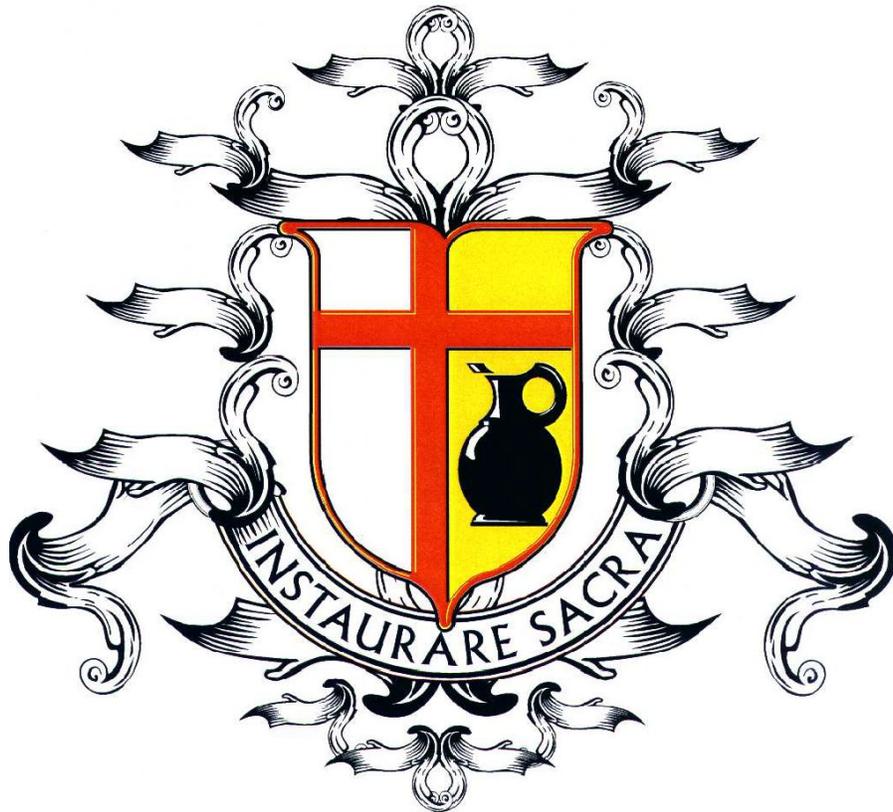


Low Mass with One Server

Extraordinary Form



Handbook for Altar Servers

Canons Regular of St. John Cantius

Preparations before Mass:

- Servers vest in the altar boy sacristy (*if applicable*).
- Light two candles on the altar.
- Put the key in the tabernacle door and the altar cards on the altar.
- When the Celebrant has arranged the ribbons of the Missal in the sacristy, put the Missal and the Missal stand on the Epistle side of the altar with the Missal shut, with the binding facing away from the tabernacle.
- Put water/wine cruets on the credence table on the Epistle side with the lavabo towel and dish.
- Put out one server paten on the credence table.
- When all are prepared, the celebrant leads the prayers before Mass and bows to the crucifix (*if applicable*).
- The server offers the Celebrant holy water with his right hand fingers and then rings the bell for the beginning of Mass.

Procession:

- The server (**Ac**) leads out the Celebrant (**C**) from the priest sacristy. They both turn together and face the altar. The **Ac** stands to the right of the **C**.
- The **C** will then hand his biretta to the **Ac** who gives the osculation to first the **C**'s hand and then to his biretta.
- The **C** and **Ac** should then genuflect together.
- As the **C** ascends the steps to place the chalice on the altar and open the Missal, the **Ac** should turn right and walk to the sedilia and place the **C**'s biretta on his seat. The **Ac** then returns to the center of the altar, genuflects, and turns left to walk about one or two steps over before turning right to face the altar where he remains standing, waiting for the **C**.
- The **C** will return to the center of the altar, bow to the cross, and return down the steps to his original position where he genuflects and, at the same time, the **Ac** kneels on the floor (not the step).

Prayers at the Foot of the Altar:

- The **C** leads the Prayers at the foot of the altar and the **Ac** responds accordingly.

