

Altar Server Guidelines

1. If you can not serve at your assigned time, it is your responsibility to get someone to fill in for you.
2. When you arrive, please sign the sign-in sheet for the mass you are serving at.

Please Pray the Altar Servers Prayer

3. Find a server's alb that goes almost all the way to your shoes, so that your pant legs or legs do not show.
4. Select the cincture of appropriate color for the Mass. Tie it around your waist with the knot at your left side.
5. Select a cross and put it on.
6. Altar Server that arrives first will light candles.

Note: Remember to *genuflect or bow* each and every time that you cross in front of the of the *Tabernacle* which contains the consecrated hosts - *the Body of Christ*

7. Before Mass begins, set out your hymn book from under the seat to the opening hymn number and place your hymnals on your chairs open in order to sing along when you arrive at your chair.
8. At 5 to 10 mins before mass, altar servers walk slowly to the altar to get candles and the cross. Move to the altar as a group, and *genuflect or bow* as a group.
9. At mass time, the music will start to play, wait until the congregation starts to sing. At that time start walking slowly to the altar. Candle bearers walk side by side and about 2 to 3 steps behind the cross bearer.
10. At altar stand in a line together leaving room between candle bearers for Father.
11. Bow your head when Father genuflects.
12. When Father moves to reverence the altar with a kiss, candle bearers put the candles in their holders and go to their chairs and stay standing.
13. Cross bearer puts cross in its holder and moves to the exit doors of church and locks doors by lifting the pins from the crash bars and placing them in the extra holes nearest the vertical center of the entire doorway. They return to their seat and stay standing.
14. After the opening hymn is sung, do not put your hymn books away. You will need them for the readings, psalm, and gospel; stay standing.
15. Participate in all prayers, responses and singing.

Note: Why are we singing and following along in the hymn books? As altar servers we are teaching the congregation to participate in the Mass.

16. When Father says "*Let us pray*", altar server to Fathers *right*, will hand the *Roman Missal Book* to Father. Father will open the book and hand it back to you. Support top of book on your chest and with your hands hold open the pages, so Father can then read the prayers.

17. Sit down and open your hymn books to the readings and gospel. It is the altar servers responsibility to know what page in the hymn book to open to. Again this information in on the hymn board.
18. After the **Second Reading** the **Lector** will close the Sunday Lectionary, pause, and then turn around to hand it to the candle bearer to Fathers left. The candle bearer will go to the Lector and receive it from the Lector, and then place it on top of the Weekday Lectionary on the shelf of the **Credence Table**.
19. After gospel and just before homily put your hymn book away and listen to homily.
20. When Father sits down after the homily and Universal Collect, the server to Father's **right** walks to the space between the altar and tabernacle, faces the tabernacle, bows, and then turns to the altar to unfold **Corporal**. Turn around to face the tabernacle, bow, and then return to your chair.
21. Then the two servers to the **left** of Father set the altar. The "setter" will approach the space between the altar and the tabernacle, face the tabernacle, bow, and then turn around to face the altar and begin to set everything accordingly as the other altar server brings the items for the altar to the "setter." The "bringer" of the items may hand them to the setter, or place them on the left corner of the altar.
22. At altar - vessel placement
 1. The Auxiliary Chalices (four small cups) are placed beginning in the upper right hand corner of the corporal, and then vertically downward along the **right edge of corporal from there.Purificators**, that are in the Auxiliary Chalices, are taken out and placed flat on the altar cloth to the **right side of the corporal and Auxiliary Chalices** on the altar cloth.
 2. The **Main Chalice** (large cup) goes on the **top center square of corporal**. The **Purificator** that is in the **Chalice**, goes at the **lower right edge of the corporal**.
 3. The ciboria (small bowl) goes on the **top left square of the corporal**.
 4. The center of the **Corporal** is **left open for the large ciboria** (large bowl); Father will place it there when it is received with the bread in the offertory.
 5. The **Roman Missal Book** (prayer book) from the **Credence Table** is placed on the **lower left side of the corporal on the altar cloth**.
 6. The "setter" turns around to face the tabernacle, bows, and then sits down.
23. When Father gets up and goes to receive the gifts of bread and wine, the altar server to Fathers **right** and the cross bearer will go with Father and stand at his side. Father will hand the **Flagon** (wine pitcher) to altar server on his **right** and hand the **ciboria** (large bowl containing the bread) to the altar server on his **left**. All will return to the altar.
24. Altar server to father's **left** will hand him the **ciboria** with the bread and go and get the **Cruet**, with the water in it.
25. Altar server to Father's **right** will GENTLY remove stopper from **Flagon** (wine pitcher) and hand **Flagon** (wine pitcher) to Father. Father will hand empty **Flagon** (wine pitcher) back to the altar server, who will GENTLY put the stopper in **Flagon** and walk to tabernacle, bow, and then place **Flagon** on **Credence Table**. Then the server will go back to the Tabernacle, bow, and then return to his/her chair.
26. Altar server to Fathers **left** will hand the **Cruet** of water to Father with handle facing Father. Once Father has added water to wine he will hand the **Cruet** of water back to altar server to

