



SUNDAY 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 servers 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.
- Determine duties with other servers (Book & Bells, Cross, Candles).
- If the candles are not yet lit, light the 4 altar candles and the 2 processional candles. Always walk around the front of the altar (never behind), pausing to bow when crossing in front of the altar.
- Just before the beginning of mass, all servers proceed to back of church through parish center hallway (bringing the cross and candles).

Start of Mass – Procession to the Altar:

- In the center aisle at the back of the church, the cross server stands in front. Candle servers stand one to each side of the cross, but one step behind. Book server stands in line with the cross, but one step behind the candles. When opening song begins, walk at a reverent pace to the altar.
- Upon reaching the steps to the sanctuary, cross and candles pause a moment to nod their heads in reverence to the altar and then take the cross and candles to their stands at the side entrance to the church. Put the cross and candles in their stands, go to the first pew and remain standing. Book server waits with Father at the steps standing to his right. Genuflect or bow with Father and go to the first pew standing 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 cross server proceed to the altar (walking single file). Candle servers wait in the pew until Father comes down the steps to receive the gifts.
- Book server places the Sacramentary on the left side of the altar. Cross server takes chalice from credence shelf and places it at the center of the altar. Stand reverently in front of the credence shelf.
- When Father comes down the Sanctuary steps to accept the gifts, the candle servers leave the pew and stand next to Father in the aisle to wait for the gifts.
- After the gifts are brought forward, Father will hand the collection basket and the wine decanter to the servers. Take the collection basket into the sacristy and then return to the credence shelf. The wine decanter is taken to the credence shelf and the lid is removed.
- All servers remain standing reverently in front of the credence shelf for the preparation of the gifts.

Offertory:

- After Father offers the bread, he will turn to the servers for the water and the wine. Two servers bring the water and wine to Father with the handles facing towards him. Stand together while Father pours them into the chalice. After Father hands them back, bow together and walk side by side back to the credence shelf.
- After Father offers the wine, he will turn to the servers to cleanse and dry his hands. Two servers bring the lavabo bowl and towel to the altar. After Father dries his hands, bow together and return 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 singing “HOLY, HOLY, HOLY...” all servers return in single file back to the pew and kneel.

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, ***only the book server and the cross server proceed to the credence shelf***. Candle 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.
- After 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 and purifies the chalice, cross server takes the chalice from the altar back to the credence shelf and 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 the closing blessing, retrieve cross and candles and proceed to center aisle. All servers face the altar with cross server standing even with the first pew. Candle servers stand to each side and one step in front of the cross, and book server stands at the steps next to Father.
- After Father genuflects or bows, all servers turn and walk at a reverent pace to the back of the church - cross leading, then candles, then book server.
- Return cross and candles to their holding stands.
- 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!!