

Worship Training Workshop
Saturday, August 31, 2019
10 AM – 12:30 PM

Agenda

Please put on your cassock prior to the start of today's workshop.

10:00	Opening Prayer
10:00 – 10:30	Introductions <ul style="list-style-type: none">• What is your name?• What role(s) have you served in the worship• Why are you here? General Guidelines for Acolytes & Eucharistic Ministers
10:30 – 12:30 PM	Walk through the Mass <ul style="list-style-type: none">• 11 AM High Mass• 7:45 AM Said Mass

Mission Statement

The mission of All Saints Church is to proclaim Jesus Christ as Lord by our participation in the Eucharist, our fellowship in oneness and diversity, by respect for each other, and through outreach into the community.

How do we identify?

All Saints is a catholic parish of the Episcopal Church within the Anglican Communion in the Diocese of Long Island.

What are going to be known for?

Being the church with the most fervent worship, the finest music, and the friendliest people where you feel like part of a family.

INTRODUCTION

When serving at the altar, one is doing just this: actively assisting the celebrant in the worship of God. This is an important ministry and should be approached with dignity, humility, and care. The server should be well acquainted with the responsibilities and perform the duties with diligence. Sloppiness is to be avoided; stiff or artificial movement is to be avoided; careless or unseemly behavior is to be avoided. In all things the server must be aware that the purpose in assisting at the altar is ***that God may be glorified***.

There is absolutely no “right” or “wrong” way to serve. The best rule is that all should be done with dignity and care in the simplest way possible so as not to distract the congregation. Consistent action aids this and helps prevent sloppy carelessness on the one hand and fussiness on the other.

The patron of those who serve at the altar is Vincent, Deacon and Martyr. He lived in the late third century, was martyred in the year 304, and is commemorated in our calendar on January 22. Vincent is remembered for his love of God, his faithfulness to his bishop, and his unswerving loyalty to his responsibilities. These traits—love, faithfulness, and loyalty—are virtues that all who are privileged to serve at the altar should cultivate. Remember: our purpose is rooted in our love of God, our faithfulness is seen in our willingness to serve responsibly, and our loyalty is demonstrated in how carefully we carry out our duties. Love, faithfulness, and loyalty are the virtues we seek to perfect. The server’s aim is to be as steadfast as St. Vincent.

Taken from Dennis G. Michno, *A Manual for Acolytes* (Wilton CT: Morehouse-Barlow Co., 1981)

A Server’s Prayer before Mass

Father in heaven, your Son, Jesus Christ, showed his love for you by serving his needy brothers and sisters. I ask you to give me your help as I serve you and your people. Open my mouth to praise you in word and song. Open my ears to hear your word. Open my hands to do your work well. Take from my heart all distracting thoughts. Help me know what I should do and do it well. Help me serve reverently at your holy altar and so give you praise and glory, now and forever. Amen.

From the *Altar Servers Guidebook*, <http://www.stmichaelcommunity.org/worshipmusic/Forms/AltarServerTrainingGuide.pdf>

GENERAL GUIDELINES FOR SERVERS

1. Dress
 - a. Dress sensibly and appropriate for the weather, keeping in mind that you will be putting on a cassock and cotta on top of your other clothes.
 - b. LEMs, please do not wear shirts or blouses with colorful prints or stripes.
 - c. Avoid wearing items that will draw attention to yourself. (e.g., sparkly or flashy jewelry, fancy shoes)
 - d. Wear dark pants, black or brown shoes and socks—make sure they are comfortable. No high heels!
 - e. **NEW** – Crucifer and torchbearers will be expected to wear white gloves when carrying the cross and torches.

2. General Demeanor
 - a. Carry yourself with reverence
 - b. All actions should be done solemnly and reverently. No sudden movements.
 - c. If you make a mistake, correct it slowly, solemnly, and reverently.

3. Body positions while serving
 - a. When not carrying any object, hands should be clasped and carried at chest level.
 - b. When one hand is doing something, the other hand should be open against the chest. (e.g., handing the cruet to the celebrant)
 - c. When sitting, the upper body should be straight, and the head should be focused on the action in the service. Avoid looking around.
 - d. No conversations during the mass. Remember, you're up front and everyone can see you.

