

# SUNDAY ALTAR SERVER PROCEDURES



## Before Mass:

- Be on time and dress appropriately. The weekends are busy and arriving at least 15 minutes before Mass is courteous and helpful to the priest, sacristan, and other servers.
- Sign in on the Server sign-up sheet and then check in with the Sacristan.
- Dress in the proper sized server cassock & surplis. Your parents may want to help you size and get into your vestments. Servers in 3<sup>rd</sup> through 6<sup>th</sup> grade wear white surplis and servers in 7<sup>th</sup> grade and above wear the surplis with red piping.

**Know your assignment!** (order of tasks to be done)

<b>BOOK (lead server)</b>	Book & Incense (assigned)
<b>CROSS</b>	Cross & Bells (assist as needed)
<b>ACOLYTES (1 or 2)</b>	Set/Clear Altar, Get Gifts, Sprinkling Rite
<b>CANDLES (2)</b>	Entrance, Gospel, Exit

- Light the altar candles and processional candles. During Easter Season light the Easter Candle.
- Check with the Sacristan for any special needs too. (Usually not)
- 5 minutes before Mass starts take your assigned item (if any) and process to the Baptismal Font.

## During Mass

► Entrance - The cross bearer leads the entrance procession: The procession begins when the people begin singing. Walk at a slow pace with the Processional Cross held high. Other servers walk side by side, about a pew seat behind the cross bearer. The order is cross, two candles, one or two acolytes, book. (walks alone in the center). At the foot of the sanctuary stop and move to either side facing the altar. When the priest bows, bow your head and then move to the sacristy to place the cross and candles, then move to the server chairs.

March 12, 2016

‣ Opening Prayer – Just before the Gloria ends (or if there is no Gloria) the Penitential Rite ends, bring the **Roman Missal** (dark red book on the table) to the Presider. Stand and hold it open with the bottom out, (so the priest can read) resting the top just below your chin.

‣ Gospel – When the priest and deacon stand, two candles bearers take their candles and, walking side by side, move up the ramp to the Ambo. Stand on the sides of the Ambo facing each other. Remain during the proclamation of the Gospel. After the deacon or priest kisses the Gospel Book, the servers should return the candles and take their seat.

‣ Intercessions – Before the Profession of Faith ends, at the words “*we believe in one, holy, catholic church*”, the server brings the **Roman Missal** to the Chair. The server should begin walking to the chair BEFORE the Profession has ended. If the Deacon is at Mass you will hold it for him to read from too.

‣ Preparation of the Altar - While the collection is being taken the CROSS BEARER processes with the cross to the Gift Table at the entrance of the Church. Remain until an usher directs you to move forward or when the priest signals for you to move. You will lead the people bringing up the gifts. The BOOK server will set the Roman Missal on the altar, to the left of the center, with or without the clear stand, depending on the priest. Remove the Gospel Book stand from the front of the altar. ACOLYTES will bring the Chalice, Cups, Purificators, and Pyx to the altar. Place all items on the right side of the altar.

‣ Reception of Gifts: The Priest will go to the front of the altar to receive the gifts. At least three servers will meet him and take the ciboria and the carafe of wine from the Priest. Bring them to the altar, do not wait for the priest. Stand near the altar holding the gift so either the Priest or Deacon can take them, or if they don't take them place the gifts on the right side of the altar.

One server waits for the carafe as another brings the water cruet to the priest or deacon who will pour water into the chalice and then return the water to the server. Both servers then return with the

water, finger bowl, and towel for the Presider to wash his hands. One server holds the water and bowl, the other holds the towel open.

▶ Eucharistic Prayer – During the singing of the Holy Holy Holy, the servers move their kneeling pads to the Sanctuary steps, they then kneel with the people, keeping their hands folded. The bells are rung three times during the elevation of the Host and elevation of the Chalice – watch the priest.

▶ Sign of Peace – At the sign of Peace the servers come off the ramp and line up near the right front of the altar, the first server standing on the dark accent tile. The sign of peace is offered. After Communion is offered to the ministers the servers receive the Body and Blood from the priest and minister. The servers use the ramp to return to their places. Servers should remain seated reverently during Communion.

▶ Communion - After the Assembly has received Communion and the priest approaches the altar the Cross server immediately brings the water to the priest. Then places the ciboria covers on the side of the altar. As the priest moves to his seat the servers clear the altar by removing the book and returning the vessels to the credence table.

▶ Prayer after Communion – The priest may offer the hosts to the homebound ministers. At the chair, when the priest stands or says “Let us Pray” the BOOK server brings up the ***Roman Missal*** for the Final Prayer. Other blessings may be read so do not leave until the priest signals you that he is finished.

▶ Recessional – Immediately after the dismissal, the servers take their items and walk on the main floor to the front, facing the Sanctuary and wait for the priest. Once the priest bows all turn and follow the CROSS out. The servers continue the procession down the side aisle into the server vesting area.

## After Mass

- Blow or snuff out the altar candles.
- Check to see if the Sacristan needs assistance.
- Hang up the surplis and cassocks.

**Always remember:**

**Watch the celebrant, be reverent, watch the celebrant**

### Prayer before Serving



*Father in heaven, your Son, Jesus Christ, showed his love for you by serving his needy brothers and sisters. I now ask you to give me your help as I serve you and your people.*

*Open my mouth to praise you in word and song.*

*Open my ears to hear your Word.*

*Open my hands to do your work well.*

*Take from my heart all distracting thoughts.*

*Help me know what I should do, and do it well.*

*Help me to serve reverently at your holy altar, and so give you praise and glory, now and forever, Amen.*

### Prayer after Serving

*Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning is now and will be forever amen. Blessed Mother Mary watch over us; St. Raphael, pray for us.*