

ICC LOW MASS

Two Servers

Preparation:

- Altar servers arrive in the sacristy and dress in cassock, surplice and wash their hands.
- 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(s)
- 5) Pall
- 6) Chalice veil
- 7) Corporal (inside Burse)
- 8) Burse
- 9) Tabernacle Key (only for main altar)
- 10) Biretta

- All objects necessary for Mass should be found under the credence table and should be placed on the altar or top of the credence table prior to Mass.
- The acolytes should make sure the cruets were rinsed and dried after the last mass before filling them.
- The acolytes should not fill the ciborium unless this is requested by the priest.
- The acolytes do not congregate in the sacristy. They should be setting up for Mass or praying in the sanctuary.
- Acolyte 1 assists the Priest to vest.
 - 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:

- Acolytes work together as a team. Both Acolytes should always turn in towards each other.
- Always turn so that you never turn your back on the Blessed Sacrament. If you are together, however, turning towards each other always takes priority.
- Acolytes bow their heads at the Holy Name of Jesus when standing but not while kneeling.
- Acolytes never leave the sanctuary unless there is an emergency or they have been instructed to by the priest.
- Normal position is kneeling on the first step at the foot of the altar (if there is only one step [footpace] then kneel *in plano*).
- When going to the altar without 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').

Procession and Ceremony:

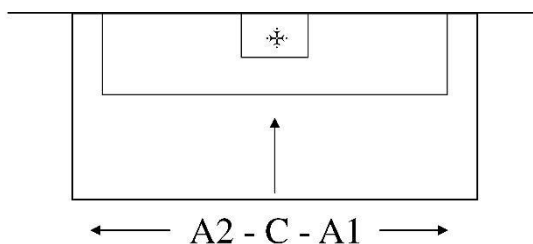
- Acolyte 1 (AC¹) retrieves holy water for the Priest first and then AC². He then rings the bell.
- In procession the acolytes shall be shoulder to shoulder leading the Priest (AC¹ is to the right, and AC² is to the left).

1) Arrival at the altar:

- A. Arrive at the foot of the altar, AC¹ receives the biretta from the Priest (*w/ solita oscula*)
 - Genuflect and both acolytes hold up the Priest's Alb as he ascends the altar.
- B. AC¹ takes the Priest's biretta to the sedilia (not to the credence table).
- C. When AC¹ and Priest are back at the foot, the acolytes will kneel when the Priest genuflects (bows when Mass is at a side altar).

2) Prayers at the Foot of the Altar:

- A. Say the responses with the Priest.
 - *Confiteor* (profound bow immediately after the Priest's *Confiteor*).
 - Turn towards the Priest for the '*Misereatur...*'.
 - Turn also to 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*'.
 - When the priest says the versicle "*Deus tu conversus . . .*" the acolytes bow their heads while kneeling until he ascends the altar
- B. Rise when the Priest ascends the altar.
 - Go to your normal positions on the corner of the lowest step and kneel together.



3) Introit:

- A. Bless yourselves 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.

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).¹

7) Epistle:

A. When the Priest places his left hand on altar respond '*Deo gratias*'.

- AC² is in a better position to see the Priest's hand being placed on the altar so he should be the one to make the response, but if AC¹ can see it as well then AC¹ shall make the response with AC².

B. AC¹ then rises and goes to the epistle side (by going around the lowest step) where the Priest reads the Gradual/Tract or Alleluia (or Sequence).

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

A. When the Priest finishes reading the Gradual and Tract or Alleluia (or Sequence), AC¹ will retrieve the Missal and transfer it to the gospel side.²

- Go directly to the centre *in plano* and genuflect when crossing the centre.

- AC² shall rise when AC¹ genuflects with the Missal.

B. AC¹ shall place the Missal on the gospel side at an angle (facing 'liturgical north').

9) Gospel:

A. AC¹ waits on the gospel side of the altar for the Priest to begin the Gospel, standing on the first step down from the footpace.

- AC¹ and AC² bless themselves with the Priest.

