

ALTAR SERVER GUIDELINES

REMEMBER – You are part of the congregation. Please participate in both singing and praying!!

CHECK-IN

- Please arrive 15 minutes before Mass begins.
- Check-in with **Mass coordinator**.
- Put on your Alb and cross (Medallion)
- Make sure **candles** on the altar are lit if being used
- Go to the back of the Chapel 5 minutes before Mass begins.
- **Oil candles** are to be lit at back of the chapel. Butane lighter is in the credenza.

ENTRANCE PROCESSION – Do not rush; walk at a slow pace

- When the procession reaches the foot of the altar, **servers** should place the **Crucifix** and **candles** in their holders and stand at their seats.
- **Father** and **Deacon** will reverence (kiss) the altar and proceed to their seats.
- All are seated at the same time.

THE GLORIA

- After the singing of “The Gloria” the **Lead Server** brings the **Missal** (Red book) to **Father** for the Opening Prayer. (“Let us Pray” is the cue.)

OPENING PRAYER *“Let us pray”*

LITURGY OF THE WORD (All are seated)

- First Reading – Old Testament
- Responsorial Psalm
- Second Reading – New Testament
- Gospel Reading and Homily

THE CREED *“I believe in God. . .”*

PRAYER OF THE FAITHFUL

- **Lead Server** gives **binder** to **Father** for the Prayer of the Faithful

COLLECTION & “DRESSING” OF THE ALTAR

- As soon as the collection begins, the **Lead Server** brings the **Missal** and **Father’s Chalice** to the altar.
- The **Candle Bearers** bring the **candles** from the **Ambo** to the sides of the altar. (Exception if only one server)
- At this time all **Communion Cups** and **Purificators** are placed on the altar.

OFFERTORY

- When ushers have completed the collection, the **Lead Server** goes to the back of the chapel with the **processional cross** and leads the procession of the gifts of bread and wine.
- The **Candle Bearers** then join **Father/Deacon** to receive the gifts.

NOTE – All servers should return to the foot of the Altar and stand during the Eucharistic preparation.

LITURGY OF THE EUCHARIST

- **Lead Server** brings water **cruet** to **Father** or **Deacon** and bows slowly.
- **Candle Bearers** then bring up **wash bowl** and **towel** and bow to **Father** slowly.

EUCHARISTIC PRAYER

- During prayer **Lead Server** rings **bells**.

HOLY, HOLY, HOLY

- All **servers** kneel at the **END** of prayer and remain kneeling until the Great Amen.
- **Stand** at the Great “Amen”.

OUR FATHER

SIGN OF PEACE

- **All servers** offer each other, **Father**, and **Deacon** a sign of peace.
- Bring **Communion plates** to the Altar.

COMMUNION

- **All servers** stand to the left of the Eucharistic ministers to receive Communion.
- **Candle Bearers** pick up **patens** and assist with Communion
- **Lead Server** clears off altar during distribution of Communion and is then seated.
- Following Communion, **patens** are given to Eucharistic Ministers or brought to the **credence table** (small table to the side of Altar).

CLOSING PRAYER

- **Lead Server** brings the **Missal** to **Father** when he says, “Let us pray.”

FINAL BLESSING and DISMISSAL

- Immediately after dismissal (“*Go in Peace*”) **Servers** get the **cross** and **candles**, line up behind **Father/Deacon**, bow when they do, and process slowly out of the Chapel.
- **All servers** return to the Sacristy, put cross and candles in their holders after music stops.
- Please put albs on hangers and place in closet. If they are damaged or dirty, place them on the chair.

Don’t forget to extinguish all candles. Before leaving, please check with Father or Deacon to see if anything is needed – questions – corrections.