

Altar Servers – Setting up for regular Sunday liturgy (5pm, 8am, 10am)

With three servers – these are the roles

1. Cross bearer – in charge of processional cross, the book and the bell (if used)
2. Candle – bearer – in charge of processional candle and table (altar)
3. Candle-bearer – in charge of processional candle and table (altar)

General rule of thumb from the time you are in the alb until the time you have cleaned up after Mass – empty hands/standing up means prayer hands

20 minutes before Mass

1. Sign in and check the board for any messages
2. Alb on
3. Cincture on – does it match Father’s vestment color?
4. Cross on, pull hood of alb up, put correct cross on, pull hood back
5. Look in the mirror. Does alb go to the top of your shoes? Either re-adjust the blousing around the cincture or change gowns so you don’t look like a goof.
6. Decide who is taking which role during Mass.

15 minutes before Mass

1. Cross bearer
  - a. Set missal stand on altar
  - b. Put key in tabernacle
  - c. Make sure Father has “set” the missal. Place it on the book table next to servers
  - d. Place pillow and bells on your kneeler
  - e. Light altar and tabernacle candles
  - f. Get procession cross, make sure door is open and lights are off on left side of sacristy
  - g. Make sure lights are on in center altar server section
2. And 3 Candle –bearers (you work as a team)
  - a. Put water in cruet and pitcher while other takes corporal, priest’s chalice and purificator to Credence table
  - b. Carry chalice tray and small purificators to Credence table. while other moves, lavabo bowl, towel, pitcher and cruet to Credence table
  - c. Light procession candles

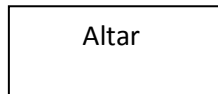
EVERY TIME YOU PASS THE TABERNACLE BEFORE MASS WITH EMPTY HANDS YOU ARE TO GENUFLECT ONCE MASS HAS STARTED YOU NO LONGER DO THIS

Last server out – make sure door is open on right side of sacristy and light is off in that area before you head out for the procession

The procession

Cross-bearer leads the way on cue from Father or deacon  
Candle-servers, walking next to each other – following Cross-bearer

At the bottom of the altar split this way

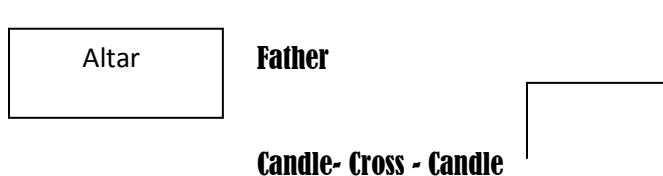


**Candle -----Father-----Cross-----Candle**

### **Slight bow of the head when you have something in your hands**

Next is the part that looks extremely awkward. Let's do this..

While Father proceeds to the other side of the altar, the servers need to exit through the right door like this:



Walk swiftly.

Candle –bearers - extinguish candles and place on candle table

Cross-bearer – hang the processional cross.

Exit on your side of the sacristy in this order:

Candle-bearer

Candle – bearer

Cross –bearer (closest to Father)

All remain standing with hands in the proper position

When Father says “Let us pray,” the cross-bearer (who is also the book bearer) should have the book in his/her hands and moving when Father says “Let.” Don’t look like you are inattentive. Anticipate what Father is doing next. The book should be opened and ready. If you are amazing you should have your finger marking where Father should read.

Everyone sits after the Collect

Stand when Father stands for the Gospel (don't worry about the rest of the congregation – look at Father)

Sit after “Praise to you Lord Jesus Christ”

Stand for Prayer of the Faithful

After congregation sits it is time for you to get to work

**Candle-bearers are now set the table** (we only need two)

As a team – go to the Credence table

One person gets the corporal while the other gets Father's chalice and purificator

The person with the corporal unfolds it across the altar, once this is done place the chalice center right on the altar and purificator next to it

Go to Credence table together as a team

*Cross-bearer (book bearer) – while candle team is going to credence table go to altar with bookstand and book. After **the corporals are placed on the altar you place bookstand and book to the center left of the altar, next to chalice** so Father can actually read the Missal. Open the book to the correct page (White ribbon). **Go sit down***

Candle-bearers (table setters) – one needs to get tray with cups and purificators while the other gets the water cruet. Take the cups from the tray and place them to the right of the Priest's chalice. **Do not leave plastic tray on the altar** (return it to the Credence table). Place small purificators to the right of the cups. The cruet is placed below the small cups. I have attached a drawing at the end of this package so you can see what the 10am Mass altar looks like.

