

**Lavabo Bowl:** Bowl for priest to wash hands before communion.

**Liturgy** - The official, public worship of a church is called liturgy (literally, "the work of the people"). Liturgy includes both the seven rites of the Church called Sacraments and non-sacramental rites (e.g. Liturgy of the Hours, Blessings, Funerals, etc.).

**Veil:** Hangs over the main chalice and paten.

**Gospel Book-Book** containing the Gospel readings for the worship.

**Missal**– the book containing the prayers said by the Priest during Mass.

**Pall** - A square piece of cardboard or plastic which is covered by linen and used to cover the chalice.

**Paschal Candle:** Large candle located next to the baptismal font, used at funerals, baptisms, and during Easter season.

**Paten** – a small saucer shaped plate of precious metal that holds the bread.

**Processional Cross:** Cross that is carried to lead processions

**Purificator** - A linen cloth used to dry the chalice after washing and purifying it.

**Sanctuary:** Area behind the communion rail, where the altar is located and where the priest and server sit.

**Surplice (Cotta):** White short vestment worn over top of the cassock

**Tapers/Torch:** Candles carried for the procession


**Vestments:** Special robes worn by priests, and Servers

**Vestry:** Room where priests dress (vest) before the service

The Eucharist (Greek word-“Thanksgiving”), also called Holy Communion (Community) or Mass (From a Latin word “Ite missa est,” which translated into English means “Go, it is sent,”) is a reenactment of the Last Supper as recorded in several books of the New Testament. Jesus’ followers do this in remembrance of Him as when he gave his disciples bread, saying, “This is my body”, and gave them wine, saying: “This is my blood.” The bread and wine become for us the real presence of Jesus body and blood.



**Faith** in God  
**Love** each Other  
**holyinnocents.ca** **Serve** the World



**Altar Server Handbook**

Holy Innocents' Anglican Church, 297 Paradise Rd. Paradise, NL A1L 2V5

## History of Altar Servers

Altar Servers originated in the 9<sup>th</sup> century, when young boys assumed the role of ordained “acolytes” (from the Greek word meaning attendant). They performed most of the functions of the former minor order of ordained clerics. Church writings from the second and third centuries give the role of acolytes great importance and honour.

Today, Altar Servers are not ordained but are commissioned by their parish priest. Their primary role is to assist the priest during the celebration of the Holy Communion. In the Anglican Church, Altar Servers can be male or female of any age.

### Prayer before Serving:

Heavenly Father, we ask your blessing upon us, that we may serve at your altar with reverence, attention, and love, in order to draw others to do the same. We ask this through Christ our Lord. Amen.

## Sunday and Server Roles

Here at HIAC, Altar Servers have a very important job every Sunday morning. These jobs may include the Crucifer, Taper Bearers, Gospel Bearer, Banner Bearer and Service at the Altar.

**Crucifer:** The crucifer is the Server who carries the processional cross and leads the procession in & out of the church and, the Gospel procession. They have the responsibility of leading the candles, choir and clergy.

**Taper (Torch) Bearers:** Two Altar Servers who carry the candles behind the processional cross are called taper bearers. There are always two candles behind the cross in procession and they follow the crucifer and lead the choir.

**Gospel Bearer:** The Gospel Bearer carries the Gospel book or Bible in the procession. They also hold the Gospel open for the Priest or Deacon during the reading of the Gospel lesson for the day. The Gospel Bearer always processes in front of the Deacon.

**Banner Bearer:** This Altar Server has the responsibility to carry the banner or any other banner during a procession.

**Service at the Altar:** This involves assisting the priest set the table for communion, washing the priest's hands, and receiving the gifts of bread & wine.

