

PROCEDURES

ST. FRANCIS OF ASSISI ALTAR SERVERS

BEFORE SUNDAY MASS:

1. Please arrive in Church fifteen minutes before Mass begins. Go immediately to the sacristy to put on your cassocks and surplices to serve Mass. **Please remember that you are in church, therefore, a spirit of reverence and quietness is expected.**
2. Make sure there is the cross, two acolyte candles ready to be carried in procession. **There should never be only one candle in procession.** Omit the candles if this occurs. The Master of Ceremonies and/or the Captain is responsible for making sure all is done and ready to go. Once this is done, be ready to recite Service Prayer and proceed to the back of Church in order and with reverence. Please wait for Father to give you a nod for the procession to begin.

The procession will be as follows:

3. The cross bearer will move in the middle aisle by the fifth pew from the back of Church, with the two candle bearers with lighted candles by the third pew, and the remaining altar servers with hands held properly paired off in the procession. Following them will be a Deacon of the Gospel and Priest. **REMEMBER TO HOLD HANDS CORRECTLY.**

PROCESSION WILL BE AS FOLLOWS:

CROSS

CANDLE

CANDLE

SERVER

SERVER

DEACON OF THE WORD

PRIEST

MASS TIME:

1. The procession will move to the foot of the altar with the cross bearer reaching first. **EACH SET OF SERVERS SHOULD BE THREE PEWS BEHIND EACH OTHER.** *****PLEASE REMEMBER THAT WE ARE NOT IN A RUSH, MAKE SURE THAT **EVERYONE IS AT STEADY SPEED** with the candle bearers in line with one another, carrying the lighted candles at the same height. When the cross bearer reaches the altar he/she will go to the immediate **LEFT** and will remain in place until the altar is revered. The candle bearers will move to the left next to cross bearer. The Deacon and the Priest arrive at the sanctuary step and genuflect and move to reverence the altar and proceed to their chairs. Then, the Book Bearer will move in place to the right of the sanctuary and will stand by his respective seat (left of Presider's chair). The extra servers will take their places in the server's pew. The Book Bearer should stand just to the left of the priest with the small Sacramentary open to the correct Sunday prayer. When the Opening Prayer is concluded, the Book Bearer will place the book in an accessible place and take his seat to the left of the Presider's chair.
2. The Captain of the team must remember to be alert and attentive to the priest in case he may need something. Also, please remember that this is not a time for talking and laughing. It is a time for all to listen to the Word of God.

LITURGY OF THE EUCHARIST

PREPARATION:

1. During the Offertory the Deacon and MC or Captain should prepare the altar table with the FOLLOWING ITEMS: Sacramentary (with stand); chalice with purificator, pall, and veil. If a Deacon is present he will unveil the chalice and hand the chalice veil to server to place on credence table. Otherwise, the priest will do this. Both of the servers should remain in sanctuary unless there are not two servers to assist with the Offertory gifts. When the priest goes to receive the gifts, one server should get the water cruet and remain in sanctuary. Two other altar servers will go with the priest to receive the gifts. He or she will hand the ciborium with hosts to the priest to place on the corporal. The other receiving the wine cruet should proceed to their designated place and take the off the top of the wine cruet to present to the Deacon or Priest. **(Do not go the credence table)**. After the deacon or priest returns the water and wine cruets, servers bow and return the articles to credence table. Then, the other two servers should move to their place to be ready to wash the priest's hands with the lavabo and hand towel. After the washing of hands the altar servers must bow to the priest or deacon and return the articles to credence table. All four altar servers should immediately to the first step of the sanctuary (near choir area and bells). Servers are to remain standing. Also, if there are any extra servers in the pew area, proceed to sanctuary steps for Eucharistic Prayer.

2. The sanctuary bells should be located near the choir side of the altar. One server should be chosen to ring the bells properly. When the priest invokes the Holy Spirit during the consecration, ring the bells once. The bells should be rung three times each when the large host is raised and again when the chalice is raised,. After the Eucharistic Prayer is completed, all servers are to remain standing by the altar steps until they receive Holy Communion. After this, they are to remain in place and **kneel**.

COMMUNION TIME:

1. One altar server is to move to the altar table and remove the Sacramentary and stand and place them on the credence table to the left. Please leave the chalice, purificator and ciboria on the altar. Then, he or she is to bring the water cruet to the altar. One server (the captain) should move to the sacristy and light the acolyte candles to be ready for the recessional. Please return and kneel until the consecrated hosts are placed in the tabernacle and priest is seated.
2. The Book bearer should be ready to open the Sacramentary for the Prayer after Communion. After the final prayer, the book bearer should place the book in its appropriate place. Then, the Captain should signal the altar servers to lead the procession out when Father begins the Prayer to St. Michael. The cross bearer will lead the procession out. Two candle bearers should be ready with lit candles.
3. After this all servers should be ready to move in place. That is, the cross bearer should move into the aisle front and center by the fifth pew and the two candles at the third pew. Servers should line up two by two with hands held properly. The Captain should make sure everyone is in place as the final hymn begins. All servers should be facing the altar. Then, when the priest genuflects and turns around, all servers **turn to the left and process out**. The cross bearer will lead the procession to the sacristy. Please remember that we are not in a rush. Walk steadily but not fast.

KEEP THREE PEWS BEHIND ONE ANOTHER.

AFTER MASS:

1. One or two altar servers are to extinguish candles on the altar. Please leave all items on the altar. Ask Father or the Deacon if there is anything else to do.
2. Then all proceed to take off the cassocks and surplices and hang them back in their proper place. **PLEASE HANG THE CASSOCKS AND SURPLICES UP PROPERLY.**

SOME SPECIAL REMINDERS:

1. Please be on time for Mass---fifteen minutes before Mass begins.
2. Please be neat and orderly to serve Mass---clean clothes, dress shoes, clean hands and combed hair.
3. You should not use the restroom during Mass unless it is a real emergency. You are not to leave the altar for any reason unless it is an emergency.
4. Please remember that you are special ministers of the Church and this requires a spirit of prayer and reverence.
5. There will be a sign-up sheet posted in the Server sacristy for all servers to sign in. Please sign your name on the line by the Mass you served. Remember that you will be given points according to the number of Masses you served, and points will be subtracted if you fail to serve and not find a replacement. The replacement will either switch Masses with you or will receive extra points for your Mass and the one they may be assigned. Points will be recorded weekly and posted in the sacristy. Special recognition will be given periodically to those with more points.