



Scottish Guild of Servers Training Day.

SETTING UP for MASS



- Each church - and indeed each Priest - is different, and has evolved ways of doing things which suit their Sacristy, the Priest himself and the personnel available.
- As Servers, it is our duty to assist the Priest to celebrate in whatever the custom is in his or her church.
- Not every church will have full sets of vestments or a full complement of Servers and a Sacristan.
- Not every Priest will want to wear the traditional cassock, alb and chasuble combination, or to wear a maniple. Many priests prefer the more simple style of the cassock alb.
- These notes, and what will be shown today, assume the availability of a full set of vestments and a sacristan who will set up the altar. They should be adapted to suit the practice in your own church.

VESTMENTS



COPE

A long, usually elaborate cloak, fastened with a clasp & worn by Priests in procession at Festivals & by Bishops at Confirmations & Ordinations.



CHASUBLE

A 1-piece outer vestment made in the colour of the church season and having a centre opening to fit over the Priest's head. It may have *Orphreys* - 'Y' shaped. panels symbolising the Cross - on the front and back.



CASSOCK.

A long black coat, either buttoned down the front or wrap-round and buttoned on the shoulder. It is tied with a girdle.



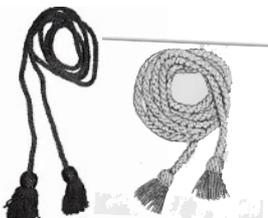
ALB.

A long, loose, white garment usually tied at the waist with a girdle. It is worn over the cassock.



CASSOCK-ALB

A white, usually wrap-round garment buttoned at the shoulder and tied with a girdle. It is worn instead of a cassock and alb.



GIRDLES /CINCTURES. Long Tasselled Cords tied at the waist and knotted and looped at the waistband to hold the stole in place. Tails and tassels should hang down at the sides. In Black, worn with a cassock. In white, on an alb or cassock alb.



AMICE. This is a neck cloth. A linen square with tapes attached to 2 corners. Worn around the neck, on top of the cassock, with the tapes crossed and tied round the waist.



STOLE. A long, lined length of material in the colour of the vestment set to which it belongs. It is worn round the neck, and hangs over the shoulders, on top of the alb and amice.



MANIPLE. A narrow strip of material in the colour of the vestment set to which it belongs. It is looped at one end to hang over the priest's left arm and has tassels at the other end

LAYING OUT THE VESTMENTS

Copes and Chasubles are usually kept hung in wardrobes. Chasubles are laid flat in shallow drawers or in Vestment Presses and kept in sets with the matching stole, maniple, burse and veil.

Priests usually have their own cassock or cassock-alb hanging in a wardrobe and will choose their own when robing.

Priest's Vestments should be laid out on a large, flat surface in the order in which they will be put on.

1. The **CHASUBLE** is placed rear-side up (i.e. face-down.) Lift the bottom edge of the rear side and place on top of the neck of the Chasuble.
2. Lay the coloured **STOLE** on top of the Chasuble, to form a vertical English capital **'H'**.
3. Lay the **MANIPLE** (if using) vertically along the centre of the **'H'**.
4. Place the **GIRDLE** over the stole to form an **'S'** shape.
5. If laying out an **ALB**, spread it over everything laid out so far. Fold the sleeves in at the sides, lift the bottom edge 'up and over' and fold it to the top of the Chasuble. (Fold down again towards the middle if necessary.)
6. Spread the **AMICE** over the **Alb**. Fold the 2 vertical side and the tapes inwards toward centre.

REPLACING THE VESTMENTS AFTER USE.

1. Lay the **CHASUBLE** face-down on the Vestment Press.
2. On top of the Chasuble, lay the **STOLE** and **MANIPLE** as before.
3. Lift the rear bottom edge of the Chasuble and fold 'up and over' until it touches the neck of the Chasuble.
4. Turn the right quarter, then the left, inwards.
5. Spread the **AMICE** on top, folding over the sides and tapes to cover the whole.
6. Lay flat in the vestment press or drawer.
7. Hang the ALB in the wardrobe with the girdle round the hanger.

DRESSING the CHALICE



The **CHALICE**: contains the wine at the Eucharist. It comes as a matched set with a **PATEN** - a plate which fits across the top of the chalice and holds the **PRIEST'S HOST** or **WAFER** - a large wafer which is broken during the Eucharist.