Introit:

- After finishing the Prayers at the Foot of the Altar the **C** will ascend the steps, kiss the altar, and then turn and walk to the Epistle Side where the Missal is.
- Simultaneously, the **Ac** should rise when the **C** reaches the top step and then he turns left, walks a reasonable distance to his spot, turns right facing the altar and then kneels on the first step.

- As the C begins the *Introit* both he and the **Ac** should make the sign of the cross.
- When the C prays the *Gloria Patri* the **Ac** should make a moderate bow with the C but the **Ac** does not turn to face the cross as he does so (instead, he does it straight forward).

Kyrie/Gloria:

- The C then moves to the center of the altar and says the Kyrie which the **Ac** alternates the responses with him. The C will then pray the *Gloria*. During the times that the C bows his head, the **Ac** should likewise make a moderate bow of his head. The **Ac** should make the *Sign of the Cross* with the C at the words *Cum Sancto Spiritu*.
- The C will then kiss the altar, turn to face the people and say, *Dominus Vobiscum*. The **Ac** responds and the C turns left to walk to the Epistle Side where he prays the *Collect*, the Epistle and the Gradual and Alleluia (or tract).
- When the C says, *Oremus* the **Ac** should make a moderate bow and respond as appropriate to the conclusion of the Collect.

Epistle:

- The C will then read the Epistle. Afterwards, he will cue the **Ac** by placing his left hand on the altar. The **Ac** will then know to respond with, "*Deo Gratias.*"
- After responding, the C reads the Gradual and the Alleluia. Meanwhile the **Ac** will rise, turn right, genuflect in the middle of the sanctuary, turn right again and continue to the Epistle Corner and stand on the floor and wait, facing the C.
- When the C finishes the Alleluia (or tract) he will move to the center of the altar for the *Munda Cor Meum* prayer. As he moves, the **Ac** should ascend the predella, take the Missal on the stand, bow to the cross, and then descend the steps directly to the foot of the altar in the middle.
- There, he will face the altar, genuflect, and go directly up the steps to the Gospel Side where he will place the Missal on the far left corner slightly angled to the North.
- The **Ac** then turns to his left, goes down one step on the Gospel Side, turns around to his right to face the Missal and waits for the C to arrive.
- They make the usual responses for the introduction of the Gospel.
- After making the responses, the **Ac** waits for the Holy Name to be mentioned in the Gospel, bows, and then turns to his left and departs down the steps, then across the sanctuary while genuflecting in the middle, and arrives at his place on the Epistle Side where he turns and faces toward the C for the remaining of the Gospel.
- When the C finishes the Gospel and he reverences the Missal the **Ac** should respond, "*Laus tibi Christe.*"
- The C will carry the Missal to the center of the altar and the **Ac** will turn to face forwards.
- **If there is a homily:**
 - The C will bow to the cross and descend the steps, meeting the **Ac** in the center where they both genuflect.

- o The **C** will go to the pulpit while the **Ac** goes to his seat at the sedilia.
- o Upon arriving at the sedilia he should make a moderate bow to the cross and then to the **C** before sitting.
- o The **Ac** should stand if the Gospel is read in the vernacular and repeat the process for sitting again.
- o When the homily has finished the **Ac** should rise to meet the **C** at the foot of the altar where they will genuflect together. The **C** will ascend the steps and the **Ac** will move to his spot at the Epistle Side where he will immediately kneel on the first step.
- **If there is NO homily:**
 - o The **Ac** should immediately kneel on the first step and Mass continues.

Credo:

- **If there is a Credo:**
 - o The **C** will intone the *Credo* and the **Ac** should make the proper moderate bows with the **C** and make a profound bow for the *Et Incarnatus Est* as the **C** genuflects.
 - o When the *Credo* is finished, the **Ac** should make the Sign of the Cross with the **C** at the *et vitam venturi saeculi*.
- **If there is NO Credo:**
 - o The **C** moves directly into the Offertory.

