

**ALTAR SERVER NEWSLETTER**  
**March-April 2010 Revised 17 Mar 2010**  
**Happy St. Patrick's Day**

Ladies and Gentlemen of the Altar Server Guild,

The next 6 weeks will be rather busy at Church with Passion Sunday, Easter, 1st Communion, and Confirmation services. Attached is a Liturgy Committee schedule and revised schedules for Altar Servers. Everyone has an essential part to play in the worship services, so please try to do your best serving in them. The Vigil Mass has a number of significant events taking place during the service. Please email me with any questions.

Good Day and May God Bless,

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# **PALM SUNDAY through EASTER VIGIL (as of 06 Mar 2010)**

## ***Edited for ALTAR SERVERS***

### **PALM SUNDAY, March 28**

- All Masses: Normal Altar Server schedule; Normal EMOHC schedule with communion under both species. Before 5p.m. Place palms on Crucifix.
- KOC will hand out palms before 7p.m.; & 7:30a.m. masses (For these masses, blessing will be inside, in the back of the Church)

#### ***For 5pm, 9:30a.m. & 11:30a.m. ONLY***

- Blessing of Palms outside (side of church) before 5pm, 9:30a.m. & 11:30a.m. Alternate handicap parking is being set up for both masses.
- Palms to be handed out before mass; Blessing of Palms, Gospel is read, Antiphon (read/sung, then “The Children of Jerusalem” is sung as procession enters church.
- **Procession order:** MC, Cross bearer, Candle Bearers, followed by choir, congregation, and then the Celebrant (some choir members can mix in with the congregation).
- Please have Lector read the following announcement a few minutes before mass will begin:  
“We will now have the blessing of palms outside of Church near the Rectory. If you are able, all are invited to proceed outside. Thank you.”

### **WEDNESDAY, March 31**

8:15 PM *Tenebrae Service, after Adoration and Benediction*  
*Need 3 lecturers, 1 for candles and 1 for light, **Alter Servers-1.***  
*Music provided by Sara Stockstill*

9:15p.m. *Remove ornaments from sacristy, remove all holy water, remove all debris from Church and bookcases (place in boxes). Remove any remaining palms – put in Rectory basement. Bring boxes.*

**Altar of Repose** set up – Parish Hall

### **HOLY THURSDAY, April 1**

8:00a.m. **Fr. Foley** *Morning Prayer (Rectory is ordering copies)*

5:00p.m. **Fr. Foley/D. Klco** ***Rehearsal** for 7:30p.m. Mass of Last Supper*  
*Primarily for Altar Servers*

7:30p.m. **MASS OF THE LORD’S SUPPER** (**Fr. Foley** - celebrant; **Deacon Klco**-MC)  
Lectors: 2 Altar Servers: 7 will serve; All altar servers will be asked to attend.

**D. Klco** (*before Mass*) Have large umbrellas in ready in case of rain – procession to PCR to cover Eucharist Tabernacle empty of remaining hosts in sacristy with sanctuary lamp beside it, bench in front of altar, under bench a pitcher of water, bowl, ample towels for washing and drying of feet, oils, gifts, (i.e. all prep for mass). Communion will be under both species.

**Reserve Seats:** for Altar Servers

**Introductory Rite**  
**Gloria** – Sung

Turn outside bells off before Mass. Ring Bells in Sanctuary

Fr. Foley

**Washing of Feet** – will handle (needs one bench). Fr. Foley- Have the presider wash the feet of Co-celebrant and Deacon. Have all three go to the designed pews to wash feet of chosen men. Make sure they represent the diversity of the parish

**Prayer of the Faithful** (reflect diversity of parish)

If any of them would like to do the petitions in their native tongue, please let me know so we can include the petitions in English in the booklets. It is not necessary for them to do that; English is fine.

Charlie

**Presentation of Oils** - Charlie will work with D. Klco before mass to assure oils are at the offertory table. Will also arrange for people to carry oils; make sure they are aware of when and how to bring oils up. Fr. Foley will announce the name of each oil as it is presented)

Peter: no music, or soft instrumental music during presentation of oils (can do an instrumental stopping when the oils reach the sanctuary for presentation.)

