

## **ALTAR SERVER DIRECTIVES**

### **BEFORE MASS BEGINS:**

Please arrive at least 15 minutes before Mass is to start. Please dress appropriately. **NO TENNIS SHOES. NO CUT-OFFS. EVER!!**

Go to the sacristy and put on your robe and robe belt. Make sure the robe is on straight and that it fits properly in length.

Turn on altar lights (switch is in the sacristy).

Check to be sure that the head Eucharistic Minister has placed the chalice, dishes, finger towels and water cruet on the credence table (table behind altar), and that the key is in the tabernacle door, and that the Sacramentary (red book) is on the table by Father's chair.

Light the ambo candle (located where the Reader stands).

Carry Processional Cross to where the Presider is waiting to start Mass.

### **PROCESSION AND OPENING RITE:**

When walking to the altar, the Cross-bearer goes first, followed by the 2<sup>nd</sup> and 3<sup>rd</sup> servers, followed by Deacon or Lector, and then Presider. When you arrive at the step in front of the altar, the Cross-bearer steps to the left, the 2<sup>nd</sup> and 3<sup>rd</sup> Servers step to the right to make room for Deacon or Lector to pause before they place the book on the altar. Be sure to allow room for the Presider to stand in the center. The Presider and Servers all bow together. The Cross-bearer **DOES NOT BOW**. After bowing, Presider proceeds to reverence (kiss) the altar. The Servers (Not the Cross-bearer) go to their pew. The Cross-bearer goes into the Sanctuary, places the cross in its stand, and then proceeds to the Presider's chair to hold the book (white binder) or Sacramentary (red book) for the Presider for the Introduction, Penitential Rite and Opening Prayer. When prayer is complete, close the book and place it on table beside Presider. Cross-bearer then proceeds to pew and sits.

### **PRAYERS OF THE FAITHFUL:**

At the end of the Creed, Altar Server steps from pew, proceeds to the Presider where they hold book (white binder or Sacramentary). At the end of prayers of the Faithful, Altar Server closes book and places on table next to Presider (Father). Altar Server returns to pew.

### **PREPARATION OF GIFTS:**

When the Ushers start the collection, one Server goes up to the Sanctuary, takes the metal taper and lights it from the Ambo candle, then lights candles on either side of Altar. Server puts metal taper back in place and returns to pew.

If Deacon is not present, the 2<sup>nd</sup> Server goes into the Sanctuary, picks up the Sacramentary (red book) from table beside Presider, placing Sacramentary on the Altar. Server turns around to face Credence Table, picks up a Corporal and Chalice, opens the Corporal and spreads it open in the center of the Altar. The Chalice is placed on the Corporal.

When Gifts are brought forward from the back of Church, both Servers go with Presider to center of Church. When Presider receives the Gifts he hands them to the Servers. The wine and bread are placed on the Altar, the collection basket is placed behind the Altar on the carpet, and the Book of Intentions is placed on the left front corner of the Altar.

One Server now gets the cruet of water, removes the stopper, places stopper on the Credence table and takes the cruet of water to Deacon or Presider. After the Presider or Deacon uses the water, hands the cruet back to you, BOW to Presider (with cruet still in your hand). Return to Credence table, pick up hand towel, and place the towel over your arm. Also pick up hand-washing bowl and return to stand with the Presider. (IF THERE ARE TWO SERVERS, one has the cruet of water and bowl, the other has the towel).

The Server with the cruet and bowl then pours water over the Presider's hands (don't be afraid to POUR the water, not drops). The Presider takes the towel from the other Server, wipes his hands and returns towel to Server. Servers bow at this point, return items to Credence table then return to their pew.

Following Eucharistic Prayer, the Servers return to the Altar, stand on either side of the Presider, hold hands, and recite the Our Father with the Assembly. When the Prayer is completed, all Altar Servers exchange the Sign of Peace with the Presider, and then proceed to the left side of the Sanctuary by the Tabernacle.

### **COMMUNION:**

At the appropriate time the Presider will distribute the Eucharist to the Altar Servers. Following this a Eucharistic Minister will distribute the Precious Blood.

After receiving communion, both Altar Servers will proceed to clear the Altar of the Sacramentary (red book), the Parish Intention Book, and the Corporals (white cloth). If there is more than one Corporal, remove the second one from Altar. There must always be at least one Corporal on Altar until after Communion is over. The Deacon or Head Eucharistic Minister will remove this remaining one. After clearing the Altar, Servers may return to their pew.

**RECESSIONAL:**

After a period of silence, the Presider will stand and say, "let us pray." One of the Servers will go to the Sanctuary, pick up the Sacramentary (red book) or white binder, take it to the Presider and hold it for the final Prayer. When the Presider has completed the Prayer from the Sacramentary or binder, the Server will return it to the Presider's table and return to pew.

At the final hymn, the Crossbearer Server will get the Cross and walk to the front aisle, turn and face the Altar, and stand back one or two pews. The other Servers will stand in front of the Crossbearer. The Deacon or Lector and Presider will join them just before the end of the hymn. The Presider, Deacon and/or Lector will bow and the Servers will bow with them, but not the Crossbearer, Then Servers will turn around and process to the back of Church.

**AFTER MASS:**

When the final hymn is finished, Servers may return to the Sanctuary, snuff out all the candles with the candlesnuffer. **DO NOT BLOW THEM OUT.** We do not want wax to fly onto the carpet or elsewhere. Pick up the Sacramentary and white binder (if there), place in the Sacristy on the counter just to the right inside the door. Turn off the Altar lights and help put away anything left out.

**PLEASE BE RESPECTFUL TO THE SERVERS' ROBES AND HANG THEM UP NEATLY.**

These instructions apply to a regular Sunday celebration of Liturgy. For special Masses, such as those celebrated during the Christmas Season, Holy Week and Easter Season, there will be changes and additional duties. Those scheduled for the special Masses will have an extra session so they will know what to do.

The most important thing to remember is to **BE REVERENT AT ALL TIMES.** Keep your hands folded, never play around at the Altar or in the pews and pay attention to Father and what is happening at the Altar. **PLEASE REMEMBER TO ARRIVE 15 MINUTES EARLY TO SERVE AT MASS** so you may dress and receive further instructions from Father or Deacon, such as carrying the Holy Water container during Blessings, etc.

Thank you for **NOT WEARING TENNIS SHOES OR CUT-OFFS** as both can be seen under the Server robe. We appreciate your respectful and reverent attention to this requirement.

If you cannot attend Mass on the day of your scheduled serving, it is **YOUR RESPONSIBILITY** to find a replacement. Any questions may be directed to the Church Office, 689-0725.

Thank you for answering God's call to Service. God Bless You.