Offertory:

- The **C** then kisses the altar, turns to face the people, and says, “*Dominus Vobiscum.*” The **Ac** responds and the **C** turns back around, says “*Oremus*” and begins the Offertory Verse. Afterwards, the **C** removes the chalice veil from the chalice and the **Ac** simultaneously rings the bells once.
- The **Ac** should then rise and turn right to go directly to the credence table.
- There he picks up the wine and water cruets. The wine should be held in his right hand with the handle facing out and the water should be held in his left hand with the handle facing out.
- He then stands at the foot of the predella on the Epistle Side and waits until the **C** has placed the paten under the corporal. The **C** then walks to the Epistle Corner.
- The **Ac** ascends the steps, makes a moderate bow to the **C** and then kisses the wine cruet before handing it to the **C**. After the **C** has received the wine cruet the **Ac** transfers the water cruet to his right hand and kisses it.
- He then receives the wine cruet in his left hand and hands the water cruet to the **C**. Afterwards he switches the wine cruet to his right hand, kisses it and waits to receive the water cruet. He receives it with his left hand and kisses it. He makes a moderate bow to the **C** and then returns down the predella back to the credence table.

- He returns the cruets and places the finger towel over his left wrist and picks up the lavabo dish with his left hand. He picks up the water cruet with his right hand and then returns to the foot of the predella on the Epistle Side.
- When the **C** prays the *Suscipe* and returns his hands to the base of the altar, the **Ac** ascends the steps, makes a moderate bow as the **C** approaches him, and then pours water over the **C**'s fingers. The **Ac** should then offer his wrist with the finger towel and wait for the **C** to dry his fingers and return the towel to his wrist.
- The **Ac** makes another moderate bow and turns to his right and returns down the steps putting the dishes and towel back on the credence table.
- The **Ac** returns to his spot at the Epistle Side, kneels on the first step, and waits for the **C** to turn and say the "*Orate Fratres*" prayer.
- Once the **C** has finished the prayer and turned all the way around the **Ac** bows profoundly and says his response. When finished, he kneels erect.

Sanctus:

- The **C** will continue and begin the Preface dialogue. When he begins the *Sanctus* the **Ac** should make a profound bow and ring the bells three times. When the **C** reaches the part, "*Benedictus qui venit in nomine Domine, Hosanna in excelsis*, the **Ac** should kneel upright and make the Sign of the Cross with the **C**.

Canon:

- The **Ac** remains kneeling at his spot for the duration of the Canon.
- He rings the bells once at the *Epiclesis* and then moves the bells up to the top step closer to the **C** (to the **C**'s right). He then stands, turns diagonal and walks up the steps and kneels on the top step to the right of the **C**.
- After the **C** finishes the Words of Institution he genuflects and the **Ac** bows profoundly as he rings the bells once. The **C** will then elevate the Sacred Host and the **Ac** should hold the back of the **C**'s chasuble up with his left hand (going no higher than the base of the altar mensa) as well as ringing the bells three times for the elevation.
- As the **C** lowers the Sacred Host, the **Ac** should let go of the chasuble and bow profoundly and ring the bells once while the **C** genuflects.
- This same thing should be repeated for the elevation of the Precious Blood.
- After finishing the second consecration the **Ac** should silently carry the bells down to the center of the foot of the altar, genuflect, and then turn right to return kneeling at his spot.
- The **Ac** remains kneeling at his spot for the remainder of the Canon.

Pater Noster:

- At the *Pater Noster* the **Ac** should make his usual response: "*Sed libera nos a malo.*"
- The **Ac** then responds to the **C**'s *Pax domini* and waits for the *Agnus Dei*.

Agnus Dei:

- The **Ac** makes a profound bow while the **C** says the *Agnus Dei*. Each time, he strikes his breast with his right hand (open) in unison with the **C**. **Ac** then kneels upright again after the *Agnus Dei*.
- The **Ac** should then wait for the **C**'s *Domine non sum dignus*. Each of the three times that the **C** says this prayer the **Ac** should ring the bells once.
- After the third time, the **Ac** then moves the bells back to the position on the top step to the right of the **C**. He rises and turns right to go to the credence table to retrieve the communion paten.
- After getting the paten he walks to the center of the sanctuary holding the paten in his left hand, genuflects, and diagonally walks to his spot to the right of the **C** and kneels.
- **If reciting the Confiteor:**
 - When the **C** consumes the Precious Blood, the **Ac** should bow profoundly and pray the *Confiteor* as normal.
 - As the **C** begins the *Indulgentiam* the **Ac** should kneel upright and make the Sign of the Cross with the **C**.
- **If no Confiteor:**
 - They move on directly into the people's *Domine non sum dignus*.
- The **C** then turns facing the congregation holding the paten and one host above it and recites the *Ecce Agnus Dei*. Then, both the **C** and the **Ac** recite the people's *Domine non sum dignus* three times. While doing so, the **Ac** should ring the bells each time.

