

St. Ignatius Loyola Catholic Community



Altar Servers

Guidelines and Procedures

August 2025

TABLE OF CONTENTS

| | |
|---|-------|
| LETTER FROM FR. NORBERT | 3 |
| DIAGRAM OF THE CHURCH | 4 |
| DIAGRAM OF THE SANCTUARY | 5 |
| PREPARING TO SERVE AT MASS | 6-7 |
| PROCEDURES DURING MASS | 8-13 |
| Sign In | |
| Processional | |
| Opening prayer | |
| Readings, Psalm and Gospel Processions | |
| Preparing the Altar for Communion (and Gifts) | |
| The Lavabo | |
| Eucharistic Prayer | |
| The Sign of Peace | |
| Communion | |
| After Communion | |
| Announcements | |
| Recessional | |
| After Mass tasks | |
| General Reminders | |
| FREQUENTLY ASKED QUESTIONS | 14 |
| GLOSSARY OF TERMS | 15-17 |



Office of the Pastor

Dear Altar Server,

You have been called by God to serve Him at His holy altar in the midst of the worshipping community. On behalf of our entire parish family, I thank you for answering “yes” to this sacred calling. Welcome to the ministry of Altar Server!

The role you are undertaking is a great privilege and responsibility. Serving at the altar is far more than holding a book or setting the table. As an Altar Server, you assist the priest in leading God’s people in prayer and in offering the Holy Sacrifice of the Mass. Your reverence and actions help others recognize that what we celebrate here is holy, transformative, and draws us into the mystery of God’s love. By your example, you will inspire others to worship with devotion. Therefore, it is essential that you understand your responsibilities and carry them out with attentiveness and care.

This booklet has been prepared as a guide to help you recall what to do, how to do it, and when it should be done. Please use it regularly to refresh your memory and strengthen your service. With this ministry comes responsibility. Just as the parish secures a priest when I am away, so too it is your duty to find a replacement if you are unable to serve at your assigned time. Proper dress is also an important responsibility. While you will wear an alb, what you wear beneath it should also reflect the dignity of serving at God’s altar. Please take this seriously and come prepared, neatly and appropriately dressed.

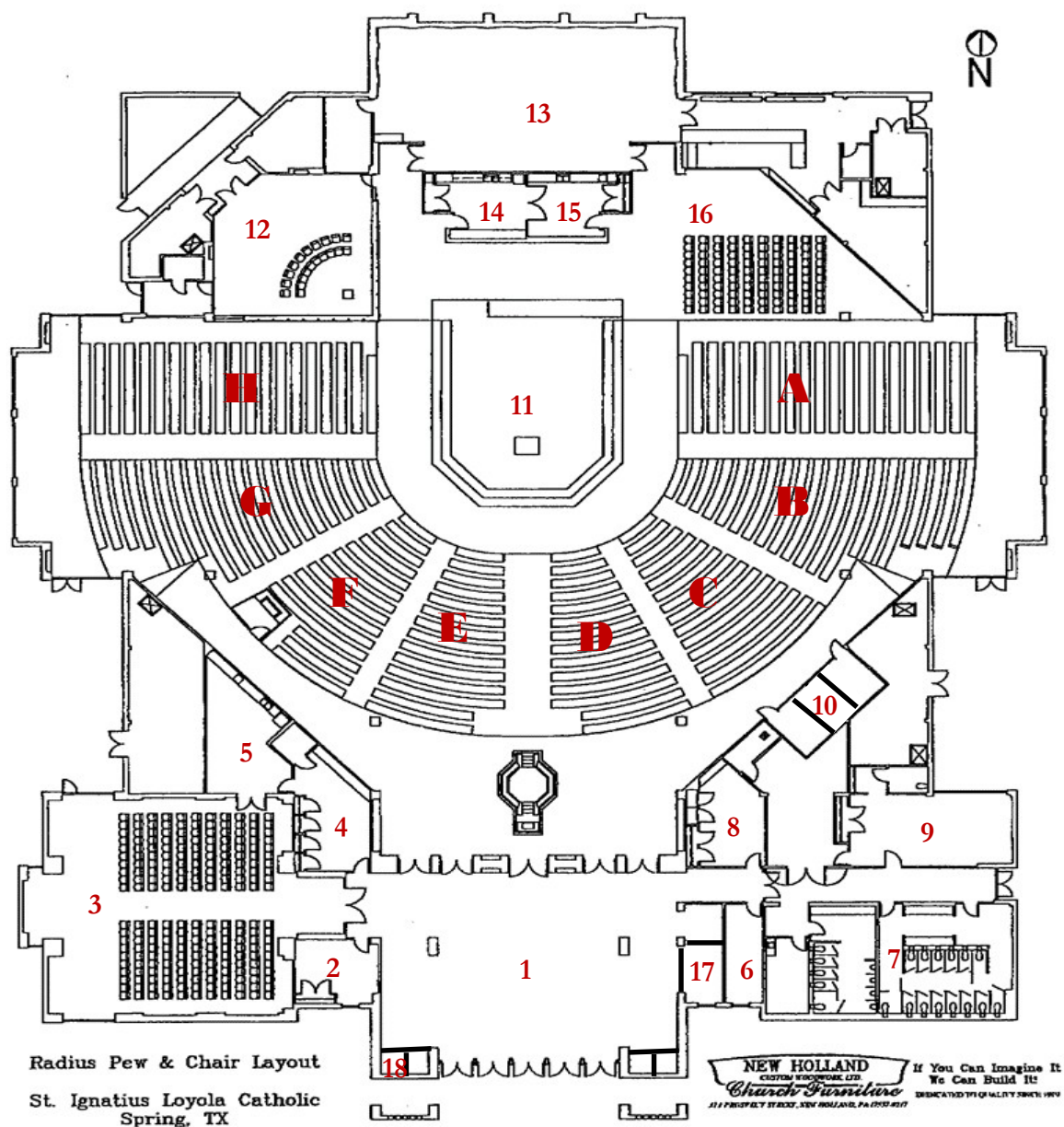
Always remember that you serve as an example for others. The Second Vatican Council reminds us that all the faithful are called to “full, conscious, and active participation” in the liturgy. This means you are to pray the prayers, sing the hymns, listen carefully to the Word of God, and perform your duties with reverence and accuracy. What you do at the altar helps lead others closer to Christ.

