

ST. JOSEPH CHURCH ALTAR SERVER INSTRUCTIONS 2018 EDITION

BEFORE MASS

Please arrive at least 15 minutes before Mass. If you are going to CCD, please stop before class or have your parents let us know you will be here. Vest with white Monastic Alb and put on cross pendant.

- Light candles - Light the candle lighters, proceed to the foot of Altar, bow and each take a side. Start with the candles on the altar and light from inside out, Light candles at the back of Altar starting with candle closest to the Crucifix and then down the line till all are lit. Light candles at Tabernacle, check to see if there are others especially in front of Blessed Mary. Meet at foot of Altar bow again and return.
- A few minutes before Mass, we will gather in the sacristy and the Priest will say a prayer, then all proceed into Narthex. Cross Bearer stands to the side by the last pews. Other Server line up in pairs on either side of the church leaving room for people to get by. If there is incense that would go before the cross and if there are candle holders, they go after the cross.

MASS STARTS

- Cross Bearer starts procession when choir starts to sing and proceeds up the aisle to the foot of the Altar and moves to Joseph's side all the way in front of the ambo. (pulpit). The rest of the servers follow and move to the side you will be on allowing room for the Deacon and Priest. Mary's side go all the way, so you are in line in front of the Mary Statue. All stand together and when Priest bows, all bow and PLEASE LET THE PRIEST AND THE DEACON GO ON TO THE ALTAR FIRST. After they kiss the Altar, Cross Bearer goes on altar first and then the rest of the servers follow. Stay standing for opening prayers by the Priest.

MASS BEGINS

- After the Gloria(not done during Lent and Advent) Roman Missal(Book) server prepares to bring the Missal to the Priest. ...Father says, "Let Us Pray"

Server proceeds with Missal up to the Priest holding it to your left shoulder and standing to the side and NOT in front of the Priest. At end of the prayer Server brings the Missal back and places on chair.

- After the offerings one server on each side will place and unfold the large corporal (it is a tri- fold). Tray with the wine cups and the chalice is brought to the altar. Tray removed when empty. If Father Donato is saying Mass place Missal and stand on the altar. Father Bob just the Missal. CLOSED
- When collection is ending, Cross Bearer gets the Cross [*1] proceeds to top of middle aisle followed by Servers in pairs in same order that you came in and proceed to the offering table, stop, and turn. Cross Bearers stops several pews before the offering table and faces back of the church. Servers walk past the Cross and face the altar. When gift bearers are ready, Cross Bearer turns and all proceed to the altar. Cross Bearer puts Cross back in holder. Vessel Servers go to the left and stand beside the Deacon/Priest in a line facing choir. Be ready to receive gifts as they are handed to you. Ciboriums are placed middle of the Altar around the chalice; step back to allow others servers and Deacon to reach the altar. Servers hold cruets (handles facing away from you) present to the Deacon/Priest. Wine closest to the cross is given first; then water (where server is to the right of wine server). Bow. Quickly return to Credense Table. Pitcher/Bowl to the right/ Towel (held fully open) to left..... Wash Priest's hands, bow. Return items to table, return and stand.
- At the Holy Holy Holy, get in position to kneel. Eucharist Ministers will take seats in the front row, the rest of the servers will fill in other places or the two chairs by the Credence table.

CONSECRATION

- At the end of the 3rd Amen, stand and join hands, Our Father and then Sign of Peace. Make a path for the Deacon to get to the tabernacle. Return to prepare to kneel.
- After the Priest drinks the precious blood and place the chalice on the altar; move in place to receive communion.

- While Communion is being distributed Altar Server will place water cruet back on corner of Altar on the cross that is visible through Corporal, so it is ready for Deacon/Priest to wash vessels. Roman Missal (And Book Stand are removed) Please be aware at the end of communion that Deacon/Priest will be going to the Tabernacle and make sure you are not in the way.
- After Communion and the Deacon/Priest has returned to the Altar, Vessel Servers all at end of Altar to be ready first to try to hand water to priest if not be ready to receive the water cruet. Then remove vessels when purified and return them to Credence Table. If Eucharist Ministers are in your way say excuse me and push by them (you have a job to do) Return to altar at end of line to receive other vessels as needed. After Chalice is removed, Priest bows and returns to their chair One person on each side of the altar folds large Corporal. Bring to book side.
 - Priest reflects and then says, “Let Us Pray” Server presents Missal on left shoulder and standing to the side of the Priest stay until the priest finishes his blessing. At conclusion of the prayer, return to seat and place it on the chair.
 - Announcement made.
 - Cross Bearer gets cross, Candle Servers light candles, After it is said The Mass is End, wait until the priests starts to come down from his chair Cross Bearer proceeds to middle of the second pew, stands in aisle facing the Altar. Servers line up in pairs in front of Cross Facing Altar. Candle Servers are closest to the Cross
 - Priest/ Deacon stand in front of Altar. All bow with Priest. Cross Bearer starts procession down aisle. Servers at end of aisles take Priest/Deacon books.
 - Extinguish candles.

Thanks for doing a great job and know how much your effort is appreciated!

*1 If only two Altar Servers do not bring Cross down for the gifts... proceed down and both go to Mary’s side (vessels side) to continue with Mass. During communion Cross Bearer goes back to other side to be ready to present Missal and lead procession out with Cross.

Special Note.... If you are attending a Mass and you are not scheduled to serve. Always check in to see if you might be needed. We may not know at that time but we will find you if needed.

If you are at a Mass and you see that they do not have enough Altar Servers, get vested and quietly go to the gift table at back of main aisle and wait till they come down for the gifts and go back up with them.

Remember you are on the altar during a great service to God and the Church. Everyone can see you so please be respectful; avoid fidgeting, looking bored, playing with your cross, and chatting. This is a special privilege to serve and other children look up to you. Set the best example as what a St Josephs Server is. Be proud of yourself! We appreciate it and you are appreciated.

The Mass is a reenactment of the Last Supper when Jesus [represented by the Priest] instituted the Eucharist and told his followers, "Do this in memory of me." Although the Mass is a mystery, we accept the fact that bread and wine become the body and blood of Jesus because Jesus told us this is so. Please keep this in mind when you serve and always be reverent and respectful during the Mass.