- his left. This altar server will take a step or two back from the altar and wait until Father is done praying.
27. The second altar server to Father's left will get the Finger Bowl and Towel, and then hand the bowl to the server with the water cruet.
 28. After Father is done praying he will turn to altar servers so that he can wash his hands. Altar server with water and finger bowl pours water on Father's hand/fingers, over the bowl, Father will receive the towel from the other altar server to dry his hands. After Father is done drying, he hands the towel back to the server, and the servers put Finger Bowl, Towel and Cruet of water on Credence Table and remain standing.
 29. After the *Sanctus* of the Mass (Holy, Holy, Holy), the two candle bearers will kneel at the Altar, one on each side. Use kneeling pads. Candle bearer to Father's left will take an extra kneeling pad for the cross bearer, who will later need to move after the Great Amen (Final Doxology). Cross bearer will first kneel at the bells.
 30. At the *Epiclesis* (calling down of the Holy Spirit) when Father places his hands flat over the gifts on the altar, the cross bearer lightly rings the small bells once.
 31. After fathers say "This Is My Body Which Is Given up For You" and at the elevation of the Body of Christ held up for all to see, the cross bearer rings the large bells three times. Example - ring bells and count one thousand one, ones thousand two, one thousand 3, ring bells a second time. Again count one thousand one, one thousand two, one thousand 3 and ring bells a third time, count the same, and then place the bells back on the cushion.
 32. After Father says "Do This In Memory Of Me", Father will raise the Blood of Christ above his head. At that time, the cross bearer will ring the large bells again three times using the same count in between as for the elevation of the Body of Christ.
 33. When the congregation stands for the Lords Prayer, the cross bearer at the bells will come to altar. All altar servers are to say the Lord's Prayer.
 34. After the prayer there will be sign of peace. Altar servers are to stay at altar.
 35. After the *Agnus Dei* (Lamb of God) altar servers will kneel at the altar.
 36. After Father self-communicates (receives the Eucharist), all altar servers stand and receive Eucharist along with the Extraordinary Ministers of Holy Communion and Music personnel.
 37. When Father moves to the front of altar for the distribution of the Body of Christ to the congregation,
 1. Candle bearer to Fathers right will pick up their kneeling pad and go sit down;
 2. Candle bearer to Fathers left will pick up both kneeling pads and put them away;
 3. Cross bearer will close Roman Missal (book) and put it away on lower shelf of Credence Table;
 4. Candle to fathers left will put Cruet of water on altar and go sit down.
 38. Once communion is complete Father will return to the altar. The two altar servers to Fathers left will get up and help with the purification of the vessels. Cross bearer will take vessels from altar and hand to other altar server. That altar server will put them away on Credence Table.
 39. After all vessels are cleaned and put away, all altar servers will remain standing facing the Eucharist in the Ciboria on the altar.
 40. Father than will ask if anyone is to take communion to the homebound. Once that is completed he will put the Ciborium in the Tabernacle. Altar servers turn their bodies to face the Ciborium as Father is carrying to the Tabernacle so as to always be attentive to Jesus in

the Eucharist. When Father closes the Tabernacle, altar servers ***genuflect*** with Father. Father will sit down, as do altar servers, except for the candle bearer to Father's left.

41. Candle bearer to Father's ***left*** will go the space between the altar and the tabernacle, face the tabernacle, bow, and then turn around to face the altar, fold the ***Corporal***, turn around to face the Tabernacle, bow, and then return to his/her chair.
42. Father will then stand and say "Let us Pray." Altar server to Father's ***right*** will hand Father the ***Roman Missal (Book)***. Father will open ***Roman Missal (Book)*** to prayers and hand back to altar server. Again support book on chest and hold pages open with your fingers. When Father is done he will close ***Roman Missal Book*** and hand it back to altar server. Who than puts it away.
43. When the recessional hymn begins the ***Cross Bearer*** will go and unlock the exit doors by pushing in the crash bars and replacing the pins in the appropriate holes to hold the crash bars in an unlocked position.
44. Father will go to the ***Altar*** and kiss ***Altar***.
45. Father will than move to the front of ***Altar***. At that time the altar servers will get candles and cross and go to front of the ***Altar***.
46. Father will ***genuflect***, altar servers are to ***bow heads***.
47. The cross bearer will go first followed by candle bearers. Cross bearer is to walk slowly followed by candle bearers, 2 to 3 steps behind.
48. Once at back of church it is best to turn to the ***Altar*** and go up the right side of the congregation. Once at the choir wait until music stops. Put candles and cross away. Altar servers are to then blow out candles. Do not forget to ***genuflect or bow*** when crossing in front of ***Tabernacle***.
49. Put albs, cinctures and crosses neatly away. Last altar server closes alb closet doors, turns off lights, and gently shuts the door (keeping it unlocked).