If you ever have questions or need guidance, please do not hesitate to ask. Our adult leaders, especially the Instituted Acolytes, are well-trained and eager to support you in your service.

May the mysteries we celebrate at God’s holy altar draw each of us into deeper union with our loving Father.

With gratitude and prayer,

(Very Rev.) Norbert J. Maduzia, Jr., E.V., D. Min.
Pastor



1. Narthex/Gathering Space

2. Emmaus Room

3. Lady Chapel

4. Lady Chapel Work Sacristy

5. Priest's Vesting Sacristy

6. Multi-Purpose Room

7. Restrooms

8. Ministry Room

9. Holy Family Suite

10. Reconciliation Rooms

11. Sanctuary

12. Reservation Chapel

13. Music Suite

14. Art and Environment Workroom

15. Back Work Sacristy

16. Choir Area

17. Welcome Center

18. Hospitality Closet

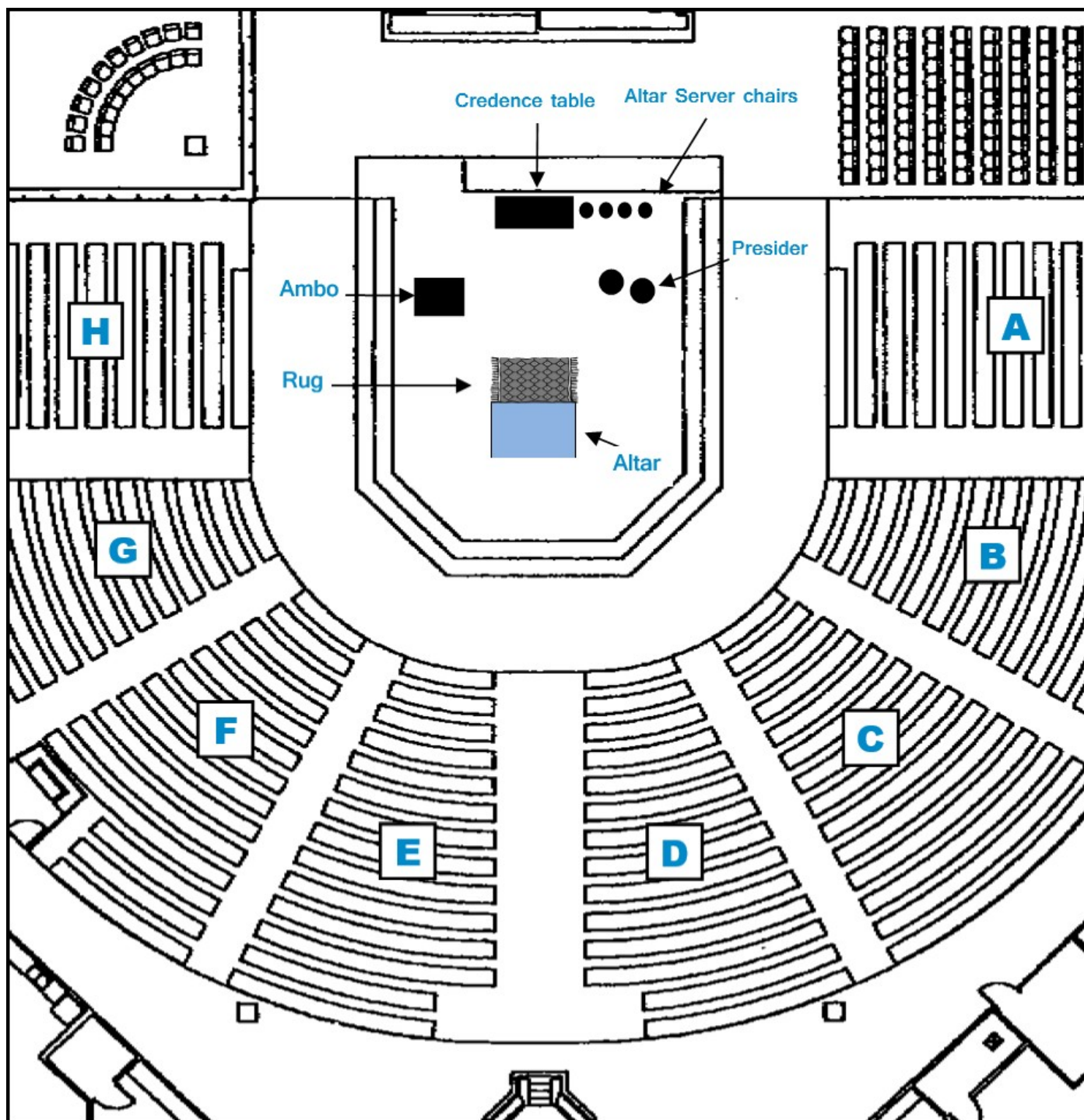


Diagram of the Sanctuary

PREPARING TO SERVE MASS

ATTENDANCE POLICY

All ministers and ministries are important. The parish relies on you to fulfill your service to the community. When you are not here, many people are affected. If you cannot serve on your scheduled day it is your responsibility to find a substitute or contact one of the Altar Server Coordinators. Please do not assume “someone” will just take your place. Please use the St. Ignatius **Ministry Scheduler Pro (MSP)** website to submit a sub request or use personal contacts to find a substitute. Once you have found a substitute please **email** the Altar Server Coordinators at servers@silcc.org with the information. If you are moving or can no longer meet your commitment, please let us know. **If you miss two times within a scheduling period, without finding a substitute or contacting the Altar Server Coordinators, this will indicate to us that you are no longer able to keep your commitment, and you can be removed from future schedules.**

AT HOME

Appropriate Dress

Young men: dark dress shoes (black or dark brown). No shoes with white soles and no open-toed shoes may be worn. Dark socks, dark pants and a solid white or light-colored collared shirt that does not show through the alb.

Young ladies: flat, black or brown closed-toe shoes (no high heels), dark pants, or a dark (black or navy) skirt and a solid white, or light pastel blouse that does not show through the alb. No flashy jewelry. Tasteful nail polish. Any makeup should be minimal and present a natural appearance.

NO SHORTS, JEANS, SANDALS OR SNEAKERS.

Clean Appearance

Be sure that you come to serve with a clean face and hands, and brushed teeth. Make sure your fingernails are clean, too. You will be handling sacred vessels. This act of cleanliness is an act of respect. Try to look your best for your important service to God and his people.

Young men must comb their hair away from their face. Young ladies must wear long hair tied back in a braid or ponytail.

For safety reasons, do not use hair spray. Hair spray is flammable and you will be near the flames of the processional candles.