- AC¹ waits for the name of '*Jesus*' before departing the altar (or if the holy name is not in the first two sentences, depart without a bow after a short pause; he should look at the missal prior to putting the book down), turning by his left.

- AC¹ returns to his position on the epistle side (after crossing the centre and genuflecting) and remains standing facing the Missal.

- AC² does not back up to let AC¹ pass in front of him

B. Respond '*Laus tibi Christe*' when the Priest lifts the Missal to kiss the gospel.

- **When the gospel is over, both Acolytes kneel immediately.**

(9B) Sermon:

When there is a sermon, the acolytes stand as the priest descends and genuflect with him in the centre. They then let the priest pass, and go to sit at their stools on the epistle side, AC¹ to the right of AC². When he finishes the sermon, they rise and genuflect with him in the centre, then go to their places on the step and kneel.

¹ If there are three collects, say 'Amen' after the first and third collect (not the second).

² Check this before Mass, so that you can time getting up and coming around with the Priest finishing them.

10) Credo (if applicable):

A. Bless yourselves with the Priest (at the '*et vitam venturi saeculi*' towards the end of the Creed).

11) Offertory:

A. After '*Dominus vobiscum...Oremus*' both acolytes shall rise and go to the centre and genuflect.

- AC¹ immediately goes to the credence table and picks up both cruets and goes to the side steps of the altar on the epistle side and hands water to AC².

- AC² ascends the altar going the short way, directly up the centre, to take the chalice veil from the Priest.³ He leaves space between himself and the priest so that he can place the veil at least halfway to the epistle corner, and fold the veil in thirds.

- AC² then descends side steps and joins AC¹ on his left.

B. Prepare water/wine:

- Both acolytes wait at the epistle side of altar (inside the front edge of the altar). Make a low head bow⁴ when the Priest turns towards you, then ascend to the top step, then kiss the cruets, then present the water and wine to the Priest.

- AC¹ presents the wine cruet, AC² presents the water cruet (both cruets are in the *right hands* of the acolytes).

- After receiving back the cruet from the Priest each AC kisses the cruet, they then give a low head bow to the Priest and depart.

C. Prepare water/dish/finger towel:

- After returning to the credence table, AC¹ will take the finger towel and unfold it⁵, while AC² takes the water cruet in his right hand and the dish in his left.

- Approach the Priest via the epistle side (with low head bows before and after; note that AC² should be 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.

- AC¹ takes the bell from the credence and the two return to their normal position on the lowest step, remembering to genuflect together in the centre.

12) Secret:

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

13) Sanctus

A. AC¹ rings the bells 3 times at the '*Sanctus*', then bless yourselves with the Priest at the conclusion.

³ If the Offertory happens to be long, then you can go around and ascend by the epistle side steps.

⁴ This is a low bow of the head with a slight inclination of the shoulders.

⁵ If the lavabo towel has a cross, this should be visible to the priest, the towel so held that this cross is on the lower left side.

14) Canon:

A. At '*Hanc igitur..*' (when the Priest places his hands over the chalice) AC¹ rings the bells once.

- **After the Priest takes his hands away from over the chalice**, both acolytes shall rise (AC¹ brings the bells), then meet in the centre, then ascend to the footpace, remaining on either side of the Priest, and kneel (no genuflection before ascending).

B. At the Consecration:

- AC¹ shall ring the bells 3 times (at the Priest's: genuflection [1 ring], elevation [3 rings for the elevation], and second genuflection [1 ring]). This shall be repeated at the consecration of the Precious Blood.

- Both acolytes elevate the Priest's chasuble at elevation of the Blessed Sacrament and Precious Blood. Do not raise the chasuble too high. The priest's cincture, for example, should not be visible.

C. After the consecration, both acolytes shall rise together and descend to the centre, genuflect, and return to your normal places on the lowest step, and kneel.

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

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

17) Communion:

A. AC¹ shall 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. Rise after the Priest has consumed the Precious Blood, AC¹ gets the paten at the credence and meets the servers to genuflect. AC² stays at the far gospel end of the line of servers, they genuflect all together, ascend to the top step, kneel, bow profoundly and recite the second confiteor.

