

# ALTAR SERVING BOOKLET



**St Ann's Catholic Church  
Kingston Hill KT2 7LX**

On behalf of St Ann's clergy and parishioners, we would like to express our heartfelt gratitude for your service at the altar of Christ. Your role in the Sacrifice of the Mass is crucial, and we are committed to equipping you with the necessary skills to be an exceptional server. This booklet provides guidance and instructions for your ministry at St Ann's.

Our training program aims to:

- Help you understand the Mass, including the significance of each part and the importance of showing reverence.
- Provide in-person training sessions every even month's fourth Saturday of the month from **4:00 PM to 5:30 PM**.
- Offer useful resources like the Altar Server Mass Guide to support you during your service.

Our ultimate goal is to help you grow spiritually and appreciate the privilege of serving at the altar.

**God bless you.**

*Fr James Raj*

Parish Priest, St Ann's Catholic Church, Kingston Hill

## Alter Server

The Altar Server's Ministry is a unique and important role in the Catholic Church. Altar servers assist the priest during the Mass by performing tasks such as carrying the processional cross, holding candles, and preparing the altar. They ensure that the liturgy is celebrated with dignity and reverence.

## Requirements to Serve

- Boys and girls who have received their First Holy Communion are welcome to become altar servers.
- Regular attendance at Mass and training sessions is expected.
- Altar servers should display respect, reverence, and a willingness to learn.

## Prayer before Mass

*Go before us, O Lord,  
in this our sacrifice of prayer and praise,  
and grant that what we say and sing  
with our lips we may believe in our hearts,  
and practice and show forth in our daily lives.  
Through Christ our Lord. Amen.*

## Prayer after Mass

Bless, O Lord, our hearts and minds,  
and grant that as we leave Your house,  
we may continue to be aware of Your presence.  
Through Christ our Lord. Amen.

## Guidelines for Serving at Mass

To ensure a smooth and organised Mass, please follow these guidelines:

1. **Arrive Early:** Arrive at least **15 minutes before Mass** begins.
2. **Dress Properly:** Wear an ankle-length cassock and a clean cotta of the appropriate size.
3. **Prepare the Altar:**
  - Ensure that the following items are placed on the credence table and altar:
    - Chalice (with the host inside)
    - Cruets (water and wine)
    - Ciborium
    - Missal
  - Light the altar candles.

4. **Be Reverent:** Maintain a prayerful attitude before, during, and after Mass. Avoid unnecessary talking or distractions.

## Mass Instructions

### Procession:

- Line up in the following order:
  1. Thurible and incense boat
  2. Processional cross
  3. Acolytes (carrying candles)
  4. Remaining servers
- Wait for the choir to begin the entrance hymn. Once the hymn starts, process slowly down the aisle.
- Upon reaching the altar:
  - The cross bearer and acolytes stand on either side of the altar and bow.
  - Other servers bow or genuflect before proceeding to their seats.

### Gospel Procession:

- When the Gospel Acclamation begins, two servers carrying candles stand on either side of the lectern.

- After the Gospel is proclaimed, return to your seats.

### **Offertory:**

- When the offertory hymn begins, prepare the altar:
  - Bring the chalice, ciborium, and missal to the altar.
  - One server brings the water and wine to the priest.
  - Two servers bring the bowl, water jug, and finger towel for the priest to wash his hands.

### **Eucharistic Prayer:**

- During the *Holy, Holy, Holy*, servers kneel at the appropriate places.
- The server assigned to the bell rings it at the following moments:
  - Once when the priest extends his hands over the gifts (Epiclesis).
  - Three times when the priest elevates the Host.
  - Three times when the priest elevates the Chalice.

### **Communion:**

- After receiving communion, return to your seats and remain prayerful.

### **Recessional Procession:**

- Line up in the same order as the entrance procession.
- Process out slowly, maintaining a reverent posture.
- Once in the sacristy, bow together and say the post-Mass prayer.

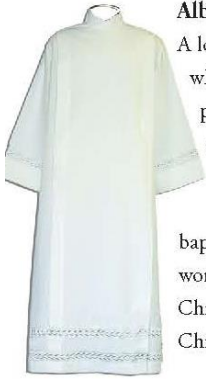
### **Guidelines for Incense Doer**

The incense doer plays an important role in enhancing the solemnity of the Mass. Below is a table outlining the timings and actions required:

<b>Time During Mass</b>	<b>Action</b>	<b>Reminder (What Happens Just Before)</b>
<b>Start of Mass (Entrance Procession)</b>	Carry the thurible and follow behind the Cross bearer and candle servers.	Choir begins singing the Entrance Hymn.

<b>After reaching the altar</b>	Hand the thurible to the priest for incensing the altar.	The priest bows at the altar.
<b>Gospel Procession (after the 2nd Reading)</b>	Bring the thurible and boat to the priest for blessing and lead the Gospel procession.	The reader finishes the second reading, and everyone stands.
<b>After the Gospel Reading</b>	Return the thurible to its stand and remain at your place.	The priest concludes the Gospel reading.
<b>Offertory (Preparation of the Gifts)</b>	Bring the thurible and boat to the priest for blessing and incense the gifts, priest, and congregation.	The offertory hymn begins, and gifts are brought forward.
<b>Elevation during Eucharistic Prayer</b>	Swing the thurible three times during the elevation of the Host and Chalice.	The priest starts the Eucharistic Prayer.
<b>Final Blessing (End of Mass)</b>	Join the recessional procession with the thurible, following the Cross bearer.	The priest gives the final blessing and dismissal.