## Altar Server Glossary

**Acolytes:** from the Greek word meaning attendant.

**Alb:** White robe worn over street clothes, by priests, Servers, etc.

**Altar:** Table of the Lord in the sanctuary.

**Aumbry/Tabernacle-** On or near an altar there may be a receptacle. If this is on the altar it is known as a tabernacle. If set into the wall it is known as an aumbry. An aumbry is usually a small locked safe that contains the blessed sacrament - the consecrated bread from the Eucharist. It is reserved so that Holy Communion can be taken to the sick or shut-ins at short notice. The locked safe may also contains holy oil that is used at baptisms and for the Sacrament of Holy Unction and the Laying On of Hands. A sanctuary lamp burns near the Aumbry/Tabernacle.

**Cassock:** Black or red vestment worn by priests or servers

**Chalice:** Cup used by the priest for the sacred wine

**Chasuble:** Colored vestment worn only by the priest

**Chrism -** A holy oil consecrated for use in the sacraments of Baptism, Confirmation and Holy Orders, the dedication of a church building and the consecration of an altar.

**Ciborium:** Cup with a lid for the sacred bread

**Cincture:** Cord or rope used as a belt when wearing an Alb

**Consecration -** The term most commonly used for the Eucharistic Prayer at Mass. Consecrating means to make holy, to set apart through special prayers and ritual action.

**Corporal –** a white linen cloth, usually with a Cross in the center and placed under the Chalice during the consecration.

**Credence Table:** Table in the sanctuary where the vessels are kept

**Cruets:** Small pitchers of water and wine for communion.

**Dalmatic:** Colored vestment worn by the deacon.

**Genuflection -** A gesture of respect and adoration consisting of bending the right knee to the floor while keeping one's torso erect. One genuflects before the tabernacle and the blessed sacrament.

# Sunday Checklist

## Before the Service:

Arrive 30 minutes before the start of worship

Get dressed- Cassock and Surplice or Alb and Cincture.

Light all Altar Candles and Paschal Candle (*if required*) using a taper.

Light the candles on the altar first. Light the right (Epistle) candle first. Then light the other candle, the Gospel candle. Remember, the Gospel candle should never be lit by itself. Be mindful if there are other candles to be lit, such as Paschal or Advent wreath.

Bring Processional Cross (& Candles) to the back of the worship space.

Bulletins and Orders of Service to be placed in the Servers Pew .

Check with your clergy for any special events or instructions.

## During The Service:

Procession into the Church, leading the choir & clergy

A simple bow, made with the head and slightly inclining the shoulders, is made when you approach the altar.

Do not bow when carrying a candle, a processional cross or a banner.

Do not bow when you are behind the altar.

## Preparation of Altar:

During the offertory hymn.

Receive the gifts of Bread & Wine at the Altar rail and place the Bread and Wine on the credence table.

While the priest/deacon begins to prepare the Table, present the **Ciborium** (bread box) to the priest/deacon. If the **Ciborium** (bread box) is returned to you, place it back on the credence table.

Remove the stoppers from the wine and water cruets. Pick up the wine cruet in your right hand and the water flagon in your left hand with the handles facing away from you.

Offer the wine cruet to the priest/deacon with the handle facing away from you. Transfer the water to your right hand. If the priest/deacon returns the wine cruet, receive it in your left hand and then replace it on credence table.

Use the large collection plate to receive the collection from the greeters. Face the altar while the prayer over the gifts is being said/ sung. Place the collection in the side room (Choir Room).

Take the lavabo towel and place it on your left wrist, then take the lavabo bowl and place it in your left palm (cupping your hand slightly). When directed by Priest, pour a little water over his or her fingertips from the water cruet. Replace towel, bowl, and cruet on credence table.

## Bells:

When the Sanctus bells are used, they are rung 3 times at the words **Holy, Holy, Holy**.

The Sanctus bells are rung again, after the consecration of the bread, announcing that Christ is now present in the bread.

Again, they are rung after the consecration of the wine, announcing that Christ is now present in the wine.

After the Holy Eucharist, assist the Priest /Deacon with clean-up of all Altar vessels. Pass water to the priest/deacon and then receive items from the priest/deacon as required and please the items on the credence table.

Extinguish all candles. Begin by extinguishing the Gospel candle first (the candle on the left side facing the altar). Then extinguish the Epistle candle (the candle on the right side facing the altar).

