

## **Altar Server Guidelines (updated November 2018)**

### **Scheduling:**

Your parents will get an email through Ministry Scheduler Pro with the dates you are scheduled to serve.

### **General info:**

1. Come to church at least 10 minutes early.
2. Use the restroom and get a drink before you enter the sacristy.
3. Sign in and put on your cassock (robe). Make sure it fits well - not too long or too short.
4. Decide who will carry the cross and who will hold the Roman Missal.
5. Wait quietly in the sacristy and wait for the priest to go to the back of the church. Go with him when it is time.
6. Participate in Mass. Stand, sing or kneel along with the assembly.
7. Stand and kneel straight and tall. Try not to fidget or talk during Mass.
8. If you have questions, you can whisper to your partner. It is good to help each other.
9. Pay attention at all times, listen, learn, enjoy.
10. Be attentive to the priest and deacon, they may need your help.

### **Step #1 – The Procession:**

- **Father will tell you when to start.**

**CB:** Get the cross in the stand at the back of the church. Process in when instructed by the priest. Go to the left of the steps at the altar when you get to the front of the worship space. After the priest bows, go place the cross in the stand behind the wall, go to your pew and remain standing.

**RM:** Follow the CB. Start when the CB gets 2 pews in front of you. You will not carry the Roman Missal as you process in. Go to the right when you get to the front of the steps at the altar. After the priest bows go to your pew and remain standing.

### **Step #2 – The Opening Prayer:**

- **Father will say "Let us pray."**

**RM:** Take the Roman Missal to the priest, he will open it and place it in your hands. Remain standing and hold the book as high as you can until the priest closes or gestures for you to close the book. Once the priest closes the book, return to your seat and place the book on the seat in front of you.

### **Step #3 – Preparing the Altar:**

- **After the prayers of the faithful ("Lord hear our prayer.")**

**CB:** From the credence table take the chalices (cups), ciboriums (bowls), the purificators (the white cloths) and small water carafe. In no particular order, take 2 at a time and place them on the altar.

**RM:** Take the big book stand on the altar and move it to the position shown in the photo. Get the Roman Missal and place it on the book stand. Help CB with remaining chalices, ciboriums, purificators and water.

Return to your seats when you are finished.



#### **Step #4 – Receiving the Gifts:**

- **When the priest/deacon steps forward to receive the gifts of bread, wine and the basket**

**RM:** Walk behind the priest/deacon and stand next to him on his left. He will pass you the collection basket, wait for all items to be handed to the priest/deacon. Place the basket on the floor next to the altar (same side you are standing on). Return to the other side of the altar and stand and wait for the CB.

**CB:** The priest/deacon will hand you the pitcher of wine. Carefully take it and place it on the altar. Go back to the credence table and get the bowl and towel. Go to the altar and hand the towel to the RM. Wait for the priest/deacon to pour the water into the wine. As soon as the water is poured, take the small carafe of water from the altar and hold it until the priest is ready to wash his hands.

#### **Step #5 – Washing Hands:**

- **Right after bringing up the gifts**

**CB:** Hold the bowl and water and gently pour water over the priest's hand. After washing take the bowl and water back to the table and then go back to your pew.

**RM:** Give the towel to the priest to dry his hands. After washing, remove the wine decanter from the altar and return it with the water carafe to the table. Return to your pew.

#### **Step #6 - Our Father:**

- **At the Our Father**

**CB and RM:** Go to the altar and join hands with the priest, one on each side of him. Remain there to exchange the Sign of Peace. Go back to your place and share the Sign of Peace with those around you. Please stay in your own area.

**Communion Note:** CB and RM: will receive communion with the Communion Ministers. Stand on the front angled step next to the Communion Ministers and return to your pew once you have received Holy Communion.

#### **Step # 7 – Clearing the Altar:**

- **After the congregation receives communion**

**RM:** Remove the Roman Missal and the book stand from the altar after you receive communion.

**CB and RM:** Wait at the altar and remove any items that are empty; return them to the credence table. Go back until everything is removed then return to your pew and be seated.

#### **Step #8 – Closing Prayer and Recession:**

- **Father will say "Let us pray."**

**RM:** Take the Roman Missal and stand in front of the priest. The priest will open the book, hold it while he says the prayer and when he closes it, return to your pew.

**Step #9 – Closing Prayer and Recession:**

- **After the announcements, during the closing song**

**CB:** Get the cross from the stand behind the wall, wait there, ready to meet the priest at the steps in front of the altar. After the priest bows exit first and walk to the back of the church and place the cross back in its stand.

**RM:** When the priest starts to exit, go to the front and stand to the right of the priest facing the altar. After the priest bows follow the CB out of the church. Place the Roman Missal on the shelf in the sacristy.

*When you return to the sacristy, hang your cassock (robe) and rope in the closet. Make sure you are careful in hanging them up and button the top button.*

***Thank you for serving! If you have questions contact the parish office.***

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