### Alb

A long white garment which can be used by priests and deacons under the chasuble or dalmatic. It is a reminder of the baptismal garment worn when the new Christian "Put on Christ."



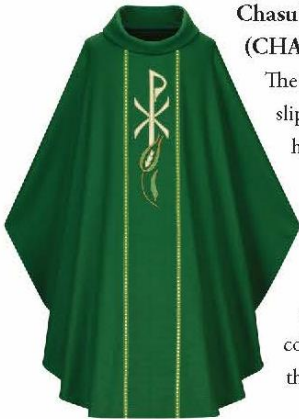
### Priest's Stole

A long cloth that hangs around the neck which is one of the marks of the Office of the Priesthood.



### Cincture (SINK-chur)

A long cord used for fastening albs at the waist. It holds the loose-fitting type of alb in place and is used to adjust it to proper length. It is usually white, although the liturgical color of the day may be used.



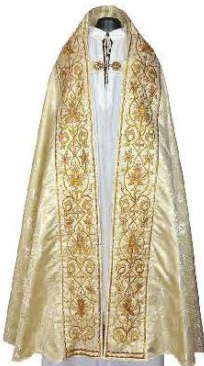
### Chasuble (CHAZ-uh-ble)

The sleeveless outer garment, slipped over the head, hanging down from the shoulders covering the alb and stole of the priest. It is the proper Mass vestment for the main celebrant and its color varies according to the feast.



### Humeral Veil (HUME-er-al)

This is a long narrow shawl-like vestment used when the priest or deacon raises the monstrances containing the Blessed Sacrament during processions or Benediction.



### Cope

A cape-like garment which is put over the shoulders and hangs to the ankles, it is open in the front and worn by a priest or deacon primarily in processions and during Benediction.



**\* Bag of Hosts (non-consecrated)**

The supply of hosts that are Consecrated at Mass are kept in boxes inside the safe. You may be asked to retrieve a bag of hosts during Mass if the presiding priest thinks he will need more than he has at the altar.

**\* Monstrance (MON-strance)**

A sacred vessel designed to expose the Consecrated Host to the congregation either for adoration in church, or carrying in procession, particularly on the Solemnity of the Body and Blood of Christ.



**Candlelighter/  
Extinguisher**

This is kept in the sacristy and should be used to light the candles in the sanctuary before Mass and to properly extinguish them after Mass. Candles should not be blown out as that often distributes hot, melted wax on the altar linens, floor, etc.



**\* Sprinkler & Bowl**

Also known as the Aspergillum this item contains holy water and is used by the priest during Mass to bless the congregation, or the casket during funerals.



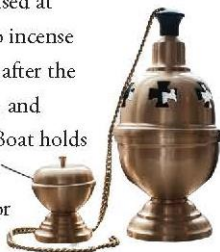
**Finger Towel**

A white, linen cloth used by the priest, during Mass before the Consecration, to dry his hands after he washes them.



**Censor & Incense Boat**

The Censor, also known as the Thurible, is used at solemn occasions to incense the bread and wine after the offertory, the priest, and congregation. The Boat holds the incense until it is place in the censor by the celebrant.



**Purificator**

A white, linen cloth used by the priest during Mass to cleanse the chalice after Communion.



**\* Priest's Chalice (CHAL-iss)**

The large cup used by the priest at Mass to hold the wine which becomes the Blood of Christ.



**\* Communion Chalice (CHAL-iss)**

Vessels used at Communion when the people receive from the cup. During Mass they are kept on the Credence Table and brought to the Altar at Communion time.



**\* Paten (PAT-en)**

A saucer-like plate the priest uses at Mass that holds the bread which becomes the Body of Christ.



**\* Ciborium (si-BORE-ee-um)**

Vessel used during Communion and to reserve the Blessed Sacrament in the Tabernacle.



**\* Flagon (FLAG-en)**

Large glass pitcher used to hold the wine which will be Consecrated at Mass for the Communion of the people. It is placed on the gift table before Mass and brought forth with the gifts during Mass.



**Cruets (CREW-ets)**

Glass bottles used to hold the water and wine which will be Consecrated at Mass. The wine is placed on the gift table before Mass and is brought forward with the gifts.

*"Your commitment to the altar is not only a duty, but a great honour, a genuine holy service...in the liturgy, you are much more than simple 'helpers of the parish priest.' Above all, you are servers of Jesus Christ, of the eternal High Priest.*

**Pope St. John Paul II**



**ST ANN'S CATHOLIC CHURCH**  
ST ANN'S HOUSE, KINGSTON HILL  
SURREY KT2 7LX

**MASS TIMING**

Monday and Wednesday 10 am  
**Saturday 12 noon - Pilgrims' Mass**  
Tuesday & Friday 7.00 pm  
**Saturday 6.00 pm (Vigil Mass)**  
**Sunday 10.30 am (Family Mass)**  
**Friday after Mass - Way of the Cross**

**ADORATION**

Tuesday 6.30 pm  
Saturday 11.15 am - Pilgrims

**CONFESSION**

Saturday morning during adoration  
Other days at the request



St Ann's Website



020 8546 8732

[kingstonhill@rcaos.org.uk](mailto:kingstonhill@rcaos.org.uk)

[www.stannskingstonhill.org.uk](http://www.stannskingstonhill.org.uk)

ARCHDIOCESE OF SOUTHWARK



Donate - St Ann's