

ICC LOW MASS

One Server

Preparation:

- The following shall be set up in the Sacristy before Mass. The numerical order is indicative of the order of setting up both the vestments and the chalice:

Vestments

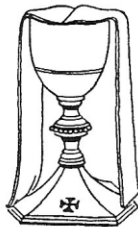
- 1) Chasuble
- 2) Stole (H)
- 3) Maniple (I)
- 4) Cincture (S)
- 5) Alb
- 6) Amice

Chalice

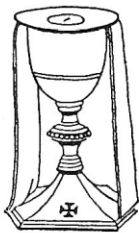
- 1) Chalice
- 2) Purificator
- 3) Paten
- 4) Host
- 5) Pall
- 6) Chalice veil
- 7) Corporal (inside Burse)
- 8) Burse
- 9) Tabernacle Key (only for the main altar)
- 10) Biretta – place in front of or next to chalice



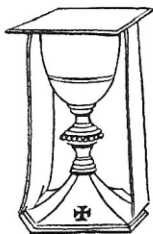
The Chalice



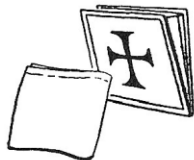
Chalice and Purificator



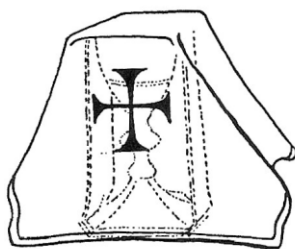
Chalice, Purificator and Paten with host



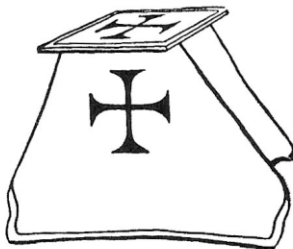
Chalice, Purificator, Paten and Pall



The Corporal and the Burse



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



The Chalice completely covered

- Assist the Priest when he is vesting.
- Common actions to assist the Priest include, making sure his Alb is unfolded at the bottom, handing him the cincture, holding up the back of his chasuble when he is tying chasuble ribbons

General Guidelines:

- The server shall always be on the opposite side of the Missal when it is open (i.e. if the Missal is on the epistle side, then the server is on the gospel side, and vice versa).
- Always turn so that you never turn your back on the Blessed Sacrament.
- Normal position is kneeling on the first step at the foot of the altar (if there is only one step then kneel *in plano*, i.e. on the ground).
- When going to the altar when not carrying anything, you must approach from the sides of the altar by going the 'long way' around the lowest step.
- When you are transferring something from one side of the altar to another, you may ascend and descend by going directly to the centre (not having to go the 'long way').
- Note when lighting and extinguishing candles: the candles at the epistle side are lit first, beginning with the one nearest the cross. Then those on the gospel side are lit in the same manner. They are extinguished in the reverse order. Only two candles are lit for Low Mass. When lighting or extinguishing, it is a good practice to have the altar cover on.

Procession and Ceremony:

- When the Priest is vested, bow with the Priest towards the crucifix. The Priest will then say one of the following versicles or nothing:

1) V. *Adjutorium nostrum in nomine Domini.*

R. *Qui fecit cælum et terram.*

2) V. *Procedamus in pace.*

R. *In nomine Christi. Amen.*

- Offer holy water to the Priest.
- Ring the bell.
- In procession, the server leads the Priest.

1) Arrival at the altar:

A. Arrive at the foot of the altar on the epistle side, receive the biretta (w/ *solita oscula*), then genuflect.

B. Take the Priest's biretta to the *sedilia* but remember to first hold up the Priest's Alb as he ascends the altar).

- Return now to the gospel side (since the book is on the epistle side), genuflect when crossing the centre.

C. When the Priest is back at the foot, kneel when he genuflects (if at a side altar where the Blessed Sacrament is not reposed the Priest will bow and not genuflect)

2) Prayers at the Foot of the Altar:

A. Say the responses with the Priest

- Bless yourself with the Priest at '*In nomine Patris...*'.
- Bow slightly at the '*Gloria Patri...*'.

- Immediately after the Priest's '*Confiteor*' perform a profound bow and turned towards the Priest recite '*Misereatur...*'.
- Then recite the '*Confiteor*' while remaining bowed profoundly (no longer turned towards the Priest).
 - Turn to the Priest when saying '*et tibi Pater*' and '*et te Pater*'.
- At the '*Amen*' just before the '*Indulgentiam*' return to normal kneeling position (no longer profoundly bowing).
 - Bless yourself at '*Indulgentiam*'.
 - Bow slightly with the Priest from '*Deus tu conversus...*' until he says '*Oremus*'.
- B. When the Priest ascends the altar hold up his Alb as he ascends the altar, then rise.
 - Go to your normal position on the gospel side to the corner of the lowest step and kneel.

