

## Altar Server Job Description

Altar servers have the privilege of assisting the priest in the sanctuary during the Mass and other liturgical functions. Anyone interested in becoming an altar server, who has made his/her First Holy Communion, may apply by calling the parish office, 480-838-7474.

**When you receive your schedule via email, mark your Mass dates and times on a calendar. Check with your parents for conflicts with other family activities. In advance, if you know you cannot serve on the day you are scheduled, request a substitute via the MSP online scheduler. If, at the last minute, you find you cannot serve, please find a substitute.**

### DESCRIPTION OF DUTIES:

**Arrive 15 minutes early** in appropriate attire for mass (ie., clean shoes, no shorts, no flip flops, no messages on T-shirts, etc). *If you are 10 minutes late, a replacement will be found for your position.*

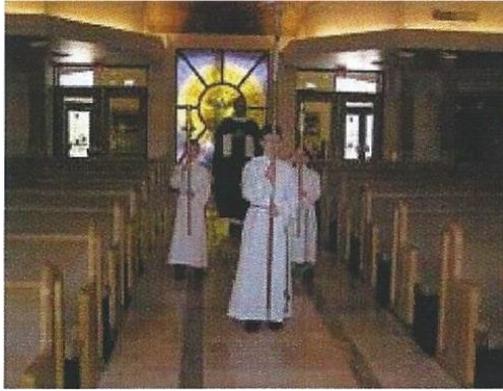
Sign in on the schedule posted in the Ministers Room and then proceed to the Altar Servers closet to put on your robe. Check the proper color for the day listed on the calendar.

Put on the correct length of **ALB** (the length is be just above your shoes), proper liturgical color of **Cincture**, and the small cross in the front and the knot goes on the back.



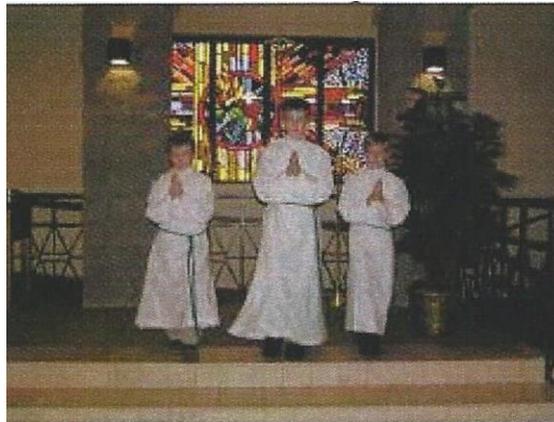
Make sure the **Sacramentary** (large red book) is in the *designated location in the altar server pew.*

Get cross and candles from the sanctuary. Light candles in the Sacristy, and then stand near the main entrance to the church and prepare for the procession (if only 2 servers, walk together with candles; if only 1 server, proceed with only cross). When priest (and deacons) arrive, line up as follows: **Cross Bearer**, flanked by **Altar Servers #1 & #2** holding candles at a height as close to the same level as possible. Cross should be visible by the entire congregation. When singing begins, start walking in processing **SLOWLY**.

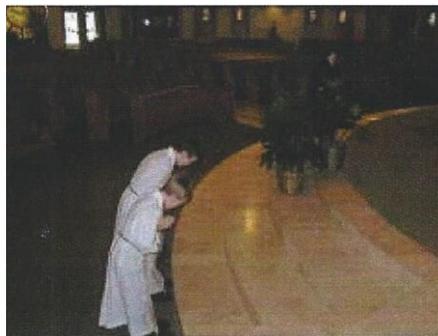


**Cross bearer and Altar Servers #1 & #2** pause briefly at the altar. Then, staying together, cut over to the right towards the cross & candles stands. Stop at the bottom of the stairs.