The **BURSE**: 2 stiff squares covered with the same fabric as the Vestment Set to which it belongs, and hinged on one side like a book. It contains the **CORPORAL** - the white linen cloth on which the consecration of the bread and wine takes place. It should have a small embroidered cross at the centre of 1 edge.

The **VEIL** is again the same fabric as the Vestment Set, and completely covers the Chalice and Paten.

The Burse sits on top of the Veil.



The **PALL** is a stiff piece of card encased in a white linen 'envelope' with an embroidered cross in the centre. It is used as a cover over the chalice when not in use, and in Mass set-up it is placed over the Priest's Host before the Chalice is veiled.



The **PURIFICATOR**, **CORPORAL** and **LAVABO TOWEL** are all cloths of hemmed white linen.

The **Purificator** should have a small cross embroidered in the centre, the **Corporal** and the **Lavabo Towel** should have a cross embroidered at the centre of one edge. If the Lavabo Towel is rectangular, the cross will be on a short side.

The Purificator and Corporal can vary in size to suit the Chalice, but are always square.

The Lavabo Towel is often rectangular.

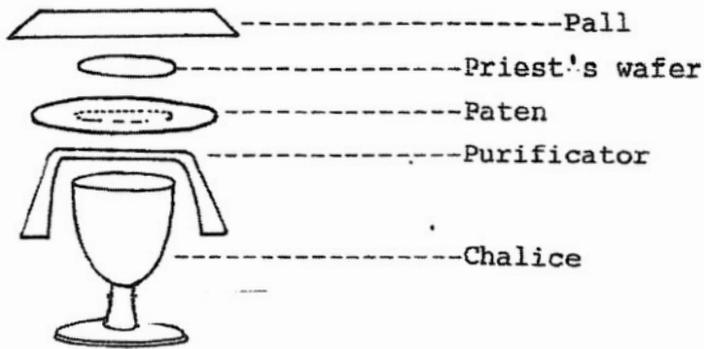
When setting up, remember to check that the linen has been folded correctly.....

HOW to FOLD LINEN CLOTHS

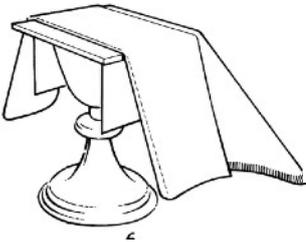
Corporal: *Right side uppermost.* Fold the bottom third up, top third down and over, next fold the right third in, then left third over on top. Crease the folds. Place into the Burse this way up, 'hinge' on the left. **Purificator:** *Face down (ie 'wrong' side uppermost).* Fold in the right side, then fold the left side over the right side. Fold up the bottom third, fold the top third down. Flip over and place across the top of the chalice (cross will be uppermost in the middle.). If too small, the top and bottom thirds may be unfolded and left to hang over the sides of the Chalice.

Lavabo Towel: *Face down.* If Square, fold as for a Purificator and lay across the bowl. If rectangular, fold right and left long sides as before, then fold short edges over in threes or simply in half, depending on size.

SETTING-UP the CHALICE

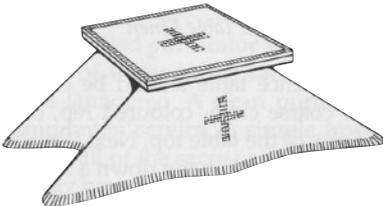


- **Assemble the Chalice as illustrated.**
- Cover all with the **Veil**.
- Ensure the Veil touches the work-surface at the front and all symbols are centred.



- Fold the back edge of the Veil up and on to the top of the Chalice, exposing the lining.

This allows the Priest to lift and carry the Chalice more easily.



- When 'in situ', pull the front corners out towards the side.
- The back edge can be dropped back level with the front edge, or 'tucked' up beneath the Burse if the Veil is too large.

