



ALTAR SERVER REFERENCE MANUAL

Mary Queen Catholic Church

Thank you for being an altar server at Mary Queen Catholic Church. This is a great honor and responsibility that must be taken seriously. This manual was designed to complement the in-person annual training that is conducted for all new servers and returning servers. Please contact your altar server ministry coordinator if you have any questions about the content of this manual.

IMPORTANT THINGS TO REMEMBER:

- Dress appropriately, including dress shoes
- Arrive 20 minutes prior to Mass
- Sign in when you arrive
- Select an alb that falls to your ankles
- