



## ALTAR SERVER PROCEDURES

### BEFORE MASS

- Wear shoes for Mass; no sandals. Arrive 15 min early. Quietly enter the sacristy through its side door (not via the sanctuary). Immediately wash your hands with soap and water at the sink in the sacristy.
- Verify your role as **Server 1**, **Server 2**, or **Server 3**.
- Put on a cassock (black robe) that brushes the top of your shoes and a surplice (white overlay) that comes to your thighs. Carefully remove them from hangers so they aren't damaged; tell an adult if they get dirty or broken. Hang empty hangers back in the closet.
- **Server 3** lights two altar candles and two torches ~10 before Mass. Ask an adult if any special candles need to be lit. Stop and bow your head slightly when you cross in front of the altar. Practice fire safety.
- **Server 2** make sure bells are on a pillow on the middle step of the lower altar, by the presider's chair. Make sure a kneel pad for each server is at your pew for kneeling during consecration.
- **Server 1** ask priest which bookmark you should use to open the missal during the Collect and Closing.

### DURING MASS

- **Pay attention and copy what the priest & deacon do with their hands.** You are examples of the Church community. NO GUM. No chatting during Mass.

#### ENTRANCE PROCESSION

- Just before Mass, **Server 1** gets processional cross & **Server 2** and **Server 3** get torches from stands.
- **All servers** follow clergy to back of church. On their cue, **Server 1** begins walking, **Server 2** and **Server 3** follow 2 steps behind and walk side-by-side holding a torch at uniform height.
- Process at a moderate pace. Servers do not pause or bow when you get to the altar. Instead, keep processing to the presider's chair and pause facing the altar until the priest genuflects. When Father begins to walk up the altar, **Server 1** puts processional cross in stand (with Jesus facing the people) & **Server 2** and **Server 3** put torches in stand. Then all three walk together to server pew and stand.

#### PENITENTIAL RITE & COLLECT

**Server 1**, pick up missal as soon as you get to the pew. With your fingers, mark the page for the Collect and watch for the priest's cue to come to the altar. During the last stanza of the "Gloria" (Sundays) or on priest's cue (Wednesdays), stand before the priest with the book open to the Collect. After prayer, bring missal back to your pew.

#### PREPARATION OF ALTAR

- After Prayers of Faithful, **Server 1** and **Server 2** walk to the front of the altar and wait for the deacon. On his cue, all bow together, and walk to the credence table. Deacon will follow.
- Take 1 squirt of hand sanitizer, then **Server 1** immediately brings the chalice to the deacon on the altar.
- **Server 2** brings the missal & its stand to the deacon at the altar.
- Both servers wait at the credence table until the deacon is ready to receive gifts.
- At the deacon's cue, **Server 1** leads **Server 2** to center aisle; deacon follows both.

## RECEIVING OF GIFTS & HAND WASHING

- **Server 1** stands to the left of the deacon; **Server 2** stands to his right. The deacon will hand **Server 2** the wine; deacon will carry the host. Then **Server 1** leads group back to altar; **Server 2** goes around deacon to follow **Server 1** (deacon is last). **Server 1** picks up water cruet from the credence table on the way to the altar. **Server 2** hands deacon the cruet of wine with the stopper removed and holding from the bottom with the handle facing the deacon. Then **Server 1** hands deacon the cruet of water in the same manner. Both servers stay at the altar to receive both cruets and take them to the credence table. *NOTE: Do not remove or place anything on the altar. The only people to do that are the clergy.*
- Immediately after returning cruets to table, **Server 1** brings the lavabo and **Server 2** brings the towel opened all the way up the altar to the priest. After he washes hands, return bowl, cruet, & towel to credence table; proceed to front of altar, bow together, and return to your pew.

## CONSECRATION

- Right after the “Holy, Holy,” all servers place kneel pads on lowest step of altar in front of presider chairs and kneel. **Server 2** put your hand on the bells now so you are ready.
- **Server 2** ring bells a total of three times, each time let the bells “ring out” before setting on pillow.
  1. One 3-second ring when Father lays his hands over the gifts and says “make holy therefore these gifts...”.
  2. Three short rings when Father elevates (raises) the host in the air (wait until he stops speaking).
  3. Three short rings when Father elevates the chalice in the air (wait until he stops speaking).
- At the “Our Father,” all servers stand where you are.
- At the Sign of Peace, **Server 1** brings patens to altar. Then returns to other servers.
- All servers kneel again on lowest step of altar after the “Lamb of God.”

## COMMUNION

- After Father consumes the Eucharist and prays the Antiphon prayer, stand so you are ready to receive communion with the community. Then return to your pew and sit so you are not in the aisle.

## CLEANING THE ALTAR

- After Communion, **Server 3** returns to kneeler pads on altar step and kneels. **Server 1** leads **Server 2** to credence table, stopping at center aisle to bow together to altar. **Server 1** brings to the altar the water cruet with stopper removed, holding from the bottom with handle facing the priest. Both servers wait at altar to receive vessels and bring them to credence table. Do not stack vessels!
- When altar is clear, **Server 1** leads **Server 2** to front of altar, bow together, and return to pew with **Server 3**. **Server 1** picks up missal and with your fingers, mark the page for the closing prayer.

## CLOSING PRAYER

- At “Let us pray,” **Server 1** bring missal to priest. After prayer, return missal to pew.

## RECESSIONAL

- Immediately after **Server 1** returns missal to pew, all servers walk together to get the processional cross (**Server 1**) and torches (**Server 2** and **Server 3**). All 3 go immediately to center aisle and stand facing altar; **Server 1** is even with 2nd pew and **Server 2** and **Server 3** side-by-side even with first pew.
- After priest & deacon genuflect (servers do not bow), turn together and walk to the back of the church.

## ENDING CHORES

- Return processional cross & torches to stands. **Server 2** and **Server 1** return bells & pads to sacristy.
- After closing song ends, **Server 3** put out all candles with snuffer.
- Hang vestments neatly with top 3 buttons fastened. No vestments should be on closet floor.