4. Liturgical movements
 - a. Simple bow
 - i. Made with the head, bending the neck and shoulders slightly.
 - ii. At the name of Jesus or Jesus Christ.
 - iii. Whenever acknowledging another person during worship. (e.g., during the censuring)
 - iv. During the Gloria
 1. "We worship thee"
 2. "Receive our prayer"
 - v. During the Nicene Creed
 1. Jesus Christ
 2. "is worshiped and glorified"
 - vi. When carrying any object (e.g., cross, torch, thurible), do a **simple** bow instead of genuflecting.
 - b. Solemn bow
 - i. Made with the upper body, bending at the waist.
 - ii. At the entrance when the Celebrant genuflects.
 - iii. During the opening of the Sanctus (Never genuflect.)
 1. "Holy, Holy, Holy Lord God of hosts. Heaven and earth are full of thy glory." Straighten up at "Glory be to thee..."

Introduction

- iv. At the recessional, when the Celebrant genuflects.
 - v. The solemn bow carries the same reverence as genuflecting, especially for persons unable to genuflect for physical reasons .
- c. Genuflecting (**preferred**)
- i. Keeping the upper body straight, bend the left knee while the right knee touches the floor.
 - ii. Genuflect whenever passing in front of the altar & tabernacle.
 - iii. Genuflect when entering and exiting the chancel.
 - iv. During the Nicene Creed (alternative to the solemn bow above)
 - 1. “And was incarnate by the Holy Ghost of the Virgin Mary, and was made man.”
 - v. If genuflecting is difficult for physical reasons, you may do a solemn bow instead.
- d. Sign of the Cross
- i. Open palm (5 fingers) or closed palm (3 fingers together)
 - ii. Forehead, mid-trunk, left shoulder, right shoulder, (mid-chest, optional)
 - iii. At the opening acclamation
 - iv. At the Absolution
 - 1. “forgive you of all your sins”
 - v. During the Gloria
 - 1. “in the glory of God the Father”
 - vi. During the Creed
 - 1. “the resurrection of the dead”
 - vii. During the Prayers of the People
 - 1. Any petition for the dead or departed
 - viii. During the Eucharistic Prayer
 - 1. At the Benedictus (“Blessed is he”)
 - 2. At the elevations of the host and chalice
 - 3. At the epiclesis
 - a. “Sanctify us also” (Prayer A)
 - b. “being sanctified by the Holy Spirit” (Prayer B)
 - c. “by water and the Spirit” (Prayer C)
 - d. “your Holy Spirit may descend upon us” (Prayer D)
 - e. “filled with thy grace and heavenly benediction” (Rite 1)
 - 4. At the invitation
 - a. “The gifts of God”
 - b. “Behold the Lamb of God”
 - ix. At the final blessing
5. Handling consecrated elements
- a. Consecrated elements **must** be handled with *utmost reverence and care*. They are the Body and Blood of Jesus Christ.
 - b. They must **always** be stored in the tabernacle or disposed of in the piscina in the sacristy. If you are not sure if something has been consecrated, ask the Celebrant!

Introduction

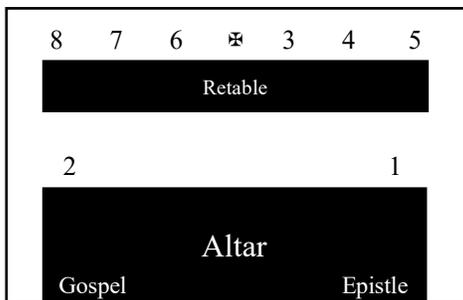
- c. If a consecrated wafer falls on the floor, pick it up **immediately** and consume it or put it in the purificator. Let the priest know.
 - d. If consecrated wine spills, wipe it up **immediately** with a purificator—**never use the lavabo towel.**
6. The people you should know.
- a. Fr. Whitmire – The Rector
 - b. Krishna and Kimberly Mangru – Co-coordinators of Acolytes
 - i. Scheduling
 - ii. Training
 - c. Marion Brown – Coordinator of Eucharistic Ministers
 - i. Scheduling
 - ii. Training
 - d. Lance Davis – Precentor
 - i. Assists in preparations for the mass.
7. If you are scheduled to serve, but are unable on the day you are assigned...
- a. Contact one of your colleagues and switch assignments.
 - b. Notify the appropriate coordinator **AS SOON AS YOU KNOW.**
 - c. Notify Fr. Whitmire.

