

St. Catherine of Siena

Altar Serving

Arrive 15 minutes before Mass

Weekend Masses

Weekday Masses

All Masses

- Get dressed in the room behind the Joseph statue
 - o Alb
 - Snap all 3 snaps
 - Tie strings
 - o Cross
- Proceed to Sacristy
 - o Pause and genuflect in front of the Tabernacle
- Light all 6 candles
 - o 4 on altar
 - o 2 surrounding the Tabernacle
 - Every time you pass in front of the Tabernacle, bow
 - o To extinguish light, pull back on lever and then push wick forward (this prevents the wick from being stuck)
- Place all chalices, Father's chalice, bowl, towel, water, etc on the credence table
 - o Lead server makes sure that all items are in place (Father's host, ciboriums full, etc)
- Place the Book in proper place
 - o **weekday Masses & 7:30 am Sunday Mass on altar**
 - o **weekend Masses, on the ledge outside Sacristy**
- **Weekend Masses, bring wine and full ciboriums to the table by the baptismal font**
- **Week day Masses, put wine and full ciboriums on the credence table**
- **Go to the confessional and wait for Father**
- **Go to the Sacristy and wait for Father (this includes Sunday 7:30 am Mass)**
- **Light processional candles**
- Process with Priest
 - o **Lead server leads with cross, two regular servers follow side by side with processional candles**
 - o **Pause at altar, wait for priest to say "Bow"**
 - o **Proceed to Sacristy**
 - o **Extinguish processional candles**
 - o **Two servers lead to in front of Tabernacle**
 - o **Genuflect with Priest**
 - o Go to altar server chairs
 - Stand with reverence and prayer hands
 - o **During the Profession of Faith, lead server retrieves the Book and hands it to a server**
 - **Father says, "Let us pray"**
 - **Server brings Book to Father**

- Father will open the Book to correct page and server holds the Book until Father closes the Book
 - Server places the Book on the table and returns to altar server seat
 - Weekday Masses, the Priest with pray from the Book at the altar (no extra things for servers to do)
 - Offertory
 - Go for the Gold!
 - Place all gold items on the altar
 - Return to seat and watch for Father to stand
 - Follow Father to receive gifts from offertory family
 - Bow at altar
 - Place ciboriums on the altar
 - Get the water and keep the wine
 - Father will pour water and wine in chalices
 - Bow
 - Water server keeps water and gets bowl
 - Wine server puts cruet down and grabs the towel
 - Water server pours water on Father's hands into the bowl
 - Towel server hands Father the towel
 - After washing hands, servers bow and return to altar seats
 - Eucharistic Prayer
 - Kneel and stand when congregation does
 - Ring bells 3 times when Father holds hands over the gifts
 - Ring bells 3 times when Father holds host over his head
 - Ring bells 3 times when Father holds chalice over his head
 - Communion
 - Stand and retrieve patens and stand by the altar to receive Communion on tongue
 - Follow Father and center Eucharistic minister and be the "Holy Catcher" Your job is to catch Jesus on the paten if the Eucharist should fall.
 - After Communion, place patens on the altar and one server retrieves the water
 - Turn and watch as Jesus is put in the Tabernacle
 - Bow as the tabernacle is shut
 - Put all chalices and ciboriums back on the credence table
 - Go back to the altar seats
 - Sit or stand (whatever Father is doing)
 - Weekday Remain standing
 - When Father says, "Let us pray," bring the Book to him
 - As one server is with Father, the other two go to the Sacristy to light the processional candles
 - Put the Book back and get the candle from the other servers
 - Go to the altar and wait for Father to say "bow"
 - After Father says, "The Mass is ended..." go to the tabernacle and wait for him to say genuflect

- Servers lead Father into the Sacristy
- Follow the Lead server as you did to proceed in
- Clean up
 - Put everything away
 - Extinguish the candles (hover the snuffer over the flame without placing it on the glass)
 - Hang up alb and put cross away