Communion:

- The **Ac** then moves the bells down the steps with his right hand (so that they are out of the way).
- He then receives the Eucharist, rises, and steps to the side to allow the **C** to walk down the steps. The **Ac** should switch to the **C**'s right side by walking behind him.
- The **Ac** then assists with the distribution of communion by placing the paten under the chins of the communicants lined up at the communion rail.
- Once everyone has received communion, the **C** takes the paten from the **Ac** with his right hand and returns to the top of the altar.
- The **Ac** follows immediately behind and stands on the step below the top of the predella and waits for the **C** to purify the paten.
- After doing so, the **C** hands the paten to the **Ac** who walks down the steps to the center, genuflects, and then goes to the credence table where he puts the paten away.
- There, he picks up the water and wine cruets. He should hold the wine cruet in his right hand and the water cruet in his left hand (both with the handles facing him).

- He then walks to the Epistle Corner on the floor and waits for the C to close the tabernacle and put the altar card back in front of it.
- At that cue, the Ac ascends the steps and goes directly to the C in the center (without bows) and pours the wine into the chalice. When the C tilts the chalice (or bows) the Ac stops pouring, makes a small head bow, and turns right to move to the Epistle Side of the altar, descends to the top step, and turns to his left to face the priest, where he waits.
- The C will then move to the Epistle Side for the ablutions. He places the chalice on the altar and the Ac should make a moderate bow to him as he approaches, pour a small drop of wine over the C's fingers and then pour a water over his fingers until C gives a signal.
- When finished, the Ac makes another moderate bow to the C, turns right and descends the steps and returns the cruets to the credence table.
- The Ac then walks out the center of the sanctuary, genuflects, and then walks to the Gospel Side on the floor where he then ascends the steps, picks up the Missal, bows, and then walks directly to the floor at the center. There he genuflects and walks directly up to the Epistle Corner and places the Missal at its usual spot.
- The Ac then picks up the chalice veil, bows, and walks directly to the floor at the center. There, he genuflects and walks directly up to the Gospel Side where he places the chalice veil to the C's left. He bows, turns left, and walks down the Gospel Corner steps to the floor and then walks around the predella to his spot on the Gospel Side. There he kneels on the first step at his usual position.
- The Ac kneels there as the C builds the chalice, moves to the Epistle Side to pray the Communion Verse and then returns to the center for the *Dominus Vobiscum*.

Postcommunion:

- The Ac makes the usual response and the C returns to the Epistle Side to pray the Post Communion. After finishing, he closes the Missal and returns to the center.
- The Ac makes the usual responses and signs himself for the final blessing.

Last Gospel:

- Immediately after the final blessing, the Ac should rise. The C will move to the Gospel Corner where he will begin the introduction for the Last Gospel. The Ac makes the usual responses and signs himself for the Gospel.
- After doing so he turns right, walks to the center where he genuflects and then continues right to his position on the Epistle Side. Once arriving there he faces the C for the continuation of the Last Gospel.
- When the C genuflects, the Ac does so with him. When the C finishes the Ac responds, "*Deo Gratias*" and turns to face forwards.

Prayers After Mass:

- As the **C** descends the steps to the floor the **Ac** moves to meet him and stands on his right. Together they kneel on the top step and pray the prayers after Mass. The **Ac** will usually give the **C** the card with the Prayers after Low Mass and receive it from him again at the end of the prayers.
- When finished, the **C** immediately ascends the steps to reverence the altar and retrieve the chalice. Meanwhile, the **Ac** should go to the sedilia to retrieve the **C**'s biretta. He then returns to the **C**'s right side.
- Together they genuflect and the **Ac** hands the biretta to the **C** while making the usual osculations.
- After putting on the biretta they both turn left and the **Ac** walks around the **C** to lead him out of the sanctuary into the sacristy.
- Upon arriving they bow to the cross in the sacristy and the **Ac** kneels for the **C**'s blessing.