Before the Mass

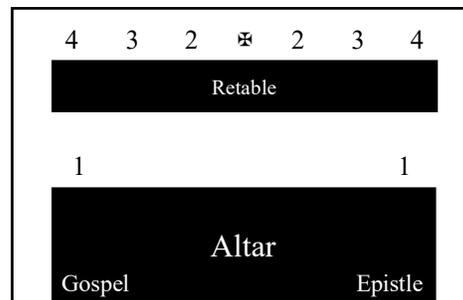
**Please arrive 30 minutes before the start of the mass in which you are serving.
Upon arrival – Servers: Vest in cassock; LEMs: Vest in alb**

What needs to be done?	Notes
<ol style="list-style-type: none"> 1) Check the readings (same as bulletin?) 2) Look over the prayers 3) Make sure there are readers and they know who they are. 4) Check to see that the Gospel Book is on the Altar. (Gospel side = left side) 5) Check with the Celebrant to see if there is anything else that needs to be set up. 6) Light the candles (diagram) 	

Lighting of Candles (one server)



Lighting of Candles (two servers)



*“Keep the cross warm,
and the Gospel never stands alone.”*

10 minutes before Mass begins	Notes
<ol style="list-style-type: none"> 1) Servers, put on your cottas. (Once the cotta is on, you should not enter the nave or the chancel until the procession starts.) 2) (11:00) Prayer Cards should be passed out. 3) Wait in silence until the Celebrant begins the prayer. 	

The Mass

The Introit (Entrance)	
Action	Notes
<p><u>7:45</u></p> <ol style="list-style-type: none">1) Turn left immediately after exiting the sacristy area. ("short way")2) Genuflect or solemn bow when the Celebrant reaches the step in front of the altar.3) The Celebrant is ALWAYS in the middle. (Don't make us have to move you!)4) Go to your seat.	
<p><u>11:00</u></p> <ol style="list-style-type: none">1) Walk quietly down the north aisle to the back of the nave. ("long way")2) Take your place in the back of the nave	

High Mass Entrance Line-up

(Front)

Th (b)

T Cr T

Choir

LEM LEM

(SD)

(D)

P

Cel

The Mass

The Introit (Entrance)	
Action	Notes
3) During the introduction of the hymn, the Celebrant will make incense. 4) Begin the procession when the singing begins, and proceed to the chancel, taking your places and waiting until the Celebrant arrives. 5) Solemn bow when the Celebrant genuflects. 6) The Celebrant will go to the Sedilia until the end of the hymn. 7) When the Introit chant begins, the Celebrant will go to the Altar, kiss it, cense it, then return the thurible to the thurifer. The thurifer will cense the celebrant only with three double swings.	

The Liturgy of the Word		
The Ordo	Actions	Notes
Opening Acclamation Collect for Purity (Penitential Order or Decalogue) Old Testament Lesson Psalm Epistle	1) Sit quietly and listen. Participate where appropriate. 2) Do not sit until the Celebrant sits. 3) Stand when the Celebrant stands.	