When the priest reaches the end of the aisle, proceed up the stairs together and carefully place the cross & candles in the appropriate stands **quietly**. Turn together and proceed down the steps,



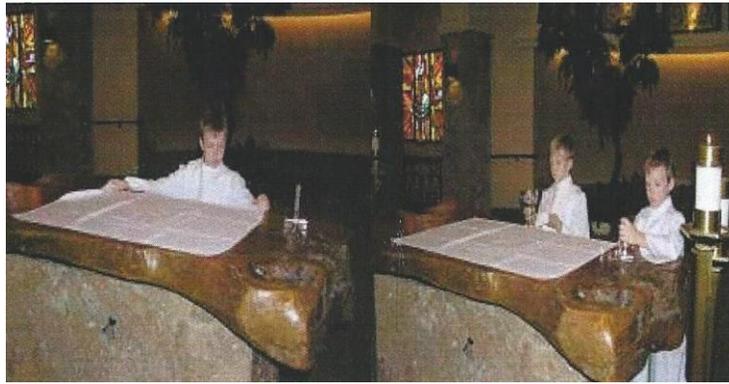
then turn to face the altar and bow in unison with the priest and other ministers.



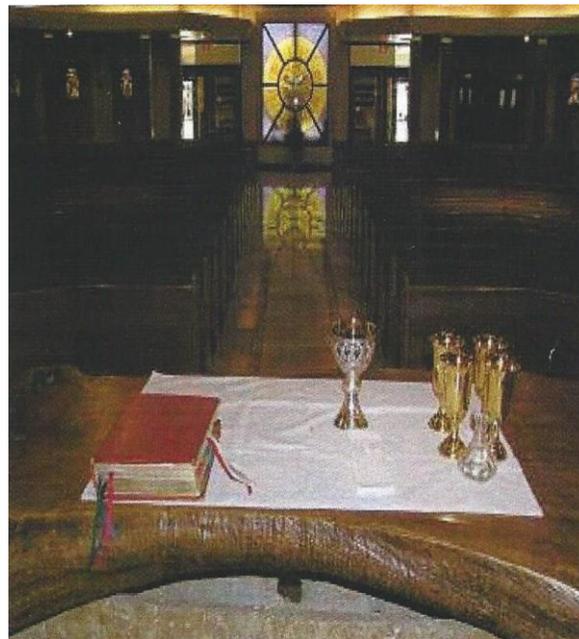
After bowing, turn together and proceed to the altar server pew. **DO NOT SIT DOWN, REMAIN STANDING.**

After greeting the congregation, the priest will say “LET US PRAY”. **Cross Bearer**, these are the “KEY WORDS” you will listen for. The **Cross Bearer** will bring **Sacramentary** (red book) to the priest. When priest closes the book, return to your place at the pew with the **Sacramentary**.

**SETTING THE ALTAR:** After the Homily and the Prayers of the Faithful, the priest sits down and the gifts (collection) are gathered. This is your clue to set the altar. **AS #1** brings the **Corporal**, unfolds it and places in the center of the **Altar**.