AT CHURCH

Body Language

How you use the parts of your body during Mass will help set the mood for the celebration of Mass. Remember these hints:

1. **General Appearance.** Be relaxed and comfortable, please do not yawn openly. While providing any service, try to be invisible, that is, do the task competently and quietly. Participate in the Mass: listen, sing and pray with the other people who have gathered for Mass.
2. **Walking.** Walk reverently. Keep your back straight and your head held high.
3. **Bowing.** Make a complete stop before bowing. Bow toward the altar if you cross in front or behind it. Smoothly bow your head and bend slightly forward at the waist. Pause slightly before bringing yourself up slowly to your full height. **Never bow from your waist if you are carrying something in procession, e.g., cross, candle, incense. Only a slight bow of the head is required.**
4. **Sitting.** Sit up straight, feet together in front of you and hands folded in your lap. Follow the worship aid only for the hymns and responsorial psalm. During the readings, focus your attention on the Lector, not the worship aid.
5. **Standing.** In general, if the Crucifer is standing, all servers are standing. Stand straight with both feet firmly on the floor about 6 to 8 inches apart. Do not lock your knees. Do not lean against the altar or your chair. Hands should be in the “hands joined” position.
6. **Eyes.** When not following the worship aid for the hymns or responsorial, always look toward the place where the action is happening: the ambo, the altar, the Presider, the Deacon. Be attentive.

If you become overly warm, or ill during Mass, please do not hesitate to leave the sanctuary. Try to get the attention of the Instituted Acolyte so they can assist you. If not, go to the closest person in the pews for help. It is better to get some cool water or fresh air than to wait until more serious symptoms occur. The Instituted Acolyte will fill in for you if necessary. If you are able to return to Mass after refreshing yourself, please use the side aisle and ramp to re-enter the sanctuary.

PROCEDURES DURING MASS

SIGN-IN

1. If you are scheduled to serve in MSP, arrive at the church **20 MINUTES** before Mass.
2. Sign in using the iPad at the back table of the Ministry Room. If you are a substitute, enter your name for the position you are taking. (NOTE: even if you are not scheduled to serve Mass, stop by the Ministry room and notify the Instituted Acolyte that you are available to serve.)
3. Select the alb which correctly fits you. This means it should be about ankle length. If it is too short, it will show too much of your pants or legs. If it is too long, you might step on it and trip. It is important to determine the correct size you need to wear. This should be done every time you serve. Review the Worship Notes on the Ministry Room bulletin board to determine the correct color cincture you should be wearing. Tie the cincture around your waist and place the knot over your left hip. Place the wooden cross around your neck. Check your appearance in the mirror and adjust your alb and cincture as needed.
4. **Review any special instructions with the Instituted Acolyte. Instructions are posted on the bulletin board in the Ministry Room.**
5. Remain in the Ministry Room for the group Prayer.

PROCESSIONAL

1. Five minutes before Mass begins, retrieve the cross and candles and assemble the procession into the gathering space. The Crucifer stands just slightly ahead of the Side and Middle Servers. The Middle Server stands slightly behind on the Crucifer's left, and the Side Server on the right. Both Middle and Side Servers carry Processional Candles.
2. **IMPORTANT:** The Crucifer should keep elbows locked into the side of his or her body. When using candles, the Candle Bearers must be particularly careful to keep the flame away from their clothes and hair, and the clothes and hair of others. Hold the candles upright at all times.
3. The Instituted Acolyte will signal the Crucifer (Incense Minister at 10:00 a.m.) to lead the procession as the congregation begins singing the opening hymn. The Crucifer will lead two or three steps ahead of the Side and Middle Servers. Go slowly and reverently.
4. At the foot of the sanctuary steps, the Crucifer turns left in front of the Middle Server and proceeds to the Cross stand across from the Reservation Chapel. The Side and Middle Servers proceed up the steps to place their candles in the stands.
5. After placing the candles and the cross in their stands, the Servers move to their chairs and stand in front of them. Please use the worship aid for singing the Opening Hymn. The order of seating is: Middle Server (nearest to the credence table), Crucifer, Side Server (the

Instituted Acolyte sits furthest from the credence table).

COLLECT (OPENING PRAYER)

1. During the 2nd “Jesus Christ” of the Gloria, the Crucifer retrieves the Excerpts from the Roman Missal (thinner of the two books) from the credence table and takes it to the Instituted Acolyte (or MC), who will open it to the correct page. Stand next to the presider’s chair with the book. As the Gloria concludes, the Crucifer moves in front of the Presider with the Excerpts. (Note: if there is no Gloria, the Crucifer will approach the Presider following the Kyrie.)
2. Hold the Excerpts directly in front of the Presider using both hands and with the spine against your left shoulder. Be flexible; the Presider may want to move you or the book.
3. When the Presider closes the Excerpts, take the book to the credence table and return to your seat. If the Presider does not close the book, he may gesture for you to do so.