Fr. Foley/Regina

**Collection** (non-perishable food items & monetary offering for poor-Upper Marlboro Food Bank) Fr. Foley will invite congregation to bring food or monetary gifts to the altar. Have baskets set up in front of the Mary Altar; one basket will be marked (“Monetary donations”).

Peter:

Music can begin and continue through the Presentation of the Bread and Wine. After mass put money into clear bag and mark it. Need helpers to bring the food over to the Rectory and place in office across from Linda’s.

Regina/Charlie

**Presentation of Bread and Wine**

Arrange for parents from First Communion class to present gifts of bread and wine.

**Holy Communion** under Both Species

Altar Server/Deacon Klco

Make sure humeral veil is nearby.

**Lining the Procession Route:** KOC should proceed outside before procession begins with their own candles and line the procession route. If you need additional people, Andy will ask others to help

**Procession Route:** Out side door of Church, turn right onto sidewalk, then through the parking lot to the PCR.

**Procession** – MC leads procession followed cross-bearer accompanied by two candle-bearers, then remaining servers. Then behind servers: Peter/Beth-Choir, First Communion Class, Confirmation Class, readers, EMOHC’s. then the Priests. congregation follows.

**Candles:** When the procession begins, several people should be at the front doors and in the back as needed to hand out candles. Also have several people in vestibule to light candles. Use larger candles\*\* (Need to get them) to help congregation light their smaller candles. Candles stay lit when people arrive at PCR. Someone will instruct people when it is time to extinguish candles. *Note:* Before mass, candles need to be brought to front doors with larger candles, lighter/matches ready. Contact Linda for candle location and order more if needed for Holy Thursday and Easter Vigil. Also have several boxes at the PCR so KOC can collect booklets and candles.

**Include in Triduum Booklet (no announcement should be read)** *At the end of Mass, all are invited to join the procession transferring the Blessed Sacrament from the Church to the Altar of Repose which is located in the Parish Hall. We ask that no cars be moved*

*from parking lot until after the reposition of the Blessed Sacrament from the Church to the Hall. Thank you.*

*At Practice:* Can see what happens when priests reach PCR; how congregation should set up; when candles should be extinguished, etc.

Adoration begins ----- ends at Midnight.

### **GOOD FRIDAY, April 2.**

8:00a.m. **Fr. Foley** *Morning Prayer* (**Rectory** is ordering copies)

10:00a.m. **Rehearsal** for the Lord's passion  
**Fr. White/Deacon Klco** – Altar Servers, - Lectors, EMOHC's ?? (**Regina** will ask Fr. White)

12:00p.m. **Stations of the Cross (starting at Pond)** – If it rains –Stations will be held in church  
**Fr. Foley/Julie** (Shirley/Julie in charge of arranging)

**Followed by Confessions** **Fr. Foley/ Fr. White**

2:30p.m. **Recitation of Divine Mercy Chaplet** in Church- Dot sing

3:00p.m. **SOLEMN LITURGY OF THE LORD'S PASSION** The main liturgy take place in the afternoon, at 3:00 PM followed by confessions. Then we will have a 7:30 PM Stations of the Cross followed by confessions.  
Deacon Klco-MC  
Altar Servers \_4, Lectors \_2, EMOHC's \_1

Ask CYO Be at both doors, hand a booklet to each person (except little children). After service, need to collect booklets from people as they leave. Also check for the pews for booklets and store in altar server room.  
6 ushers for Holy Land Collection

7:30p.m. **Stations of the Cross** in Church- **Fr. Foley/ Fr. Cusick**  
**Need altar servers**

**Followed by Confessions** **Fr. Foley/ Fr. Cusick**

### **HOLY SATURDAY, April 3**

8:00a.m. **Fr. Foley** *Morning Prayer* (**Rectory** is ordering copies) General intercessions in booklet, Stand through service