The Mass

<p>Alleluia & Gospel</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Altar</p> <p style="text-align: center;">C or D</p> <p style="text-align: center;">T LEM T</p> <p style="text-align: center;">Th</p> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 20%; text-align: center;"> <p>█</p> <p>█</p> <p>█</p> <p>█</p> </div> <div style="width: 60%; text-align: center;"> <p>Th</p> <p>C or D</p> <p>T LEM T</p> </div> <div style="width: 20%; text-align: center;"> <p>█</p> <p>█</p> <p>█</p> <p>█</p> </div> </div> </div>	<p><u>8:00</u></p> <ol style="list-style-type: none"> 1) When the Gospel Book has been picked up, begin the Alleluia verse. <p><u>11:00</u></p> <ol style="list-style-type: none"> 1) While the Gradual is being chanted, the thurible is brought to the Celebrant for blessing 2) When the Alleluia verse begins, the Gospeller will take the Gospel Book for a blessing. (If it's the celebrant, right to the center instead.) 3) When the Gospeller gives a simple bow, all turn. Remember, single persons turn clockwise, and pairs turn inward. 4) At the end of the Gospel, return to your seats. If the preacher is waiting, bring the Book to him/her to kiss. 	
<p>Sermon</p>	<p>Sit and listen. (Hopefully the sermon won't put you to sleep!)</p>	
<p>The Creed "And was incarnate by the Holy Ghost of the Virgin Mary, and was made man."</p>	<ol style="list-style-type: none"> 1) Stand at the end of the sermon. 2) Kneel at the <i>Et incarnatus est</i> and rise immediately after. There is usually a pause in the organ. 	
<p>"And I believe in one holy, catholic, and apostolic Church"</p>	<ol style="list-style-type: none"> 3) LEM should move and stand to the right of the Celebrant. 	

The Mass

“...the resurrection of the dead,”	4) Celebrant and LEM genuflect. LEM moves to lectern to do the Prayers of the People.	
Prayers of the People	<i>LEM generally do this and will be instructed at their training.</i>	
Confession & Absolution	Stay in place.	
The Peace	(11:00) Exchange the Peace only with persons in the Chancel.	

The Liturgy of the Eucharist		
The Ordo	Actions	Notes
The Offertory	<ol style="list-style-type: none"> 1) (11:00 only) The Celebrant will return to the sedilia for the Offertory Sentence and the beginning of the Offertory Hymn. 2) Oblationers should begin to come forward when the Celebrant kisses the Altar. 3) At 7:45, while the elements are coming forward, the LEM should give the cruet of extra wine to the celebrant 4) The ciborium (bread) is given to the Celebrant 5) Water and wine cruets are given to the acolyte or LEM. 	

The Mass

	<p><u>All Masses</u></p> <ol style="list-style-type: none">1) The LEM or acolytes, if present, will assist the Celebrant in setting the table. Present cruets, handles out.<ol style="list-style-type: none">a. Right hand: wineb. Left hand: waterc. Water goes in right hand when the Celebrant takes the wine.2) Return the cruets to the credence table when the Celebrant has finished.3) Raise the offering plate toward the Celebrant for a blessing. Place the plate _____.4) Place the lavabo towel over the left arm, and take the lavabo bowl in the right hand. Approach the Altar.5) LEMs wash their hands afterward.	
<p>The Offertory</p>	<p><u>11:00</u></p> <ol style="list-style-type: none">1) After the table is prepared, the Celebrant will make incense and cense the Altar. After which everyone will be censed by order. (other ordained clergy, LEMs and servers, choir, congregation) In a solemn high mass, each sacred minister is censed separately.<ol style="list-style-type: none">a) Celebrant (3 doubles)b) Any other ordained person (2 doubles)c) LEMs (1 double)d) Crucifer (1 double)	

The Mass

	<p>e) Acolytes (3 singles) f) Choir (3 singles) g) Congregation (3 singles)</p> <p>2) After the LEMs & servers are censed, the Celebrant will wash hands, followed by other clergy and LEMs who will be distributing the communion. After washing, please do not touch anything with your thumb or index fingers. (If you must scratch, use your pinky.)</p>	
<p>The Canon of the Mass</p> <p>1) Sanctus & Benedictus</p> <p>2) Eucharistic Prayer</p> <p>3) Words of Institution</p>	<p>When to ring the Sanctus Bell.</p> <p>1) Three times as the word “Holy” is being said or sung. If a setting is used where the words are repeated, ring only the first time. The sanctus bell is rung again at the conclusion of the Benedictus.</p> <p>2) After the following words:</p> <ul style="list-style-type: none"> a. (EP 1 or 2) – “until his coming again.” b. (EP D) – “the sanctification of all.” c. Weekdays (EP B) – “out of death into life.” <p>3) When the Celebrant genuflects and elevates. PLEASE WATCH!</p> <ul style="list-style-type: none"> a. Genuflect-elevate-genuflect = 3 rings 	

