

# PROCEDURES

---

## ST. BENILDE CHURCH ALTAR SERVERS

### BEFORE SUNDAY MASS:

1. Please arrive in Church fifteen (15) minutes before Mass begins. Go immediately to the sacristy to put on your cassocks and surplices to serve Mass. Proceed to make sure the candles are lit on the altar, next to ambo, Sacred Heart of Jesus stature and the St. Benilde statue, for a total of eight (8) candles. The two procession candles need to be lit also. **Please remember that you are in church, therefore, a spirit of reverence and quietness is expected.**
2. Make sure there is the cross, two acolyte candles ready to be carried in procession. **There should never be only one candle in procession.** Omit the candles if this occurs. The Master of Ceremonies and/or the Captain is responsible for making sure all is done and ready to go. Once this is done, be ready to recite Service Prayer and proceed to the back of Church in order and with reverence. Please wait for the singing to start after the music starts for the procession to begin.

### The procession will be as follows:

3. The cross bearer will move in the middle aisle by the fifth pew from the back of Church, with the two candle bearers with lighted candles by the third pew, and the remaining altar servers with hands held properly paired off in the procession. Following them will be a Deacon then the Priest. **REMEMBER TO HOLD HANDS CORRECTLY.**

### PROCESSION WILL BE AS FOLLOWS:

CROSS

CANDLE

CANDLE

SERVER

SERVER

CAPTAIN OR MASTER OF CEREMONIES

DEACON

PRIEST

## MASS

1. The procession will move to the foot of the altar with the cross bearer reaching first. **EACH SET OF SERVERS SHOULD BE THREE PEWS BEHIND EACH OTHER.**  
**\*\*\*\*\*PLEASE REMEMBER THAT WE ARE NOT IN A RUSH, MAKE SURE THAT EVERYONE IS AT STEADY SPEED** with the candle bearers in line with one another, carrying the lighted candles at the same height.
2. When the cross bearer reaches the altar he will go to the immediate **LEFT** and will remain in place until the altar is revered. The candle bearers will move to the left next to cross bearer.
3. The Deacon and the Priest arrive at the sanctuary step and genuflect and move to reverence the altar and proceed to their chairs. Then, the Book Bearer will move in place to the right of the sanctuary and will stand by his respective seat. The extra servers will take their places in the server's pew. The Book Bearer should stand with the small Sacramentary open to the correct Sunday prayer. When the Opening Prayer is concluded, the Book Bearer will place the book in an accessible place and take his seat in the altar server chairs.
4. The Captain of the team must remember to be alert and attentive to the priest or deacon in case he may need something. Also, please remember that this is not a time for talking and laughing. It is a time for all to listen to the Word of God and not be a distraction to the people attending.

## LITURGY OF THE EUCHARIST

### PREPARATION:

1. During the Offertory the Deacon should prepare the altar table with the **FOLLOWING ITEMS:** Sacramentary (with stand); chalice with purificator, pall, and veil.
2. When the priest goes to receive the gifts, two altar servers will go with the priest to receive the gifts. The altar servers who received the wine and water cruets should proceed to their designated place and take the off the tops of the wine and water cruets to present to the Deacon or Priest.
3. After the deacon or priest returns the water and wine cruets, servers bow and return the articles to credence table. The two servers should move to their place to be ready to wash the priest's hands with the lavabo and hand towel. After the washing of hands, the altar servers must bow to the priest or deacon and return the articles to credence table. The altar servers should immediately proceed to the first step of the sanctuary (near the bells). Also, if there are any extra servers in the pew area, proceed to sanctuary steps for Eucharistic Prayer.

4. Several servers should be chosen to ring the bells properly. When the priest invokes the Holy Spirit during the consecration, ring the bells once. This is when the priest has his hands extended over the chalice.

The bells should be rung three (3) times each when the large host is raised and again when the chalice is raised. CONTINUE RINGING AT END OF 3<sup>RD</sup> RING?

The bells should be rung, once - very briefly, when the priest genuflects after the "Lamb of God," when he consumes the Body of Christ and when he drinks the blood of Christ.

After the Eucharistic Prayer is completed, all servers are to kneel at the Communion rail until they receive Holy Communion. Two altar servers will hold patens under the area where individuals are receiving the Eucharist as a protection from a host falling. After this, they are to remain in place and **kneel**.

#### **COMMUNION TIME:**

1. The Book bearer should be ready to open the Sacramentary for the Prayer after Communion. After the final prayer, the book bearer should place the book in its appropriate place. Then, the Captain should signal the altar servers to lead the procession out when the Prayer to St. Michael starts the paragraph with, "We implore you to give us the wisdom ... ". The cross bearer will lead the procession out. Two candle bearers should be ready with lit candles.
2. After this all servers should be ready to move in place. That is, the cross bearer should move into the aisle front and center by the fifth pew and the two candles at the third pew. Servers should line up two by two with hands held properly. The Captain should make sure everyone is in place as the final hymn begins. All servers should be facing the altar. Then, when the priest genuflects or bows and turns around, all servers **turn to the left and process out**. Please remember that we are not in a rush. Walk steadily but not fast.  
**KEEP THREE PEWS BEHIND ONE ANOTHER.**

#### **AFTER MASS:**

1. Do not carry the cross in a casual disrespectful manner such as off your shoulder or horizontal to the ground.

2. One or two altar servers are to extinguish candles on the altar. Do NOT blow the candles with a hard breath or the liquid wax will be blown against the clear acrylic shield around the flame. Ask Father or the Deacon if there is anything else to do.
3. Then all proceed to take off the cassocks and surplices and hang them back in their proper place. **PLEASE HANG THE CASSOCKS AND SURPLICES UP PROPERLY.**

### **SOME SPECIAL REMINDERS:**

1. Please be on time for Mass---fifteen (15) minutes before Mass begins.
2. Please be neat and orderly to serve Mass---clean clothes, dress shoes, clean hands and combed hair. Please wear black or brown dress shoes or solid black tennis shoes and dark socks. Other colors could be a distraction for the people at Mass.
3. You should not use the restroom during Mass unless it is a real emergency. You are **not** to leave the altar for any reason unless it is an emergency.
4. Please remember that you are special ministers of the Church and this requires a spirit of prayer and reverence.
5. Please remember we are on a rotation cycle and check your rosters every week.
6. There will be a sign-up sheet posted in the Server sacristy for all servers to sign in. Please sign your name on the line by the Mass you served. You are to try and get a replacement if you are not able to serve when scheduled.

### **“Deacon Stephen”**

**Deacon Stephen J. Gordon**

**2000 Neyrey Drive**

**Metairie, LA. 70001-2616**

**218-6255 cell**

**[sgordon@arch-no.org](mailto:sgordon@arch-no.org)**