READINGS AND PSALM

1. During the readings, focus on the lector/Deacon/Presider proclaiming the Word at the ambo. Do not use the worship aid.
2. During the singing of the psalm, you may follow along in the worship aid for the responsorial psalm.

GOSPEL READING

At the 10:00 a.m. Mass, or at other Masses where an Incense Minister is present, there will be a Gospel procession with the candles. This will be posted in your notes. The Instituted Acolyte will also let you know before Mass if the candles will be needed during the Gospel procession.

1. Following the second reading, Lector says: “*The Word of the Lord*” and closes the Lectionary. When the Lector turns to leave the Ambo, the Middle and Side Servers stand in unison to go to their candle holders.
 - ♦ For a “Simple Gospel Procession” the Side and Middle Servers then remove their candles from their holders and proceed forward to a position about 4’ in front of the altar. After the Deacon has displayed the Book of the Gospels to the Congregation, he will step forward, even with the servers. When the Deacon turns to his right, the Middle Server will turn to lead the Deacon and Side Server in procession around the outside of the Ambo and takes his/her place on the inside, facing the Ambo. The Side Server follows the Deacon up to the outside of the Ambo and turns to face the Ambo.
 - ♦ A “Solemn Gospel Procession” is used on special occasions. For a Solemn Gospel Procession the Servers descend the sanctuary steps in front of the altar and stand on the 3rd

white square on each side of the center aisle facing the congregation. The Deacon descends the steps and comes even with the servers. When the Deacon turns to his right, the Middle Server turns, following the Incense Minister (if one is present), and leads the Deacon around the side of the sanctuary and up the steps to the Ambo, going behind the Ambo to take his/her place facing the Ambo. The Side Server follows the Deacon, stepping up to face the Ambo.

- 2.. Both servers are to turn inward and face the Book of Gospels on the Ambo.
3. The candles do not need to be held high; however, they should be held at approximately the same height. Servers are to look across at each other and gauge accordingly.
4. After the Gospel reading is complete, **immediately** turn to replace the candles into their holders, and return to the nearest empty chair beside the Crucifer. All servers will be seated at the Crucifer's cue. The Middle and Side Server candles will have moved to the opposite sides of the Sanctuary.
4. IF there is no Gospel Procession, The Servers stand when the Presider and Deacon stand. As the Book of Gospels is presented by the Deacon toward the Servers, the Servers will bow reverently. As the Deacon carries the Book of Gospels to the Ambo, the Servers should turn to face the Ambo for the Gospel reading. Hands should be in the "hands joined" position.

PREPARATION OF THE ALTAR AND THE GIFTS

1. As soon as the Deacon and Presider have finished the Intercessions, it is time to prepare the altar. Do not sit or wait for the music to begin.
2. The Crucifer, with the Middle Server following, retrieves the altar corporal from the credence table and proceed to the altar. The Crucifer places the folded altar corporal on the altar. The Middle Server stands to the side of the altar to assist the Crucifer in unfolding and placing the altar corporal onto the altar.
3. The Side Server retrieves the Roman Missal from the credence table and carries it to the altar. After the altar corporal has been placed, the Side Server places the Roman Missal at the back center of the altar (side nearest the credence table). The Side Server then moves behind their chair, ready to kneel for the Eucharistic Prayer.
4. After the altar corporal is placed, the Crucifer lines up behind the Captain to the right of the Presider and waits with hands folded; the Middle Server lines up behind the Crucifer. When the Presider receives the paten with pyxes, the Crucifer will take the paten and place it on the SW corner of the altar. Ensure that the pyxes are open. When the Presider receives the large bowl with unconsecrated hosts, the Middle Server will remove the lid and place it on the credence table for the Captain to take to the back sacristy. The Crucifer and Middle Server then prepare to wash the Presider's hands.