3) Introit:

- A. Bless yourself when the Priest begins the Introit of the Mass.

4) Kyrie:

- A. Respond alternately with the Priest.

5) Gloria:

- A. Do not recite the Gloria with the Priest and do not respond '*Amen*'.
- B. Bless yourself when the Priest blesses himself.
- C. Respond '*Et cum spiritu tuo*' to the Priest's '*Dominus vobiscum*'.

6) Collect:

- A. Respond '*Amen*' after the Priest concludes the Collect ('*per omnia saecula saeculorum*').
- B. Some days may have more than one Collect, respond '*Amen*' after each conclusion (at most two times).

7) Epistle:

- A. When the Priest places his left hand on altar respond '*Deo gratias*'.
- B. Rise and go to the epistle side (by going around the lowest step) when the Priest begins to read the Gradual/Tract or Alleluia (or Sequence)¹. Genuflect when crossing the centre.
- C. Wait *in plano* facing the Priest.

8) Gradual and Tract/Alleluia (or Sequence):

- A. When the Priest finishes reading the Gradual and Tract or Alleluia (or Sequence), retrieve the Missal and transfer it to the gospel side.
 - Go directly to the centre *in plano* and genuflect when crossing the centre.
- B. Place the Missal on the gospel side at a 45° angle (facing 'liturgical north').

¹ It is a good idea to check the length of these prior to the Mass so you know when it is best to rise.

9) Gospel:

- A. Wait on the gospel side of the altar for the Priest to begin the Gospel.
- Bless yourself with the Priest.
 - Respond '*Gloria tibi Domine*' after the Priest says '*Sequentia sancti Evangelii...*'
 - Wait and bow slightly for the name of '*Jesus*' and then depart (or if the holy name is not in the first two sentences, depart without a bow after a short pause).
 - Return to your position on the epistle side after crossing the centre and genuflecting (the Missal is now on the gospel side) and remain standing at an angle facing the Missal.
- B. Respond '*Laus tibi Christe*' at the end of the Gospel (the Priest will lift the Missal to kiss the Gospel).
- **Kneel immediately after the response.**

10) Credo (only on certain days):

- A. Bless yourself with the Priest at the '*et vitam venturi saeculi*' towards the end of the Creed.

11) Offertory:

- A. After the '*V. Dominus vobiscum. R. Et cum spiritu tuo. V. Oremus*', rise and ascend the altar via the epistle side to take the chalice veil from the Priest. Fold it into thirds, **with the cross facing up** (if applicable).

- B. Prepare water/wine:

- Approach the epistle side of altar. Make a low head bow² when the Priest turns towards you and kiss the cruets (on the handle if there is one), then present the water and wine to the Priest.
- The wine cruet shall be in the right hand and the water cruet shall be in the left hand.
- After the Priest takes the wine cruet from you switch the water cruet to your right hand. Receive the wine cruet in your left hand and after the Priest takes the water cruet from you switch the wine cruet back to your right hand.
- Receive the cruets back, bow, then depart and kiss the cruets before returning them to the credence table.

- C. Prepare water/dish/finger towel:

- After returning to the credence table, take the finger towel and unfold it, and place it over your left forearm.³
- Then take the water cruet in your right hand and the dish in your left hand.
- Approach the Priest via the epistle side (with low head bow when the Priest turns towards you, standing outside the front edge of the altar).
- Once the Priest has completed the lavabo, do a low head bow and return to the credence table. Retrieve the bells before returning to your position on the lowest step on the epistle side.

² This is a low bow of the head with a slight inclination of the shoulders.

³ If the lavabo towel has a cross, this should be visible to the priest.

12) Secret and Preface:

A. Respond to the '*Orate fratres...*' and the responses before the Preface.

13) Sanctus:

A. Ring the bells 3 times at the '*Sanctus*', then bless yourself with the Priest at the '*Benedictus*'.

14) Canon:

A. At '*Hanc igitur...*' (when the Priest places his hands over the chalice) ring the bells once.

- **After the Priest takes his hands away from over the chalice**, rise with bells, go towards the centre remaining on the epistle side of the Priest then ascend to the footpace and kneel (no genuflection before ascending).

B. At the Consecration:

- Ring the bells 3 times (at the Priest's: genuflection [1 ring], elevation [3 rings], and second genuflection [1 ring]). This shall be repeated at the consecration of the Precious Blood.

- Elevate the Priest's chasuble at the elevation of the Blessed Sacrament and Precious Blood.

