

Before Mass:

- The altar server should be in the sacristy to vest 10 minutes before the mass begins.
- Once in the sacristy they have to check to see if the candles are lit beside the altar and if not, they should light them.
- Talk amongst the altar servers to see which side each person is going on and who's holding what.(2 servers must be on the side of the altar nearest the Tabernacle).
- Carefully put on the altar serving outfit (cassock and surplus) and wait in the sacristy quietly.
- Once the procession starts the last altar server on the line will ring the bells once the congregation begins to sing.

During Mass

- The order of procession is Cross followed by two candle bearers. The rim of the candles are at eye level, (if incense is used the thurifer carrying the Thurible, the vessel for the burning charcoal goes in front of the Cross.) Walk through the procession slowly, there's no rush!
- When you reach the step before the altar you reverence the altar with a deep bow from the waist, unless you are carrying an object then you simply bow your head. Place the cross in it's stand and the candles next to the altar in line with the hangings. (If incense is used the thurible is given to the priest celebrant and he will circle the altar with incense.)
- Then all of the servers return in front of the altar on either sides of the priest.

-All bow down in unison with the priest then go to your side of the altar and remain standing.

-The person on the reading side will go up to the father and hold the book when the father says "oremos". The Missal rests on the chest of the altar server while the priest says the prayers and remains until all respond, Amen. Then all altar servers may sit.

On special occasions when there is a gospel procession, two altar servers go up to the priest with the thurible and the container of incense. The priest places some incense on the coals and the two servers lead the priest with the book of the Gospels from the altar to the pulpit. After the priest incenses the Gospel, the servers return the incense to the stand.

- then when the collection starts, the candle bearers must go down the middle aisle towards the end of the aisle near the offertory table and stand in front of the selected people that is carrying the bread and wine, and the collection.
- While the other altar servers are walking down the aisle the people on the serving side must bring the corporal to the altar first and place it unopened on the altar. They also bring over the chalices and place them on the side of the corporal as well as the purificators and lastly the cruet (water).
- Once the placement of the items are done you go down with the father to receive the gifts.
- After the father finishes giving you the empty wine cruet you must place it back on the small table then you grab the white purificator that doesn't have a cross and get the small and big bowl and then

you bow once the father finishes washing his hands and return back to your seats.

- then the kids come out to the altar and then you kneel when everybody else kneels.
- when the father places his hands over both the bread and wine you must slightly ring the bell; you must also ring the bell when he lifts up the Bread and then the Chalice
- after the father gives peace you can go out and give peace to your family and friends
- then all the altar servers must return to the serving side in order to get ready to receive communion. Once you receive communion you go back to your original side.
- when the ministers of the eucharist go back to the altar, the servers on the serving side must place water inside the chalices and then place the water cruet on the altar.
- then the same people on the serving side must put back all the things the father gives to you(organize so it can all fit).
- The book is brought to the Priest when he says “Oremos” and after that comes the blessing of the kids where you must stand next to the father.
- Lastly once the father gives the blessing the cross bearer gets the cross and the candle bearers gets the candles, so then you wait till the father goes down the altar and all bow and the the cross leads out everyone else.