8:30a.m. **RCIA Preparation Rites**  
**Fr. Foley/Charlie/Vernon/Deacon Klco**

**9:00am** **Rehearsal for Altar Servers and RCIA- Liturgy of Baptism, rehearsal for Lectors?**  
3:00-5:00p.m. **Confessions-** **Fr. Foley/ Fr. Cusick**

8:00p.m. **EASTER VIGIL** **Co-celebrants:** **Fr. Foley/Fr. Cusick (Deacon Klco- MC)**

**Altar Servers – as many as possible.**

Reserve Seats well before Mass

- Candidates/Catechumens & sponsors (first rows on both sides)
  - o He will get count (10-12?)
- Lectors (See below under readings)

Scouts & Parents (Booklets and Candles in altar server room) Be at both doors, hand out a candle and booklet to each person (except little children). Ask people to go to front (outside) of church for the beginning of the vigil. If they arrive early, or if it is cold, and they want to go into Church, just hand them a candle and booklet. (An announcement from Dot will be made when it is time for all who are able to move outside.)

Prelude (keeping lights off, except in the choir area) (Priests wait in vestibule)

**Announcement before Mass** – Invites all to proceed outside for Blessing of Fire and Lighting of Easter Candle

## ***I SOLEMN BEGINNING***

*Assemble outside near shrine of St. Francis. Have autos removed from the area earlier. Suggest that the Arnold family might want to prepare the fire; they did a good job at Lessons & Carols. The Scout groups might also be invited to participate*

*Prior to the actual beginning of the rite, have two readers at the ambo in Church read slowly and prayerfully the “Creation Meditation.”*

*I suggest as many altar servers as possible vest and participate in the Vigil. We need ushers to hand out candles prior to Mass and bulletins after Mass. Perhaps members of the Youth Group and Confirmation Class could assist.*

*As far as altar server jobs, we need a book-bearer to stand by the presider; the others carry candles and help with the lighting of candles during the various parts of the liturgy. We will need a thurifer and a boat-bearer. Charcoal will be lit from the newly-blessed fire.*

*Ask Deacon Klco to be Master of Ceremonies.*

*Ask Father Cusick to carry the Paschal Candle, sing the “Christ Our Light,” and the “Exsultet.”*

*Ask two “head ushers” to lead the congregation back into the Church after the lighting of the fire and blessing of the candle. In the event of inclement weather, we will do all this in the center of the Church. The servers and clergy follow the candle. All other ministers of the celebration process as part of the congregation.*

*Three times the candle-bearer (Father Cusick) will stop and sing the “Christ Our Light.” Each time, he will lower the candle so that servers can take the flame and light candles of parishioners.*

*The final “Christ Our Light” is sung from the sanctuary. The candle is placed in the stand and incensed by the presider.*

*Father Cusick sings the “Exsultet” while all stand in the darkness with burning candles. At the conclusion of this proclamation, our small candles are extinguished and some of the Church lights are turned on. Leave the lights at the altar and by the statues off.*

## ***II LITURGY OF THE WORD***

*Reading I: Genesis 22, 1-18*

*I suggest three readers: Narrator, father, and boy*

*Response: Psalm 16*

*Prayer*

*Reading II: Exodus 14, 15 – 15,1*

*I suggest that we not sing as last year. Perhaps two readers can proclaim this. Instead of ending with “The Word of the Lord,” this reading leads right into the response with the words “sang this song to the Lord...”*  
*Prayer*

*Reading III: Isaiah 55, 1-11 Two readers would be good here, too.*

*Response:*

*Prayer*

### **GLORIA**

*Presider intones. Perhaps the Gospel Choir can be asked to lead us in this. Servers light all the altar candles from the Paschal Candle. The lights in the Church are now All illumined. Church bells are rung. People can ring any bells they have with them.*

*EPISTLE: Romans 6, 3-11 (one reader)*

*Presider intones “Alleluia” and choir leads us in Psalm 118*

*GOSPEL: Luke 24, 1-12 (Perhaps Father Cusick can sing)*

*HOMILY: Father Foley*

### **LITURGY OF BAPTISM**

*My suggestion this year is to have the purple removed from the statues earlier in the day and not to use the curtain across the sanctuary. I would recommend the baptismal pool which would need to be filled earlier. Candidates for Baptism are called forward and presented by their godparents.*

