

Guidelines for Altar Servers

The Altar Server helps the priest to make the Mass proceed more smoothly. This benefits the priest and the entire congregation. You should carry out your responsibilities with appropriate reverence. You are setting an example to the congregation of the appropriate postures during Mass. During Advent and Lent you may also serve as a Thurifer to help priest with incense.

before Mass

1 Arrive 30 minutes before Mass so that everything (2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13) is set up 15 minutes before Mass and it is quiet for people to pray. Do not plan to serve if you are not in Cannon by 20 minutes before Mass.

2 Keys for cabinet and drawer in sacristy and drawer under vestment cabinet in vesting room are in lock box on side of vestment cabinet. Combination is 1-4-5-9.

3 Keep silence (or whisper) when in the chapel. If you need to talk, please go out into the hallway or in the sacristy.

4 If not out, get chairs with handles from the storage room behind the choir.

5 For night Mass get two long cinctures and place one across steps on each side going into bleachers so congregation sits on the floor.

5 Get rope with metal hook from vestment cabinet and crucifix from wooden case and set in place hanging behind altar.

6 Get small table from under large table in sacristy and other small table from vestment cabinet. The table in vestment cabinet is upside down and has bells and pillow in it. Place one table between two chairs and other on credence table side of chairs. Chairs and tables should be to the left of the altar, in front of the organ bench where priest and Altar Server(s) sit during Mass. Line chairs and tables up at a 45 degree angle to organ bench so one can see the Lector at ambo more easily.

5 Place bells on top of pillow behind chair.

7 Get large Roman Missal from cabinet in sacristy, place on table, and ask priest if it is marked.

8 Confirm that Universal Prayer (intentions) sheet is in colored binder and ask if it is ready.

9 When Roman Missal and colored binder are ready, place Roman Missal on small table between chairs and colored binder on small table to priest's left.

10 Get a kneeler from Rustin Chapel and place it behind your chair close to organ bench.

11 Put on alb and cincture.

12 Lay processional crucifix across chairs and place base behind altar in Rustin.

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- 13 Place lighter on wooden bench around pillar in Rustin.
- 14 Check credence table to be sure everything is there. (photo in sacristy cabinet)
- 15 Fifteen minutes before Mass starts, light candles in Cannon with candle lighter/snuffer.
- 16 Gather in choir area for prayer ten minutes before Mass. After prayer go to entrance to chapel.

during Mass

1 Wait for second verse of entrance song and then walk slowly, first in procession, carrying crucifix. At altar go to left and pause while priest and Lectors bow, go to Rustin Chapel to lay crucifix across chairs, and then go stand by your chair. Do not bow if carrying processional crucifix.

2 After Gloria, or Kyrie during Advent and Lent, hold Roman Missal for priest to read Collect (Opening Prayer).

3 During collection help priest to set altar. First move Gospel book stand from altar to extra table. Next from credence table bring to altar the stack of chalice, pall, corporal, and purificator and if present pyx. With priest return to your chair and sit down when priest sits. Watch for signal from Lectors or Sacristan that they are ready to bring up gifts.

4 At Offertory go to front of altar with priest to receive gifts. Take basket of money from priest and place on floor under organ side of altar. Take wine from priest, return to back of altar, place lid of wine carafe and stopper of water cruet on credence table, and pick up cruet from credence table with other hand. Pay attention and adjust handle for priest to take cruet. Wait until priest is ready for preparation of chalice. Hand carafe of wine to priest, take back carafe with one hand and give priest water cruet with other hand, take back cruet, and bow. Place carafe and cruet on credence table and replace carafe lid.

5 Pick up lavabo bowl with one hand and on that forearm lay hand towel. Carry cruet in other hand. Walk to priest and pour water over his hands. After he dries his hands and returns towel to your arm, bow and return items to credence table. Replace stopper in cruet. Place container of wipes on altar.

6 Return to your chair and remain standing. At end of Sanctus, kneel on kneeler.

7 At Epiclesis ring bells one time. Ring bells one time when host and again when chalice are raised during consecration. Ring bells for three seconds each time. Stand after consecration (Amen).

8 After exchanging Sign of Peace with priest, offer priest a wipe. Then take Roman Missal and place it on small table between chairs.

9 Kneel after singing Lamb of God.

10 When priest receives Holy Communion, move kneeler into place.

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11 Stand or kneel in front of your chair or kneel on kneeler to receive Holy Communion. After receiving Holy Communion. If container of wipes is still on altar, place it on credence table. Place ciborium and clean corporal on altar. Then stand by credence table.

12 When Communion is over, bring cruet of water to priest to purify vessels and wait until he hands it back. Return cruet to credence table and replace stopper. Take vessels and linens back to credence table as priest gives them to you. When done, return with priest to front of altar and return kneeler to its place behind your chair, return to your chair, and sit down.

13 Hold Roman Missal for priest to read the Prayer after Communion.

14 During seasons other than Ordinary Time, hold Roman Missal for priest to read Solemn Blessing.

15 After final blessing go to Rustin. Light candles and get crucifix, return with Lectors carrying candles to front of altar with priest, pause while the priest bows, and lead procession to Rustin for Adoration. Place crucifix in base behind altar.

after Mass

1 Hang alb and cincture in vestment cabinet.

2 Put Roman Missal in cabinet, **colored binder in Fr. John's blue bag on counter**, and light colored small table under large table in sacristy; put dark small table, bells, and pillow in vestment cabinet.

3 Return chairs to music storage room.

4 Put crucifix back in its case and rope with metal hook back in vestment cabinet.

5 Extinguish candles by altar in Cannon with candle lighter/snuffer.

6 After everyone leaves from Adoration, return kneeler to its place in Rustin and get lighter and put it away.

7 After night Mass or after morning Mass if no night Mass, return crucifix and base to sacristy after everyone leaves from Adoration.

8 Straighten sacristy, vesting room, and sanctuaries. Return keys to lock box on side of vestment cabinet if used.

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a Server's prayer

Loving Father, Creator of the universe,

You call Your people to worship,

to be with You and one another at Mass.

I thank You for having called me

to assist others in their prayer to You.

May I be worthy of the trust placed in me

and through my example and service

bring others closer to You.

I ask this in the name of Jesus Christ,

Who is Lord forever and ever. Amen.