The Mass

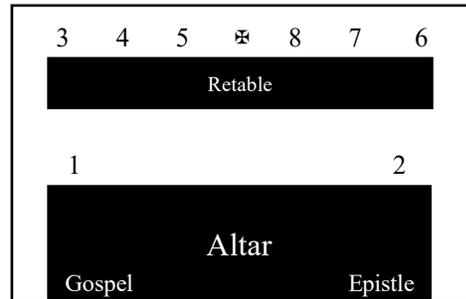
<p>4) The Great AMEN</p>	<p>b. Elevate-genuflect = 1 continuous ring c. NEVER 2 RINGS</p> <p>4) 1 continuous ring until the Celebrant finishes reverencing, or the conclusion of the chant.</p>	
<p><i>Agnus Dei</i> ("O Lamb of God...")</p>	<ol style="list-style-type: none"> 1) Bring the extra chalice to the altar. 2) A LEM should bring the reserved sacrament from the tabernacle. 3) The Celebrant may ask for the empty ciborium on the credence table, if both clergy will be distributing the hosts. 	
<p><i>Ecce Agnus Dei</i> ("Behold the Lamb of God...") "The gifts of God for the people of God"</p>	<ol style="list-style-type: none"> 1) Ring bell at the conclusion. 	
<p>The Communion</p>	<ol style="list-style-type: none"> 1) The clergy will commune themselves, then LEMs. 2) At 11:00, acolytes and choir should form 2 lines in the chancel to receive. 	
<p>The Ablutions</p>	<ol style="list-style-type: none"> 1) LEMs should rinse their fingers in the lavabo bowl on the credence table. 2) An acolyte or LEM brings water to the altar and assists with the ablutions, as directed by the Celebrant. 3) A LEM should return the reserved sacrament to the tabernacle. 	

The Mass

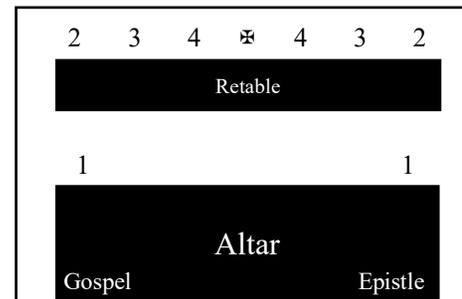
	<p>4) The washed vessels will be given to the acolyte or LEM to be placed on the credence table.</p> <p>5) At the conclusion, all should return to their seats.</p>	
<p>Postcommunion Prayer Blessing Dismissal</p>	<p>Remain in place.</p>	
<p>Recessional</p>	<p>1) (7:45) – At the Celebrant’s direction, move to the front of the altar. The Celebrant is always in the center. Genuflect or solemn bow. Turn and return to the sacristy via the “short way.”</p> <p>2) (11:00) – Thurifer brings the thurible to the Celebrant for a minimal charging and blessing. Then all will line up, turn, and recess down the center aisle (“long way”). Remain at the back of the nave until the final verse of the hymn, then recess to the sacristy.</p> <p>3) In the sacristy, remain silent until the Celebrant has offered the final prayer.</p>	

The Mass

Extinguishing of Candles (one server)



Extinguishing of Candles (two servers)



*“Keep the cross warm,
and the Gospel never stands alone.”*

Final words about serving.

- 1) All actions should be done **solemnly and reverently**.
- 2) If you make a mistake, remember you are human. Respond **solemnly and reverently**.
- 3) **NEVER** make verbal expressions of frustration.
- 4) If you forget what you’re supposed to do, **whisper** to your fellow server, LEM, the MC, or the Celebrant.
- 5) Always remember that you are serving *to the glory of God* and **never** for yourself. It’s not about you. The chancel is not your stage to be on program. You are meant to blend in with everyone else. (That’s why we’re all dressed in vestments!)