

ALTAR SERVER GUIDELINES

General Information

- Arrive at least 15 minutes before **Mass** begins
- If you are on the schedule for that day and are unable to serve, please find a replacement
- Always pay attention and participate fully in the Mass
- Remember **servers** are there to assist the presider so that Mass runs smoothly
- Dress appropriately for Mass. Please do not wear tennis shoes, shorts, etc, - remember that you are serving at the banquet of our Lord
- Be flexible and focused

Before Mass

- Sign in at the vesting **sacristy** (decide if you will be book bearer, wine bearer, or cross bearer's assistant)
- Vest in the work sacristy - choose an **alb** that fits appropriately (it should cover you to the ankles); use the white **cinctures** hanging in the closet next to the albs
- Spend a few minutes in silent prayer preparing for Mass in the chapel
- Book bearer should make sure the presider's book is in the pew where you will sit
- Servers should then wait quietly in the vesting sacristy for the **procession** to begin

Mass

Introductory Rite

Entrance Procession

- In line-up position walk with folded hands, singing the gathering hymn
- **Genuflect** together at the **altar**
- Book bearer proceeds to the right side and prepares to bring presider's book to the priest.
- Wine bearer and cross bearer's assistant go to the left and enter first pew

Penitential Rite ("Lord have mercy ...")

Gloria

Opening Prayer

- At the conclusion of the *Gloria* (Father may nod to you), bring the book up onto the **predella**
- After opening prayer, book bearer returns to pew

Liturgy of the Word

Readings

Homily

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Profession of Faith

General Intercessions

Liturgy of the Eucharist

Preparation of the Altar and Gifts

- Cross bearer's assistant carries the Sacramentary to the altar and then returns to the pew.
- When Father stands, the wine bearer and cross bearer's assistant go with folded hands to stand on either side of him; the three of you bow together to the altar and turn and face the congregation (wine bearer should be on Father's right and the cross bearer's assistant should be on Father's left)
- Father will hand the **cruet** to the wine bearer and the basket to the cross bearer's assistant; the three of you will then turn together and reverence the altar.
- Cross bearer's assistant places basket on steps near the base of the candles and proceeds with hands folded to the **credence table** and removes the lid from the water cruet. Wine bearer proceeds to the credence table and removes lid from wine cruet
- The two of you proceed together behind the **ambo** to Father -wine bearer should be on the right hand side and the cross bearer's assistant to the left
- Hand the wine cruet to Father first then the water cruet: make sure you hand them handle first to Father, bow together and return to credence table
- Wine bearer picks up the **lavabo** and the cross bearer's assistant picks up the towel; proceed all the way to the edge of the carpet; wine bearer pours water on the priest's hands and the cross bearer's assistant hands Father the towel; bow together; return items to credence table and return to pew

Eucharistic Prayer

Holy Communion

- Receive Holy Communion and return to pew for silent prayer

Prayer after Communion

- After some silence, Father will stand, this is your cue to bring the book up to Father.
- Return to pew

Concluding Rite

Final Blessing

Closing Procession

- As soon as Father reverences, the altar, immediately go to the center aisle and line up for the closing procession
- Genuflect with Father, turn, and reverently proceed to the back
- Return to work sacristy and neatly hang up alb and return cincture to hook in closet
- Make sure, if you serve 5:30 pm, 10:30 am, or 6:00 pm Mass, that the altar candles are extinguished