THE LAVABO

1. The Crucifer and Middle Server retrieve the lavabo set (bowl, pitcher and towel) from the credence table and then stand near the edge of the carpet on the choir side of the sanctuary.
2. The Crucifer holds the pitcher and bowl; the Middle Server opens the towel completely and holds it ready for use. The servers should be in a position so that the towel is right next to the bowl.
3. When the Presider has finished the prayer over the bread and wine, he will bow to the altar and turn toward the servers. Step forward to meet the Presider. The Crucifer holds the bowl at a height so that the Presider may easily place his hands in the bowl and pours water over the Presider's hands. Stop pouring when the Presider begins to raise his hands.
4. The Presider will take the towel from the Middle Server, dry his hands and return the towel.
5. The servers will together bow their heads to the Presider.
6. The servers return the items to the credence table and then stand behind their chairs. The servers will QUIETLY slide out their kneelers.

EUCCHARISTIC PRAYER

All the Servers kneel when the community kneels for the Eucharistic Prayer and when the community stands after the Great Amen, the Servers also stand. During the Our Father, the Servers do not hold hands but keep them in the "hands joined" position.

SIGN OF PEACE

1. The Servers offer each other the sign of peace with a brief nod or handshake but do not leave their chairs.
2. If the Presider has closed the Roman Missal, the Crucifer quickly retrieves it at this time and places it onto the credence table. Otherwise, the Crucifer can remove the Roman Missal after receiving Communion.

COMMUNION

1. EMHCs will line up and enter the sanctuary using the ramp to receive Communion. The Servers line up after the last EMHC to receive Communion.
2. **As you prepare to receive the Body and Blood of Christ, please bow slightly.** After you receive Communion, return to your chair and kneel. After a time of reflection, please use your worship aid to join in the Communion Song.
3. After receiving Communion, or when the Captain indicates, the Side Server retrieves the tabernacle key from the credence table and leads the Captain into the Reservation Chapel. The Side Server opens the door to the Reservation Chapel and hands the tabernacle key to

the Captain as they approach the tabernacle. When the tabernacle is opened, both the Captain and the Side Server genuflect. The Captain retrieves the large ciborium from the tabernacle, hands the tabernacle key to the Side Server to place on the credence table. The Captain takes the ciborium to the altar. The Side Server returns to his/her seat and kneels.

RETURN OF THE CIBORIUM TO THE TABERNACLE

After Communion, while the Presider is consolidating the consecrated hosts into the large ciborium, the Side Server takes the tabernacle key from the credence table and stands on the floor near the incense minister station. The Presider places the lid on the ciborium, and the EMHC Captain will step forward to receive the ciborium from the Presider. The Side Server leads the Captain to the Reservation Chapel, opening the door for the Captain. The Side Server will again give the Captain the tabernacle key as they approach the tabernacle. After the ciborium has been placed in the tabernacle, both genuflect. Captain will give the key to the Side Server to place on the credence table. Both leave the Reservation Chapel and return to their seats.

CORPORAL AFTER COMMUNION

As soon as the altar is cleared, the Crucifer and the Middle Server approach the altar to fold the corporal. The Side Server stands in front of his/her chair. The Middle Server returns to stand in front of his/her chair while the Crucifer returns the corporal to the credence table. The Crucifer retrieves the Book of Excerpts from the credence table and takes it to the IA or MC, who opens it to the correct page. The Crucifer then stands with the book beside the Presider's chair. The Middle and Side Servers remain standing (since the Crucifer is standing).

PRAYER AFTER COMMUNION

1. Following the time for reflection after Communion, the Presider and Deacon will stand for the Prayer after Communion. The Crucifer will **immediately** move in front of the Presider with the Book of Excerpts.
2. Hold the Excerpts against your left shoulder with both hands so that the book is in the Presider's line of vision. Be flexible. The Presider may want to move you or the Excerpts.
3. The Crucifer remains with the Presider until he completes the prayer. The Crucifer returns the book to the credence table and returns to his/her seat.

ANNOUNCEMENTS

When the Presider/Deacon begins the announcements, the Crucifer leaves his chair and retrieves the cross from its stand, and waits near the Incense Minister's station. When the Presider/Deacon finishes the dismissal (*e.g. - Let us go in peace to love and serve the Lord*), the Crucifer begins moving toward the center aisle.

RECESSIONAL

1. As soon as the dismissal is given, the Servers retrieve their candles and proceed to their place in the center aisle. **The Crucifer stands at the 5th pew; the Middle and Side Servers with candles stand at the 4th pew.**
2. The Presider and Deacon reverence the altar and then walk down the steps toward the center aisle. The Presider and Deacon bow. The Servers do not bow. All turn to leave.
3. The Crucifer walks slightly ahead of the Servers up the center aisle. Go around the Baptismal font on the left and through the center doors into the Narthex. The Crucifer places the cross in the cross stand and then leads Middle and Side Servers to the Ministry Room.