*Prayer*

*Litany of the Saints (Catechumens kneel on first step with godparents; all others kneel in their places.)*

*Prayer*

*Blessing of Water (Father Cusick assists with candle)*

*Candidates for Baptism make vows*

*Baptism: Ask candidates and godparents to stand in a line between Mary’s altar and the ambo. Then each candidate approaches the font from the altar side; the godparent stands behind. The candidate kneels on a pillow and turns his/her head towards the side. After being baptized Father Cusick wipes their heads with a towel and newly-baptized and godparent take their place on the main level beginning in front of the BVM altar. Once all are standing there, preside presents them with white tunic and says prayer. Father Cusick lights their candles from the Easter candles and presents them as preside prays. At the same time, servers take light from the Paschal Candle to the congregation.*

### **RITE OF RECEPTION**

*Those to be received into full communion are introduced and received.*

*Once everyone in the congregation has a lighted candle in hand, all renew their vows of baptism.*

*Rite of Sprinkling follows. A server carries the bowl as the preside goes throughout the Church.*

### **RITE OF CONFIRMATION**

*Newly-baptized and newly-received stand on first step with sponsors behind. Father Cusick brings the oil of chrism to Father Foley who confirms them all.*

### **PRAYER OF THE FAITHFUL**

*Ask the newly-initiated to present the gifts. We will be having communion under both species.*

### **LITURGY OF THE EUCHARIST**

*Newly-initiated come to the sanctuary for their first communion. Father Cusick and an EME hold cups on either side. Father Foley stands in the middle and gives hosts. After their communion, the newly-initiated go to their places. For Communion of the faithful, we will need four cup-bearers and two host-bearers besides the two priests.*

*The newly-initiated will process with the ministers to the reception at the end of Mass (where they will be welcomed by the congregation).*

Fr. Cusick

Announcement – “All are invited to join us for a reception in the parish Hall”  
your announcement sheet

scouts/parents

After mass, need to collect booklets and candles from people as they leave. Also Check the pews for booklets and most of the candles. Then store all in St. Joseph sacristy.

**Reception in PCR**

**ALTAR SERVER SCHEDULE FOR MARCH 2010**

	1:00pm				
<b>March 19 Friday Stations of the Cross</b>	As Assigned by School				
	5pm Saturday	7pm Saturday	7:30am Sunday	9:30am Sunday	11:30am Sunday
<b>March 20/21</b>	<b><i>P. SIMMS</i></b> C. Stubbs A. Lewis K. Dreher	<b><i>M. AYRES</i></b> L. Ayres S. Ayres	<b><i>P. HINE</i></b> A. Tipton	<b><i>J. WILHITE</i></b> N. Udeh J. Wyvill M. Wyvill	<b><i>Sydney KPUNDEH</i></b> Stephen Kpundeh M. Brown
	1:00pm	6:00pm-7:15pm	7:30pm		
<b>March 26 Friday Stations of the Cross</b>	As Assigned by School	Soup Supper in PCR Building	<b><i>Andrew LARSEN</i></b> S. Larsen T. Leonard		
	11:00am Saturday				
<b>March 27 Rehearsal for Vigil Mass</b>	<b>Rehearsal for ALL Servers Need 7 to serve the Mass</b>				
	5pm Saturday	7pm Saturday	7:30am Sunday	9:30am Sunday	11:30am Sunday
<b>March 27/28 Passion(Palm) Sunday</b>	<b><i>N. VITALE</i></b> M. Vitale A. Piazza J. Floria <i>Procession starts from Side Entrance (weather permitting)</i>	<b><i>S. EACHO</i></b> D. Eacho J. Molineaux	G. Gioffre T. Leonard	<b><i>L. GRIFFIN</i></b> M. Rourke G. Rourke M. Bunge <i>Procession starts from Side Entrance (weather permitting)</i>	S. Caltibiano T. Showalter N. Smith <i>Procession starts from Side Entrance (weather permitting)</i>
	8:15pm Wednesday				
<b>March 31 Ten brae Service</b>	<b><i>Albert Larsen</i></b>				

***LEAD SERVER IN BOLD ITALIC***

It is the responsibility of the server to obtain a substitute, if he/she cannot  
serve on assigned date.