Go back to your seat until Father rises to receive the gifts. **ONLY the candle-bearers go with Father to get the gifts. Cross-bearer remains seated focusing on what is coming next.**

Take the patens and flagon from Father. Stand behind the right side of the altar and hand them to Father when he reaches for them. **MAKE SURE THE HANDLE OF THE FLAGON IS FACING FATHER**. Stand together as a team on the side of the altar. When he is finished pouring the wine and water, one server takes the cruet and the other takes the flagon.

Proceed to the Credence table, as a team. One of you put the towel on your left arm and pick up the lavabo. The other gets the water pitcher. **IMMEDIATELY PROCEED TO THE SIDE OF THE ALTAR**. The towel/lavabo bowl goes on the left, pitcher on the right. When Father is ready, hold the bowl up as high as you need to so Father doesn't have to reach down to wash his hands. Pour water on his hands, let him wipe his hands and then take everything (as a team) back to the Credence table. Return to your seats. By now everyone is probably standing.

Kneel after the Sanctus (Holy, Holy, Holy)

Cross-bearer (book-bearer) - This is when you really need to **focus**. Put your hand in the bell handle, but do not move the bells off the pillow. You will ring the bells three times from just above the pillow level. **WATCH and LISTEN TO WHAT FATHER IS DOING and SAYING**

1. At the epiclesis –We have just knelt. Watch for the priest's hand movement as he is calling down the Holy Spirit on the Gifts. He will say something like this, but it is not always the same words "**Let your Spirit come upon these gifts to make them holy**" **RING one time** **If you miss this one, don't worry, just focus and get the other two right.**
2. Father consecrates the bread, says "Do this in memory of me" and elevates the large host. **As soon as it is to the apex, ring the bell three times.** Place on pillow, but still hold the bell.
3. Father consecrates the wine, says "Do this in memory of me" and elevates the chalice. **As soon as it is to the apex, ring the bell three times**
4. Place bell back on pillow.

Stand after the Great Amen- hands in proper position

For the OUR FATHER – Although it is a common practice during the Our Father to have the arms in an upright position, when you are serving you are to keep you arms down and hands in a prayer position. Flapping arms on the altar are a distraction and the attention should be on Father who is leading us in prayer.

Sign of Peace – move to your place behind the altar

Once you have received Eucharist and Father has gone down into the congregation to distribute Holy Communion –

Cross-bearer (book bearer) – move book to the server's side table. Remove book stand. Go through the door of the sacristy on your side. Place book stand in its place. Light the candles and leave on the table. Return through the same door. Stand with hands in prayer position until congregation is seated.

Candle-bearers (table-setters) – Stand with prayer hands until congregation is seated

Holy Communion is finished and Father has returned to his seat –

Cross-bearer (book-bearer) – get the missal ready and move at "Let" in the "Let us pray"

As soon as the final blessing is over altar servers go into the sacristy on your side.

Cross-bearer – get the cross

Candle-bearers – get the candles (they should be lit)

Walk swiftly and come out on the opposite side of the sacristy and meet Father at the bottom of the int the same order you started at the beginning of Mass. **Face the altar.**

Then after Father has joined you at the bottom and revered the altar, cross-bearer first, followed by candles (as a team)

After Mass –

Cross –bearer

1. Return missal to sacristy
2. Return tabernacle key to sacristy

Candle-bearers

1. Snuff candles while the other is taking the lavabo, towel and water pitcher to the sacristy (DO NOT PUT THE TOWEL IN THE BOWL)

All servers – **Make sure everything has been done before you take off your alb.** Now that Mass has ended EVERY TIME YOU PASS THE TABERNACLE AFTER MASS WITH EMPTY HANDS YOU ARE TO GENUFLECT

Return crosses and cinctures to correct storage space. Hang alb up neatly in the correct position – hoods to the right and in the correct location (the size tag is in the back of your alb)