AFTER MASS TASKS

1. Extinguish the candle flames using the candle snuffer and return the candles to their stands. **DO NOT BLOW OUT THE CANDLES.** The Crucifer should assist with this as needed.
2. Remove your cross and hang on the appropriate hook.
3. Remove your cincture and hang it up.
4. Place your alb carefully onto the correct hanger and snap the button.
5. As you are putting away your vestments or before you leave the Ministry Room, recite the *Prayer for Altar Servers* (on the closet door where the cinctures and crosses are located) to yourself.

GENERAL REMINDERS

- Servers stand and sit in unison with the Crucifer
- When standing, Servers' hands should be in the "hands joined" position – hands together palm to palm with fingers extended and pointing upward. Fingers should not be interlocked
- When sitting, Servers' hands should be folded in their laps
- When processing into the sanctuary, do not stop and bow to the altar if you are carrying the Cross, candles or incense
- Bow to the altar if you cross in front or behind it with no objects in your hands
- Participate in the Mass by praying, singing and listening with the rest of the congregation

FREQUENTLY ASKED QUESTIONS

HOW DO I FIND OUT WHEN I AM SCHEDULED TO SERVE? WHERE ARE THE SCHEDULES LOCATED? Schedules are usually made for a three month period. They are emailed to all servers and can be reviewed at any time on the St. Ignatius **Ministry Scheduler Pro (MSP)** (<http://www.rotundasoftware.com/ministry/silccmsp>) website. A reminder email is sent out a couple of days before each scheduled date of ministry service.

WHAT IF I AM NOT SCHEDULED TO SERVE, BUT A SERVER IS NEEDED? When you arrive for Mass, **let the Instituted Acolyte or Worship Coordinator know that you are an Altar Server and are available to serve.** Tell him/her where you are seated or you can remain in the Ministry Room with your parents' permission. It is a good idea to come to Mass dressed properly in case you are needed.

WHAT IF I KNOW I WILL BE UNABLE TO SERVE WHEN SCHEDULED? This is an important responsibility. First - use the MSP website to request a sub. Second – try to find a sub. You will be provided a roster of all the trained altar servers which also indicates their preferred Mass time. Third - **if you are unable to find a substitute, please notify one of the Altar Server Ministry co-chairs by sending an email to the Altar Server Coordinators at servers@silcc.org.**

WHAT IS THE ATTENDANCE POLICY? The parish relies on you to fulfill your service to the community. When you are not here many people are affected. It is the responsibility of the Altar Server to find a substitute. A roster of all Altar Servers will be emailed after the training sessions and will be updated periodically. If you cannot serve, but find a substitute, you have met your commitment to the parish. If you are moving or can no longer meet your commitment, please let us know. **If you miss two times in a scheduling period without finding a substitute or notifying the Altar Server Coordinators, we will understand this to indicate that you are no longer able to keep your commitment and you can be removed from future schedules.**

HOW DO I GET SCHEDULED FOR SPECIAL MASSES SUCH AS HOLY DAYS, EASTER AND CHRISTMAS? WHAT IF I WILL BE OUT OF TOWN? We realize that many families go out of town during holidays. Therefore, special Masses are not included on the three month schedule. Liturgical Ministers may be asked to sign up in the Multi-Purpose Room several weeks prior to the special season or Mass. For some special Masses (July 4th, Thanksgiving, Welcome Back for Formation Students and Teachers) requests will be sent out by email. Listen to the announcements, check the Worship Notes and the bulletin for information about the Liturgical Ministers' sign-up as the holidays near.

WHAT IF I AM HAVING A PROBLEM ABOUT SERVING OR WOULD LIKE TO REVIEW THE PROCEDURES? Please contact one of the Altar Server ministry co-chairs by sending an email to the Altar Server Coordinators at servers@silcc.org.