C. Receiving Communion:

- AC¹ receives Communion, then passes the paten to AC², he waits for AC² to receive, then rises and moves down to his right before the altar to genuflect. AC¹ then kneels on the lowest step at the epistle side.

- AC² receives Communion, then rises and goes to stand at the Priest's right and holds the communion paten for him as he distributes communion.

- When the Priest returns to the altar, AC² kneels at his normal position on lowest step on the gospel side (remember to hold the Alb up for the Priest as he ascends the altar and genuflect before going to your position).

18) Ablutions:

A. When the Priest locks the tabernacle door, both acolytes stand, then come together at the centre and genuflect, then go to the credence table to prepare for the ablutions.

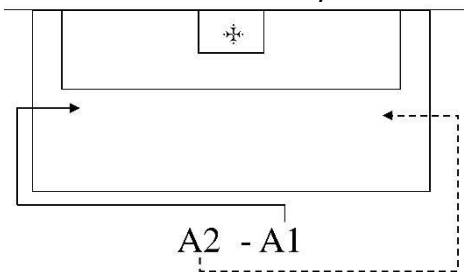
- AC¹ retrieves the wine, while AC² retrieves the water.

- Approach the altar and wait at the epistle side steps.

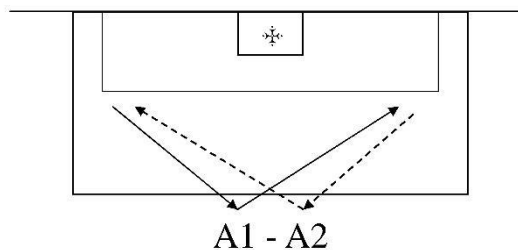
- AC¹ ascends alone and pours wine into the chalice when the Priest tips the chalice towards him and stops upon the Priest's indication to stop.
- AC¹ goes to epistle side to stand at the top step
- AC² joins AC¹ on top step.
- Make a low head bow when the Priest turns towards you for the finger ablutions.
- AC¹ pours wine into the chalice (over the Priest's fingers).
- Then AC² pours water into the chalice (over the Priest's fingers).
- The acolytes depart with a low head bow to the Priest and return the cruets to the credence table (AC¹ should pick up the communion paten before leaving the altar; if there are two patens then each acolyte takes one).

B. The transfer of the Missal

- Both acolytes go to centre, genuflect, then proceed around lowest step.
- AC¹ goes to the gospel side to retrieve the Missal
- AC² goes to the epistle side to retrieve the chalice veil.
- AC² goes behind AC¹ when they cross.



- Both come together in the centre, after retrieving the Missal and the chalice veil, and genuflect.
- AC¹ goes first to the epistle side followed by AC², who approaches the gospel side.



- AC² assists the Priest to 'build' the chalice. AC¹ waits on the epistle side until AC² finishes.
- AC² shall 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. 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 yourselves with the Priest.

- AC¹ faces the Gospel book for the Last Gospel.

B. Both acolytes shall genuflect with the Priest during the Last Gospel at the '*et verbum caro factum est.*'

C. The Priest descends for the Leonine prayers. AC¹ retrieves the prayer card if necessary (this should be done immediately at the conclusion of the Last Gospel).

D. The Priest then ascends to retrieve the chalice. AC¹ returns the prayer card and retrieves the Priest's biretta.

- A genuflection is made by the acolytes and Priest.

- AC¹ hands the biretta to the Priest (*w/ solita oscula*), then all depart.

20) Return to the sacristy:

A. Bow to the crucifix with the Priest. When the priest says, "*prosit*", answer "*pro omnibus et singulis*", then say *Iube Domne Benedicere* and kneel to receive the blessing.

B. Both acolytes go the step for a devout thanksgiving (all others in choir remain kneeling until they have finished their thanksgiving). AC¹ and AC² then oversee the cleaning of the sanctuary.