## ***ALTAR SERVER SCHEDULE FOR APRIL 2010***

	5:00pm	7:30pm			
<b>April 01 Holy Thursday</b>	Rehearsal for 7:30pm Mass	A. Tipton <b><u>ALL Available Servers</u></b>			
	10:00am	12:00pm (Noon)	3:00pm	7:30pm	
<b>April 02 Good Friday Stations and Passion Mass</b>	Rehearsal for 3:00pm Mass	Stations(outside) <b>B. Morusiewicz</b> J. Morusiewicz B. Sheppard R. Sheppard T. Sheppard	Passion Mass J. Wyvill M. Wyvill C. Mayuga T. Showalter N. Smith	<b>Volunteers Needed</b>	
	8pm Saturday	7:30am Sunday	9:30am Sunday	11:30am Sunday	
<b>April 03/04 Easter Vigil and Easter Sunday</b>	Vigil Mass <b><u>ALL Available Servers</u></b>	<b>Albert LARSEN</b> G. Gioffre	<b>J. WILHITE</b> A. Tipton G. Rourke M. Rourke N. Udeh	<b>B.MORUSIEWICZ</b> J. Morusciewicz M. Brown T. Showalter N. Smith	
	5pm Saturday	7pm Saturday	7:30am Sunday	9:30am Sunday	11:30am Sunday
<b>April 10/11</b>	<b>N. VITALE</b> M. Vitale A. Piazza J. Floria	<b>L. AYRES</b> M. Ayres S. Ayres	<b>P. HINE</b> C. André	<b>D. McCREARY</b> A. Onwu C. Onwu J. Koroma	<b>S. KPUNDEH</b> S. Kpundeh S. Caltibiano
	1:15-1:45pm	4:15-4:45pm			
<b>Afternoon April 11 Benediction and Adoration</b>	<b>Two Volunteer Servers Requested</b>	<b>Two Volunteer Servers Requested</b>			
	7:30pm				
<b>April 16</b>	Rehearsal for 1 <sup>st</sup> Communion				
	10:00am	5:00pm	7:00pm		
<b>Saturday April 17</b>	1 <sup>st</sup> Communion <b>Andrew LARSEN</b> S. Larsen A. Tipton R. Huntley Z. Linkins	<b>C. WILLIAMS</b> L. Williams T. Williams A. Lewis	<b>J. MOLINEAUX</b> S. Eacho D. Eacho		

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**ALTAR SERVER SCHEDULE FOR APRIL 2010**

	7:30am Sunday	9:30am Sunday	11:30am Sunday		
<b>Sunday April 18</b>	T. Leonard A. Tipton	<b>L. GRIFFIN</b> M. Bunge C. Gessner K. Glotfelty	<b>Andrew Larsen</b> S. Larsen M. Brown		
	5pm Saturday	7pm Saturday	7:30am Sunday	9:30am Sunday	11:30am Sunday
<b>April 24/25</b>	<b>P. SIMMS</b> A. Lewis C. Stubbs K. Dreher	<b>M. AYRES</b> S. Ayres L. Ayres	<b>Albert LARSEN</b> G. Gioffre	C. Martindale J. Martindale D. Martindale R. Jackson	<b>JesseCOTTON</b> Joey Cotton JailynnCotton
Wednesday	7:30pm				
<b>April 28</b>	Confirmation Rehearsal <b>B.MORUSIEWICZ</b> M. Rourke L. Ayres S. Ayres A. Horton J. Cotton J. Cotton				
Thursday	7:30pm				
<b>April 29</b>	Confirmation w. Bishop Holley <b>B.MORUSIEWICZ</b> M. Rourke L. Ayres S. Ayres A. Horton J. Cotton J. Cotton				

***LEAD SERVER IN BOLD ITALIC***

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