C. After the consecration, rise with bells and descend to the centre, genuflect, and return to your normal position on the lowest step (on the epistle side), and kneel.

15) Pater Noster: respond with '*Sed libera nos a malo.*'

16) Agnus Dei: strike your breast when the Priest strikes his.

17) Domine Non Sum Dignus:

A. Ring the bells 3 times for the Priest's recitation of '*Domine non sum dignus...*' (wait to ring the bell until the Priest says '*dignus*').

B. After the priest receives the Precious Blood, go retrieve the communion paten from the credence table. Return to the centre, genuflect, and ascend the altar and kneel on the footpace to the right of the Priest.

C. Immediately perform a profound bow and recite the 2nd Confiteor (this time **do not** turn toward Priest at the 'et tibi' and 'et te')

-Receive Communion, then stand, and, if he distributes communion, move to the right of the Priest, and hold the paten for him.

- If others are receiving Communion, but you are not, put your finger to your lips to indicate to the Priest you are not receiving, then move to the right of the Priest, and hold the paten for him.

- Otherwise, (if no others are receiving communion), then, after receiving Communion, stand and descend the altar, genuflect, and go immediately to the credence table.

18) Ablutions:

A. Once Communion is finished and the tabernacle door is closed, arise and go to the credence table to prepare for the ablutions.

- Retrieve the wine and the water.
- Approach the altar and wait at the epistle side step.
 - When the Priest tips the chalice towards you, ascend the steps and pour the wine into the chalice, stop upon the Priest's indication to stop.
 - Return to the epistle side of the altar.
 - Give a low head bow when the Priest turns towards you for the finger ablutions.
 - Pour only a little wine into the chalice (over the Priest's fingers).
 - Then pour water into the chalice (over the Priest's fingers).⁴
 - Depart with a low head bow to the Priest and return the cruets to the credence table.
 - Go back to the altar (making no bows or reverences) and pick up the paten from the altar and return it to the credence table.

B. The transfer of the Missal

- Go to the centre, genuflect, then proceed around the lowest step to the gospel side to retrieve the Missal. After you retrieve the Missal go the short way to the centre and genuflect, then place the Missal on the epistle side.
- Then retrieve the chalice veil. Go via the short way to the centre and genuflect.
- Take the chalice veil to the gospel side and place it unfolded on the altar.
- Assist the Priest to 'build' the chalice (by holding the burse, while he places the corporal inside, then handing him the chalice veil, and finally handing him the burse).

C. Return to your normal position on the lowest step of the gospel side and then kneel.

- Make the appropriate responses at the '*Dominus vobiscum*', '*Ite missa est*', and after the Priest gives the final blessing say '*Amen*.'

19) Stand after the blessing for the Last Gospel:

A. Bless yourself with the Priest.

- Respond '*Gloria tibi Domine*' after the Priest says '*Initium sancti Evangelii...*'.
- Then move to the Epistle side, genuflecting when crossing the centre.
- Face the Gospel book for the Last Gospel.

B. Genuflect with the Priest during the Last Gospel at the '*et verbum caro factum est*.'

- Respond '*Deo gratias*' at the end of the Last Gospel.

C. After the Last Gospel the Priest will descend for the Leonine prayers. Retrieve the prayer card if necessary (this should be done immediately after the Last Gospel has been ended).

D. The Priest then ascends to retrieve the chalice. Return the prayer card and retrieve the Priest's biretta.⁵

⁴ For both these pours be sure to follow the indications of the Celebrant.

⁵ Some priests will bring the chalice with them for the prayers after Low Mass. Ensure you get their birettas when you get the

- Genuflect and hand the biretta to the Priest (w/ *solita oscula*), then depart.

20) Return to the sacristy

A. Bow to the crucifix with the Priest. When the Priest says '*Prosit*', respond with '*pro omnibus et singulis*', then kneel and say '*Jube domne benedicere*' to receive his blessing.

Duties After Mass:

Cleanup:

If there is not another Mass after yours:

- Extinguish the candles on the altar in the appropriate order (Gospel side, then Epistle side).
- Lay the missal flat on the missal stand so that no pressure is put on the binding.
- Put away the missal, the missal stand, and the altar cards in their appropriate place.
- Replace the altar cover.

If there is another Mass immediately to follow, then reset the ribbons in the missal.

Take the cruets and lavabo bowl to the *sacrarium* and dispose of any excess water or wine. (Since the water is blessed during Mass make sure to pour it down the *sacrarium* or on the ground or in a plant. You may also drink it. Do not pour it down the drain!)

Wash out the cruets and lavabo bowl and put them away in their appropriate place. Only rinse them with water. Do not use soap.