Prepare for the Recessional Hymn. Lead the choir and Priests out of the Church during the singing of the last hymn

## After the Service:

Take Processional Cross (& Candles) back to the front of the church.

Remove Bulletins & Orders of Service from Servers Pew & Servers Prayer Desk

Hang- Cassock and Surplice or Alb and Cincture.

## Liturgical Colors

**Blue:** Advent. Depicts a time of waiting and anticipation.

**Green:** The color of vestments used during ordinary time. Depicts growth.

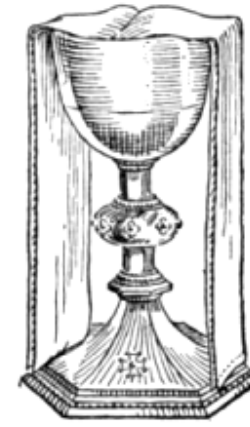
**Purple:** Lent. Depicts penitence.

**White:** Most appropriate for Christmas and Easter. Also during baptisms, weddings and funerals. Colour of celebration.

**Red: Pentecost Sunday, Holy Week,** in addition to being worn for the feasts of martyred saints, who shed their red blood for Christ. Representing red tongues of fire.



Copyrighted by Benziger Brothers  
The Chalice



Chalice and Purificator

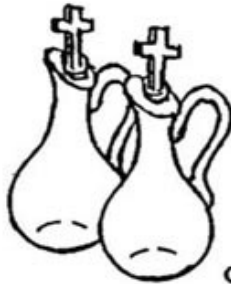


Chalice, Purificator,  
Paten with Host

Ciborium



Flagon



Cruets



Bread Box



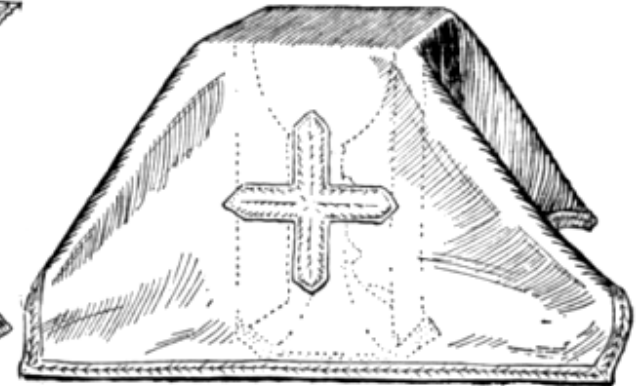
Lavabo Bowl



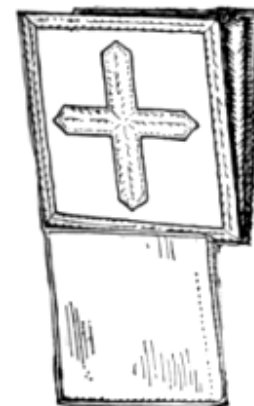
Lavabo Towel



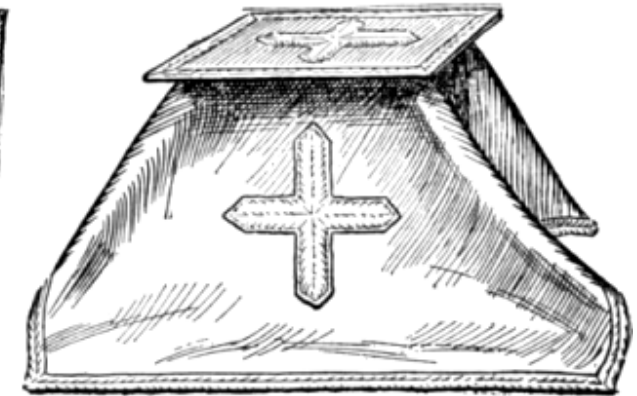
Chalice, Purificator,  
Paten and Pall



All now covered by Chalice Veil –  
note the different parts under the Veil



The Burse  
and the Corporal



The Chalice completely covered