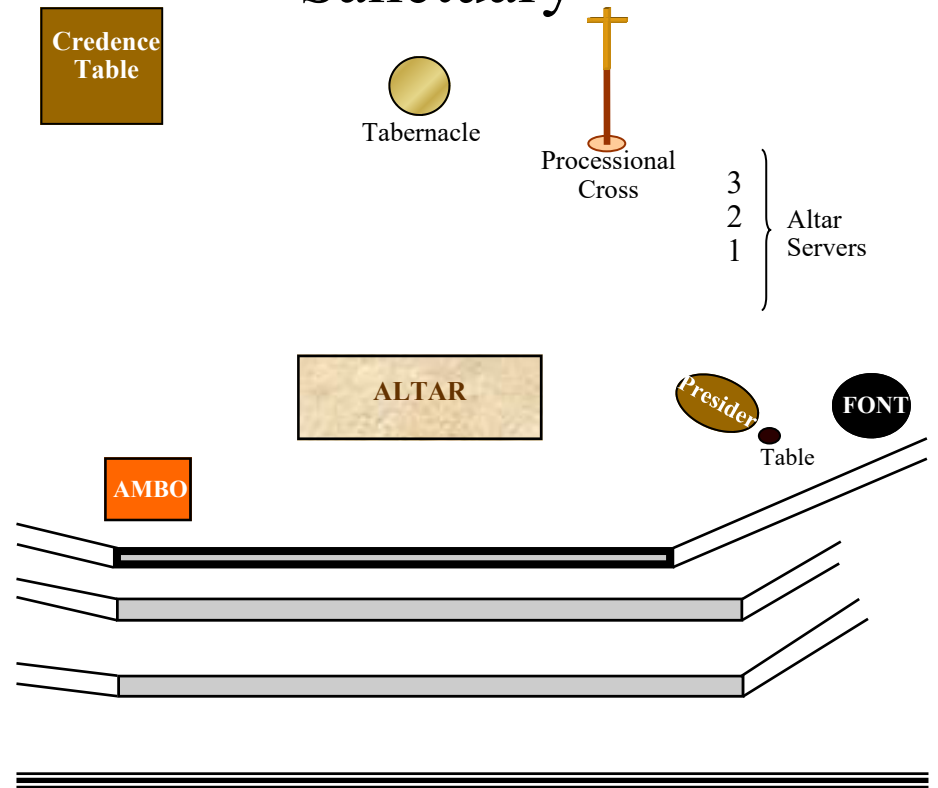
**CONCLUDING RITES**

- Everyone will sit for the announcements and then stand for the final blessing. **Server 1** will hold the book for the presider, if needed.  
*Final Blessing*
- After the final blessing and sending forth the presider will go to reverence the altar. As he does this the Cross Bearer will go to get the cross. The other servers will move to the front with the presider, turn to face the altar, leaving enough room for the lectors to stand on either side of the presider. Bow or genuflect with the presider and go forth in the same order as the entrance procession. Cross Bearer hold the cross high. Return the cross to the sanctuary using the side aisle once the closing song is finished. Do not take the cross out of the church.

**AFTER MASS**

- Extinguish candles, clear all vessels, tray for cups, cruets and hand washing items from the table and place in the sacristy. After the Saturday Mass and final Sunday Mass the servers remove the Sacramentary, Lectionary and Book of the Gospels.
- All albs must be returned to the closet and HUNG-UP neatly IN SIZE ORDER.** Make sure you fasten the snap on the alb so it doesn't fall off the hanger. **Cords are to be hung on the holder on the wall.**
- If you see albs on the floor pick them up and place on a hanger in the closet.

**Sanctuary**



**Altar**

