

**CATHOLIC COMMUNITIES OF CHEROKEE AND HOLSTEIN**  
IMMACULATE CONCEPTION PARISH    OUR LADY OF GOOD COUNSEL PARISH  
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**ALTAR SERVER  
INSTRUCTIONS**

- 1. The best Altar Server is the one who is prepared and knows well the ministry s/he is to carry out and participates in the celebration of the Eucharist (singing, responding, etc.)**
- 2. Before arriving at church:**
  - a. Find a substitute if you are unable to serve when you are scheduled.
  - b. Be rested and dress well.
  - c. Arrive 10 minutes before Mass (15-30 minutes before Funerals and other special Masses such as Holy Week).
- 3. In the Sacristy:**
  - a. Find a robe that best fits (touches top of shoes).
  - b. Receive any special instructions from the Presider.
  - c. Light the candles by five minutes before Mass with a Candle Taper.
  - d. Decide who will be responsible for the ROMAN MISSAL, the processional cross, and other responsibilities and duties.
  - e. Go with the Presider to entrance of church to prepare for the entrance procession.
- 4. During Mass:**
  - a. INTRODUCTORY RITES**
    - i. The Altar Server with the Incense [if used]
      1. leads the entrance procession
      2. makes a slight bow of the head to the Altar in front of the sanctuary
      3. walks to a designated spot in the sanctuary and waits for the Presider to arrive
      4. presents the Boat and Incensor to the Presider at the proper time so he may reverence the Altar with Incense
      5. places the Boat and Incensor on its designated stand
      6. proceed to his/her assigned seat
    - ii. The Altar Server with the Processional Cross
      1. leads the entrance procession [if there is no Incense used]
      2. makes a slight bow of the head to the Altar in front of the sanctuary
      3. places the Cross in its proper place
      4. proceed to his/her assigned seat.
    - iii. The additional Altar Server[s]
      1. follow the Altar Server with the Processional Cross
      2. bow to the Altar in front of the sanctuary
      3. places the Processional Candles in their proper place
      4. proceed to their assigned seats

- iv. After the “Gloria”
  - 1. one Altar Server holds the ROMAN MISSAL for the Presider for the Collect prayer
  - 2. and then returns the ROMAN MISSAL to the table near the Presider after the Collect is concluded.

**b. LITURGY OF THE WORD**

- i. Listen attentively and verbally respond to the Readings and Psalm.
- ii. When the Processional Candles are used, as the Gospel Acclamation (“Alleluia” or other) begins to be sung
  - 1. two Altar Servers pick up the Processional Candles and process to the Altar and flank the minister of the Gospel
  - 2. On special occasions a third Altar Server will lead the procession with the Incensor and Boat to the Ambo
  - 3. the two Altar Servers with candles separate to stand one on the left side and one on the right side of the Ambo to face each other with the Ambo between them during the proclamation of the Gospel.
  - 4. the Altar Server with the incense will present the minister of the Gospel with the Boat and then the Incensor for the reverence of the Gospel with incense. And then holds/swings the Incensor during the proclamation of the Gospel.
  - 5. When the people respond, “Praise to you Lord Jesus Christ,” the Altar Servers return the Candles and the Incensor and Boat to their designated locations.
- iii. Listen attentively to the homily.

**c. LITURGY OF THE EUCHARIST**

- i. After the Prayers of the Faithful:
  - 1. The first Altar Server places the ROMAN MISSAL on the left-side of the Altar.
  - 2. The second Altar Server goes to the Credence Table and brings the Presider’s Chalice with Purificators, Pall, and Corporal to the Altar
    - a. Presents it to the Deacon [if present]
    - b. Or carefully lays out the Corporal in the center of the Altar
  - 3. The first Altar Server goes to the Credence Table and brings the communion chalices to the Altar
    - a. Presents them to the Deacon [if present]
    - b. Or sets them on the right edge of the Corporal
  - 4. The Servers return to their chairs and join in singing the Preparation of the Gifts song.
- ii. When the Presider or Deacon moves in front of the Altar:
  - 1. Two Altar Servers go to the right and left side of the Presider or Deacon to receive the gifts [collection basket, the wine flagon, and/or the bread paten] when they are brought up in procession and presented to the Presider or Deacon.

2. The Altar Server with the collection basket places it near or under the Credence Table, takes the water cruet, and stands to the side of the Altar.
  3. The Altar Server with the wine flagon stands near the side of the Altar.
  4. The Presider or Deacon will use the water cruet to add a little water to the wine, returns the water cruet to the Altar Server, and receives the wine flagon from the Altar Server.
  5. The Presider or Deacon will pour the wine into the Chalices and will return the wine flagon to the Altar Server.
  6. The Altar Servers return together to the Credence Table to obtain the finger bowl and the finger towel.
  7. On special occasions, a third Altar Server will bring out the Incensor and Boat to the presider so he may reverence the gifts with incense.
  8. One Altar Server brings the water cruet and the finger bowl and the other Altar Server brings the finger towel to the Presider.
  9. The Presider will wash his hands and fingers as the first Altar Server pours water over the Presider's fingers into bowl.
  10. The Presider will use and return the towel to the second Altar Server.
  11. The Altar Servers return together to the Credence Table to return the cruet, bowl, and towel.
  12. The Altar Servers go together to their place where they will be during the Eucharistic Prayer.
  13. At the three designated times, one Altar Server rings the bell three [3] times.
    - a. When the Presider places his hands over the gifts.
    - b. When the Presider holds up the host.
    - c. When the Presider holds up the chalice.
  14. After the "Amen" the Altar Servers stand for the Lord's Prayer.
- iii. At Communion time:
1. Altar Servers share sign of peace with each.
  2. One Altar Server goes to Credence Table and brings to Altar the Communion Paten[s] and/or any additional communion vessels.
  3. Both Altar Servers return to their places and kneel after the "Lamb of God."
  4. After the Presider receives the Body and Blood of Christ, the Altar Servers stand to receive Holy Communion.
- iv. After Holy Communion:
1. After a Presider or Deacon returns the Ciborium to the Tabernacle, one Altar Server brings to the Presider the water cruet for the Presider to purify the Chalices.
  2. Altar Servers receive from the Presider or Deacon the Patens, Chalices, and cloths [Purificators, Corporal, Pall] and return them to the Credence Table.

3. One Altar Server receives from the Presider the ROMAN MISSAL from the Altar and returns it to the table near the Presider.
4. Altar Servers return to their place.

**d. CONCLUDING RITE**

- i. For the Prayer after Communion one Altar Server presents and holds the ROMAN MISSAL for the Presider. Continue holding the ROMAN MISSAL for the Final Blessing, if the Presider uses one.
- ii. As the Recessional Song begins,
  1. Altar Servers obtain their items (i.e. Incensor/Boat, Cross, Candles) and join the other Altar Servers in front of the Altar
  2. When the Presider approaches to reverence [kiss] the Altar, all Altar Servers bow towards the Altar and proceed out in same order as at the beginning.
- iii. The Presider, Deacon, and other priests will follow.

**5. After Mass**

- a. Return to sacristy and place items in their designated locations.
- b. One Altar Server extinguishes the candles using the Candle Taper.
- c. The other Altar Servers assist with any other clean up as directed by the Presider and/or Sacristan.
- d. All Altar Servers are to hang their robes neatly in closet according to size.
- e. Thank you for serving!

9/5/19