Sometimes a Server has to work on his / her own, set up the tray for the Credence Table, prepare the Altar and light the candles as well

- **Remove the dust cover from the Altar**, fold neatly and leave to one side.
- **Place the Missal Stand on the Epistle side of the Altar.** (It is moved to the Gospel side before the Gospel is read and returned to the Epistle side after the ablutions.)
For less formal services, it is placed directly on the Gospel side and not moved.
- **Prepare the Tray for the Credence Table, with.**



CRUETS



WAFER BOX



LAVABO BOWL & JUG



LAVABO TOWEL

CRUETS:- are usually made of glass. They contain the wine and water to be mixed in the Chalice at the Eucharist. Make sure there is enough both of wine and clean water in them. Present them to the Priest with the handles towards him, so that he can grip firmly and pour easily. Hand the wine first, then the water.

WAFER BOX:- usually of metal with a lid, and internal divisions to hold Hosts. Make sure this is filled. Remove the lid before presenting to the Priest. Recover when returning it to the tray.

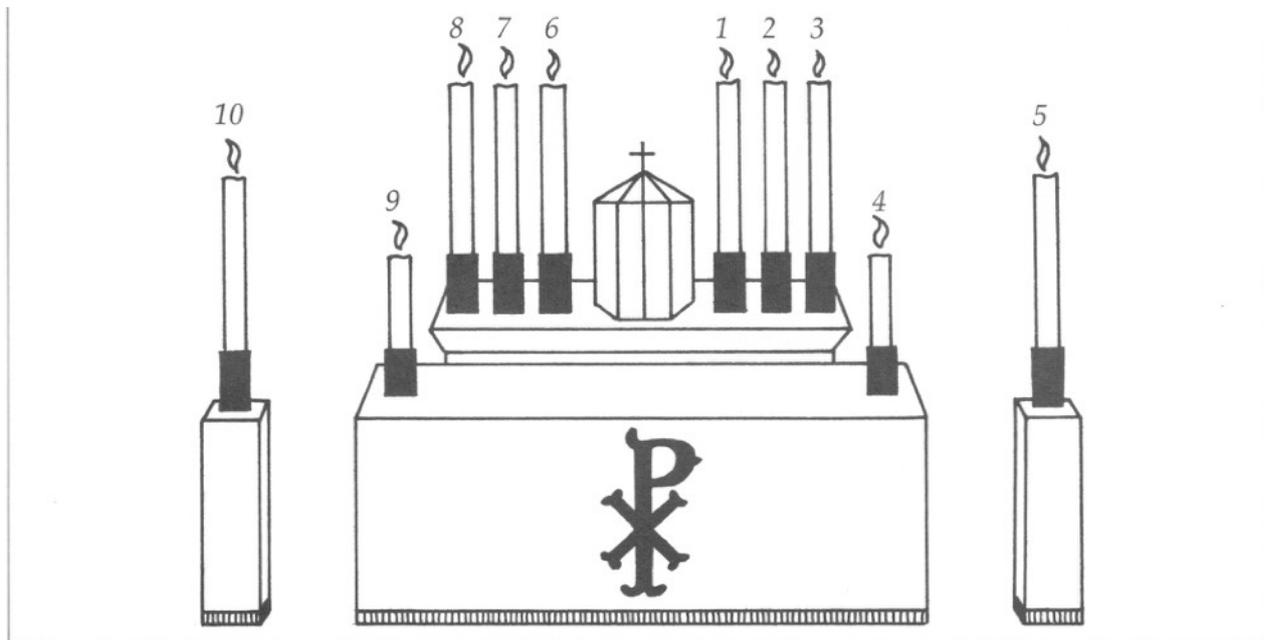
LAVABO BOWL and JUG:- put fresh, clean water into the jug. Before the Consecration, water is poured over the priest's fingers into the bowl. Hands are dried with the Lavabo Towel.

LAVABO TOWEL:- When setting up, place the folded towel across the top of the jug and set the jug into the lavabo bowl.

Hang the towel over your left arm before pouring the water over the priest's fingers.

FINALLY, LIGHT THE CANDLES.

- Candles should always be lit from the centre outwards, (think- *open curtains* for the start of the Mass) with the Epistle (right hand or south) side first, then the Gospel side (left hand or north side). Extinguish them in reverse order. (think - *close curtains* - Mass has ended).
- The Gospel candle is never left to burn on its own.



The order of lighting of candles

- If the Paschal candle is to be used, it is the first candle to be lit and the last to be extinguished.