GLOSSARY OF TERMS

| | |
|---------------------------|--|
| ALB | White garment worn by any liturgical Minister. It is a vestment of a baptized Christian. |
| ALTAR CLOTH | Large table cloth that covers the altar. |
| AMBO | Lectern or podium used to proclaim the Liturgy of the Word. |
| BAPTISMAL FONT | Pool-like structure filled with water that is used in the Sacrament of Baptism. |
| BOOK OF THE GOSPEL | Large liturgical book containing the Gospel Readings to be proclaimed within the liturgy. |
| CANTOR | Individual who leads the congregation in song during the Mass. |
| CHALICE | Vessel used during the Mass to hold the wine which at the time of the consecration becomes the Precious Blood of Christ. |
| CHASUBLE | Colored outer garment worn by the priest. Color depends on the liturgical season. |
| CIBORIUM | Large container, usually a bowl with a metal cover, which holds the extra consecrated hosts that are not consumed during Communion and are later used to distribute to the sick. The ciborium is placed in the tabernacle after Communion. |
| CINCTURE | Rope worn as belt by altar server, deacon and priest. Symbolizes purity. |
| CORPORAL | Square napkin-like cloth, placed in the center of the altar to catch any pieces of bread or drops of wine spilled during the Liturgy of the Eucharist. |
| CREDENCE TABLE | Small table behind and to the side of the altar. Used to hold chalices, purificators, water and other items used at Mass. |
| CROSIER | Large shepherd's staff carried by the bishop which symbolizes his stewardship to the flock of believers. |
| CRUCIFER | Altar server who carries the cross. |

| | |
|-------------------------------------|--|
| EXCERPTS OF THE ROMAN MISSAL | Small red book containing selected parts of the Roman Missal. Also called “The Excerpts”, “The Book of the Chair” or “The Small Missal” |
| HOMILIST | Presider or Deacon who speaks to the congregation after the Gospel. |
| HOMILY | Talk on applying the lessons in the Sacred Scripture readings to our daily life. |
| INCENSE | Granules of powder stored in a boat that when burnt gives off a strong smell and smoke rises. Symbolizes prayers rising to heaven. |
| INSTITUTED ACOLYTE | Appointed to assist the deacon and serve the priest in the celebration of the liturgy. May also assist with the formation of other ministers who assist at the altar. |
| LARGE ALTAR HOST | Oversized host that the Presider holds up to the congregation at the time of the consecration. |
| LARGE BOWL | Sometimes called the “large ciborium”. It is the container holding the hosts. Brought to the altar during the Liturgy of the Eucharist, by the Gift Presenters. |
| LECTOR | Individual who proclaims Sacred Scripture at Mass. |
| LITURGY OF THE EUCHARIST | Second part of the Mass beginning with the preparation of the gifts and the altar, and ending with the recessional. |
| LITURGY OF THE WORD | First part of the Mass beginning with the first scripture reading and ending with the intercessory prayers. |
| MINISTRY ROOM | Area where the servers vest and Liturgical Ministers check in. Also where prayers before Mass are said by Liturgical Ministers. |
| MITER | Tall pointed hat worn by the bishop. |
| MONSTRANCE | Large ornate receptacle containing a large consecrated host so that Jesus Christ, in the form of bread, can be seen and venerated. A monstrance is used during Exposition and Adoration. |
| PRIESTS’ SACRISTY | Also called the Vesting Sacristy, it is the room where the Deacons and Presider vest before Mass. |
| PURIFICATOR | Small cloth that is used to wipe the edges of chalices. |

| | |
|----------------------------|--|
| PYX | Small locket used to hold the consecrated host while a Eucharistic Visitor travels to a home or hospital bound person. |
| RESERVATION CHAPEL | Room in which the reserved Blessed Sacrament is kept in a tabernacle for adoration and prayer and for distribution to the sick. |
| ROMAN MISSAL | Large red book containing the order of the Mass and prayers. It is also called “The Missal.” |
| SACRED VESSELS | Chalices, bowls, and ciboria used to hold the bread and wine which become the Body and Blood of Christ. |
| SACRISTAN | Person who cleans altar cloths, purificators and corporals. |
| SPRINKLING RITE | The sprinkling of the congregation with holy water during Easter season. The rite usually takes place during the introductory rite at the beginning of Mass. A server carries the holy water for the Presider and/or Deacon. |
| STOLE | Sash worn around the neck or over one shoulder by a Presider or Deacon. |
| TABERNACLE | Receptacle housed in the Reservation Chapel that holds the consecrated hosts to be taken to the sick. There is always a candle burning near it. |
| THURIBLE | Receptacle with a lid on a chain to hold charcoal for burning incense. Pieces of charcoal are placed inside and lit at least 10 minutes before the need for incense. |
| VESTMENTS | Liturgical robes worn by Liturgical Ministers (e.g., Presiders, Deacons and Altar Servers) |
| WORSHIP COORDINATOR | Liturgical Minister responsible for coordinating the set-up for the Mass. |