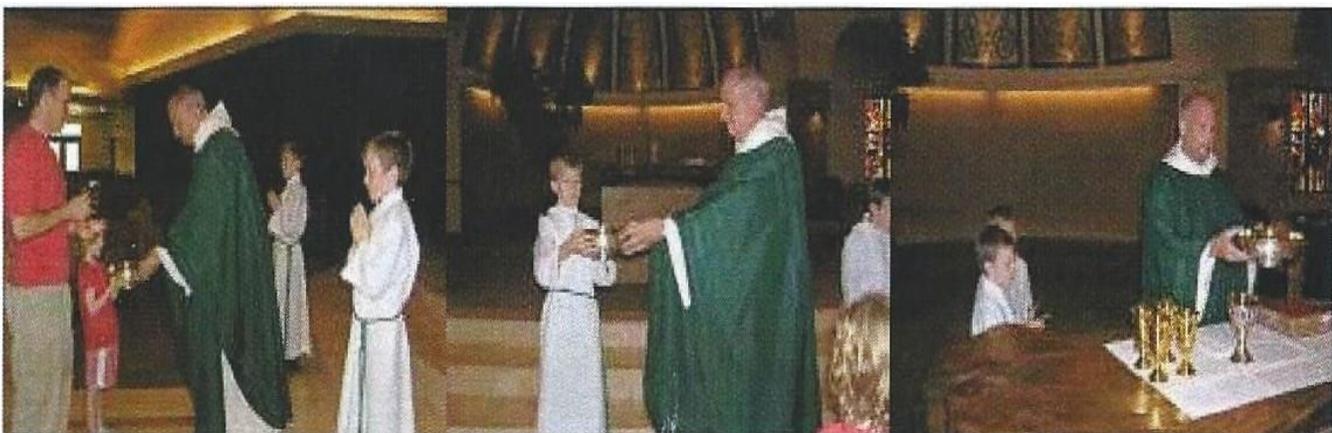


**AS #2** places the **Chalice** and **Purificator** (the long white cloth) on the right side of the **Corporal**. **AS #1** and **AS #2** will bring the other communion cups and small cruet of water to the altar. **Cross Bearer** brings the **Sacramentary** (red book) to the altar and places it in the left bottom of the **Corporal**.



When the priest or deacon goes to receive the gifts, join him, and wait one step behind him. **AS #1** stands on his left and **AS #2** stands on his right.

Priest accepts the gifts from the people and gives them to the **Servers**. **Servers**, turn around, and THEN step up onto the **LEFT** of the altar. Both servers go to the **LEFT** of the altar. **DO NOT PLACE THE GIFTS ON THE ALTAR, INSTEAD HAND THEM TO THE PRIEST OR DEACON WHEN THEY REACH FOR THEM.**



The priest comes to the altar and receives the gifts. The **Servers** go to the credence table, **AS #1** gets the bowl and towel, **AS #2** gets the pitcher, both return to the altar. **AS #2** holds the pitcher with the handle facing the priest.

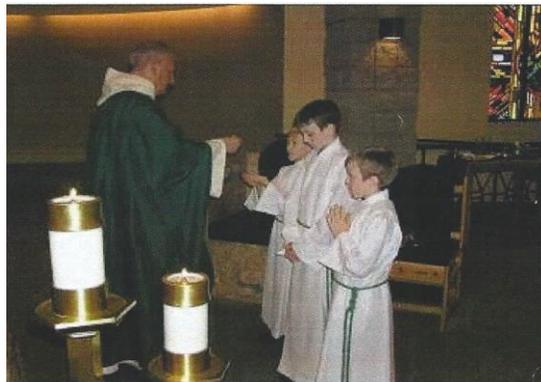
**AS #2** pours the water over the priest's hands, into the bowl that **AS #1** is holding.



**AS #1** extends arm to give the priest the towel. When the washing and drying is complete, bow together to the priest, and return bowl, towel, empty wine flagon and small water cruet back to the credence table. At this time, return to your seats and remain standing. **REMEMBER TO ALWAYS WALK AND SIT TOGETHER.**

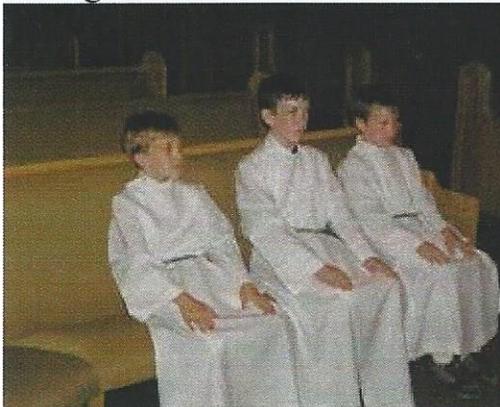
**SIGN OF PEACE**, you can go to give peace to your family **IF THEY ARE SITTING CLOSE**. Priest or deacon will take the **SACRAMENTARY** (red book) back to the chair.

As communion vessels are being prepared, all **Altar Servers** join the **Eucharistic Ministers** around the altar. Once all communion hosts are distributed to the **smaller ciboriums**, the priest or deacon may hand the large bowl to any **altar server** to return to the credence table.

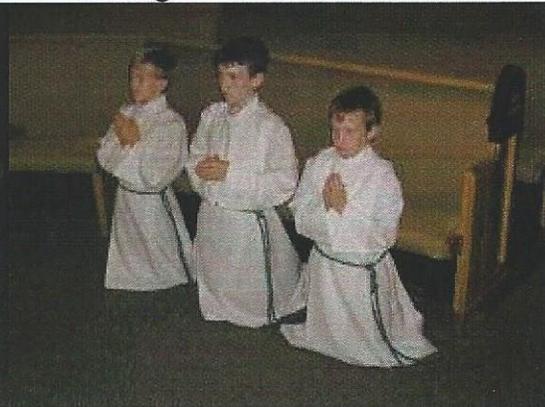


After receiving communion, you return to your seat and kneel together until priest takes his seat. At that time, you may be seated.

