

PROCEDURES FOR ALTAR SERVERS



GATHERING BEFORE MASS:

1. Arrive at least **15 minutes before Mass begins**.
2. Vest in white alb and cord, (cord color changes seasonally; see liturgical calendar to determine color) *+make sure alb, if possible, touches top of shoes*
3. Light candles with candle lighter.
 - make sure to push the wick out after extinguishing; otherwise it will get stuck
 - when the Easter candle is placed in the church, it should also be lit.
4. Check to make sure the Roman Missal (red book) is placed in the front pew where you will sit.

Father wants the servers to change his batteries, do not throw the batteries away, they are rechargeable

5. Both servers go to Commons for prayer prior to liturgy.
 - a. If two servers, one carries cross. The other server carries 2 hymnals; one for him/herself and one for priest.
 - b. If only one server, make sure Father has a hymnal and then carry the cross.

Entrance Procession:

1. The procession begins at the Broadway entrance of the Church. *(may change seasonally)*
2. Do not start walking *(slowly)*, UNTIL the singing has begun.
3. Order of procession:
 - server with cross
 - server with hymnal
 - minister of the word
 - priest with hymnal
4. The **server with the cross is first**. The server with the **cross does not bow** when approaching the altar, go to the right side in front of Father's chair. When Father goes up the step, place the cross in the holder, then goes by other server.
5. The 2nd server will follow at a distance in the procession. The 2nd server bows from the waist **alone** in front of the altar before moving to front pew. Both servers **remain standing**.
 - *if there is a baptism, follow Father's instructions. He usually likes the servers to lead on the sacristy area with the cross and then after introduction of the Baptism group they all go to be seated and server with cross place into holder and goes to sit by the other server.*

Introductory Rites:

1. Presider says "Let us pray." One of the servers carries the Roman Missal (Red Book) to him.
 - a. Hold it sideways to be opened and hold book high, if necessary balance on top of head
2. At the conclusion of the prayer, the priest closes the Roman Missal; walk back to your seat with Roman Missal.

Liturgy of the Word: (follow the Mass as you normally would)

1. Be seated for the scripture. Focus attention on the minister of the Word.
2. Sing along with the responsorial psalm.
3. Stand at the time of the Gospel acclamation and Gospel.
4. Be seated for the homily.
5. Stand for the Profession of Faith and General Intercessions.

Preparation of the Altar

1. After the children's collection is completed and church collection begins; **both** servers move into the sanctuary.
 - a. **One server** carries the *Roman Missal (Red Book)* from the front pew. Put the holder up to the 2nd notch from the front and place the Roman Missal on it.
 - b. **The other server**, from the right tables, begins bringing over the purificators (white napkins) and cups. **Two or four purificators** (napkin), and **two (four) cups**. **4:30 Mass uses 2; 8:30 and 10:30 uses 4**. Place cups on right sides of the Altar. Purificator (white napkins) should be placed below the cups.
 - c. Both servers should purify their hands with sanitizer located inside the left doorway.
2. Remain standing and face the congregation of the church. When Father goes to receive the gifts you both go down one on one either side. Take the gifts given you, let Father go to the altar area first and you follow.

Preparation of the Gifts

1. Stand to the priest's left, the priest will take the water and wine from you. The priest will hand the empty wine and water back to you.
 - *Do not place any empty vessels on the altar.*
2. BOTH servers move to get hand washing bowl and towel. The server with the water cruet takes bowl and the other server takes towel and unfolds it. (*IF only one server, take water back to table and get both bowl and towel; bowl & towel left hand and arm; water cruet in right hand*)
Take a step or two close to Father, saves him a step.
3. Do not place towel into hand washing bowl. Place the towel on the credence table when finished.
4. **Remain standing, facing Father and so the congregation can see you.**
Do not lean on doors or yawn visibly; rather hold yourself respectfully, standing tall, directing your attention to the altar.

Preparation for Communion:

1. At the sign of peace; the presider will come and give you the sign of peace, do to the others in altar area.
2. Both servers carry remaining plates to the altar.
3. Stand back and let the Eucharistic Ministers gathering around the altar.
4. Receive Communion from the priest after Eucharistic ministers have received.
5. **Remain standing** in sanctuary near credence tables after receiving Communion.
6. Take the Roman Missal and close it and put it on one of the small tables.
7. When Communion procession is finished, make sure altar is cleared of all Eucharistic vessels.
8. Place the soiled purificators into the cups. Do not place the gold vessels on top of each other, they will get scratches.
9. Return to your seat with the Roman Missal, ONLY after altar is cleared.

Concluding Rite:

1. After Communion; the priest will say "Let us pray"; take the Roman Missal to Father.
2. When the presider moves to exit during the Closing Hymn, watch what direction he points; either Broadway or Commons and walk **ahead of him** towards that exit.
3. **Servers are always first when processing out.**

After Mass:

1. In sacristy; **hang albs neatly** in closet.
2. Extinguish candles.

Please be careful not to stick the extinguisher into the hot wax of the Easter candle; this can make a very big mess; just gently cover the flame to extinguish the candle.

*Thank you
for your
ministry!!*

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