Requiem Low Mass Differences

When serving a Requiem Mass there will be differences from the usual Order of Mass.

Preparing for Mass:

- Lay out black vestments.
- Place the special Requiem Mass Altar Cards on the altar in place of the usual ones.
- Place the small Requiem Mass Missal on the missal stand (use wooden stand).
- Place unbleached candles on the altar (if available) in place of the usual white bleached candles.
- Place the wooden crucifix over the tabernacle in place of the gold crucifix.

During Mass:

card during the Last Gospel.

- There are no ceremonial kisses. (ie. no *solita oscula*: do not kiss the biretta or the cruets or the hand of the priest at any of the customary times).
- Psalm 42 at the prayers at the foot of the altar is omitted (after you respond to the initial '*Introibo ad altare Dei*' the priest will skip straight to the '*Adjutorium nostrum...*').
- Do not make the sign of the cross at the Introit. The priest makes the sign of the cross over the Missal.
- The *Dies Irae* sequence is usually said so be listening. If it is said, then do not get up to transfer the missal after the Epistle. Wait until the final verse of the *Dies Irae*. ('*Lacrimosa dies illa...*').
- The priest will not kiss the book after the Gospel so make the '*Laus tibi Christe*' response immediately after he finishes reading.
- Do not kiss the cruets at the offertory before or after. The priest will not bless the water.
- Do not strike your breast during the Agnus Dei.
- In place of the '*Ite missa est*' the priest says instead '*Requiescant in pace.*' The server responds '*Amen.*' There is no final blessing. The priest will immediately turn and go straight to the Last Gospel.
- After returning to the sacristy the server does not kneel for a blessing.

Consecutive Masses on the Feast of All Souls and Christmas Day

On the Feast of All Souls and again on Christmas Day the priest has the privilege of saying up to three consecutive Masses in a row. On the Feast of All Souls these Masses will all be Requiem Masses. The following give the guidelines for serving consecutive Masses:

Preparing for the Masses:

Place a second lavabo bowl (filled with water) and a finger towel on the credence table. This is for the priest to purify his fingers at the first and second Mass. This is in addition to the normal lavabo bowl used at the offertory. (If there is room this bowl may also be placed on the first gradine a little to the right [Epistle side] of the Tabernacle or Altar Cross).

Place the requisite number of extra-large hosts for the priest on the credence table. (e.g. if the priest will be saying all three consecutive Masses, then one priest host will be on the paten and two extra priest hosts will be placed on the credence table for use at the second and third Mass).

Place an extra set of cruets with water and wine for each Mass to be said on the credence table.

- The same wine cruet may be used for all the Masses provided it is large enough to hold enough wine to last throughout.
- On Christmas Day an extra water cruet is needed for each Mass since the water is blessed during Mass and cannot be used a second time.
- For All Souls Day, since the water is not blessed at Mass, the same water cruet may

be used for all three Masses provided it is large enough to hold ample water for all the Masses.

During the Masses:

For the first and second Mass:

- The ablutions after communion are omitted. The priest purifies his fingers in the separate ablution bowl (i.e. there is no pouring of water and wine over his fingers). There is also no purification of the chalice (i.e. no wine is poured into the chalice.)
- Rise after communion and bring the separate ablution bowl and finger towel to the priest at the centre of the altar so that he may dip his fingers in the water to purify them. (If the ablution bowl is already on the first gradine the priest will do the purification by himself.)
- Immediately transfer the missal and the chalice veil. (Note that the corporal stays on the altar and does not go back in the burse. The chalice is covered with the purificator, paten, pall and chalice veil but not the burse. The burse stays on the altar.)
- After the Last Gospel the priest will descend to the foot of the altar and the next Mass will start immediately. The server may thus remain on the Gospel side during the Last Gospel for the first two Masses. The Leonine prayers are said only at the end of the last Mass.

For the second (and third) Mass:

- After the Offertory prayer, receive and fold the chalice veil as usual, then go to the credence table and retrieve a large host (and any small hosts needed for those communicating at the next Mass) and place them on the altar near the corporal. (This can also be done, if the priest prefers, following communion at the previous Mass.)
- For the offering of the water and wine during the Offertory, the chalice must stay on the corporal so you will need to ascend the footpace and approach the priest to present the cruets. (i.e. he will **not** come to you so don't remain waiting on the first step at the Epistle Side. As soon as he is ready to receive the water and wine cruets, approach!)

For the last Mass:

- After the communion of the last Mass, ablutions are done as usual first with the purification of the chalice (pour the wine) and then pouring the water and wine over the priest's fingers.
- Mass concludes as usual with the priest descending after the Last Gospel and the recitation of the Leonine prayers.