Sitting Posture:



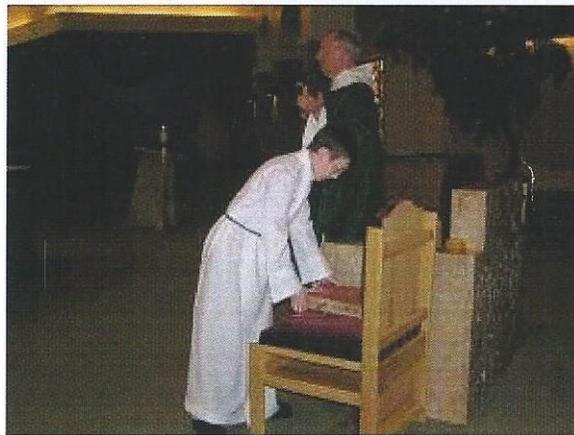
Kneeling Posture:



If there are ministers to the home bound, and after the priest commissions them, **Cross Bearer** make your way to the priest, take the silver tray and place it on the credence table.

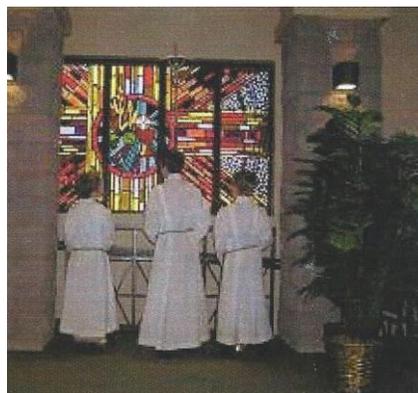


**Cross Bearer** be prepared to go to the priest immediately for the closing prayer. When priest says, ‘LET US PRAY’ (your key words), bring the **Sacramentary** (red book) to the priest.

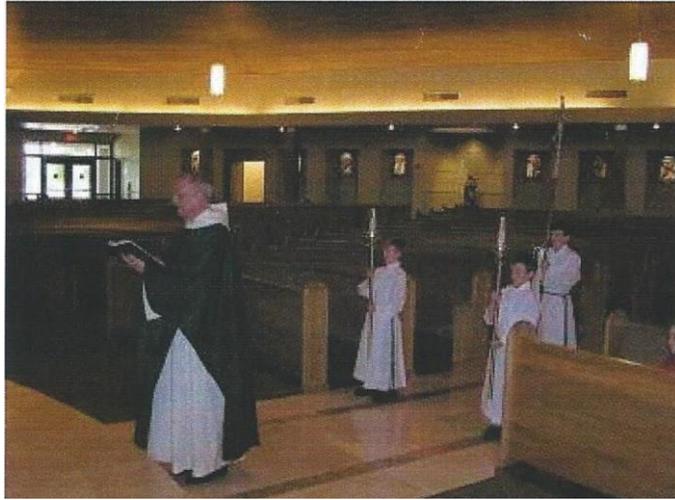


After the prayer, go back to your seat with the **Sacramentary**.

When the priest dismisses the Mass, **Cross Bearer, AS #1 and AS #2** go together to get the cross and candles.



All move together to center aisle and up to the second pew, and face the altar.



If processional candles are not used, **AS #1 & AS #2** go one to the right and other to the left of the priest (and deacon). Bow with priest, unless you are carrying the cross and candles. Turn together. **Cross Bearer, AS #1 and AS #2** move slowly up the aisle and lead the priest (and deacon) out to the narthex. In the back of the Church, blow out your candles.

Remain in the **ALBS** and quietly return cross & candles to the stands.

Return to the Altar Servers closet to remove the **ALBS**. Hang them neatly, remember other altar servers might need to wear them before they can be cleaned.

**AS #1** will act as Captain to settle disputes when there is a mix up regarding who does what.