



## DAILY MASS ALTAR SERVER INSTRUCTIONS



# Before Mass:

- Arrive at church 20 minutes before Mass begins.
- Enter the Sacristy and sign in on the registry book in the altar server's dressing room at the back of the Sacristy.
- Select and put on properly sized alb from closets in the dressing area. Place a wooden cross with the leather necklace around your neck.
- If there are more than 2 servers, assign duties.
- If altar candles are not yet lit, light the 4 candles at the altar. Always walk around the front of the altar (never behind), pausing to bow when crossing in front of the altar.

# Start of Mass – Procession to the Altar:

- Ring the bells hanging at the door to the Sacristy. Servers walk one in front and one behind Father to the front of the altar.
- Facing the altar, the servers stand one on each side of Father, lined up with the left and right edge of the altar. Genuflect or bow with Father and then proceed to the first pew and remain standing. Book server stands closest to the center aisle.
- When Father says “LET US PRAY,” book server brings the Sacramentary (big red book) up to Father to read the Opening Prayer. When he finishes, return with the Sacramentary to the pew.

# Setting the Altar for the Offertory:

- At the completion of the Prayers of the Faithful (“LORD, HEAR OUR PRAYER...”), the book server (with the Sacramentary) and one other server proceed (single file) to the altar.
- Book server places the Sacramentary on the left side of the altar. The second server takes the chalice from the credence shelf and places it at the center of the altar. If there is a paten on the credence shelf, place that on the altar also. All servers remain standing reverently in front of the credence shelf for the offertory.
- After Father offers the bread, he will turn to the servers for the water and the wine. The servers bring the water and wine to Father with the cruet handles facing towards him. Bow together when Father hands them back and walk side by side to the credence shelf.
- After Father offers the wine, he will turn to the servers to cleanse and dry his hands. The servers bring the lavabo bowl and towel to the altar. After Father dries his hands, bow together and walk side by side to the credence shelf. Remain standing in front of the credence shelf until the “Holy, Holy, Holy” begins.
- When the congregation begins praying “HOLY, HOLY, HOLY...” all servers return in single file to the pew.

# Consecration:

- When Father raises the consecrated Host (“THIS IS MY BODY...”), book server rings the bell three times.
- When Father raises the consecrated Chalice (“THIS IS MY BLOOD...”), ring the bell three times.

# Communion and clearing of the Altar:

- Receive the Eucharist when Father comes down from the Altar. After receiving, book server and one other server proceed to the credence shelf. Any remaining servers return to the pew.
- While the Eucharist is being distributed to the congregation, one server places the water cruet on the left corner of the altar for Father to purify the chalice.
- At the completion of communion, when Father returns to the Altar and places the Ciborium in the Tabernacle, take the empty patens and water cruet from the altar back to the credence shelf.
- After Father cleans the chalice, the server ***not carrying*** the Sacramentary takes the chalice back to the credence shelf and then returns to the pew.
- The book server takes the Sacramentary from the altar and stands with it to the right of Father's chair.
- When Father says, "LET US PRAY" hold the Sacramentary for him to read the Prayer after Communion. When Father finishes the prayer, book server returns with the Sacramentary to the pew.

# End of Mass:

- After Father closes Mass and dismisses the congregation, servers leave their pew and meet Father at the altar standing one at each side of him, aligned with the edges of the altar
- Genuflect or bow with Father and return to the Sacristy.
- Clear the credence shelf: Bring chalice, empty patens, water and wine cruets, lavabo bowl and towel back into the Sacristy and place on the counter for purification.
- Extinguish all candles
- Return wooden crosses to their hooks and hang your server albs in the closet properly (zipped up on the hanger).



**THANK YOU FOR YOUR ASSISTANCE IN THE  
CELEBRATION OF THE EUCHARIST -**

***GOD BLESS YOU!!***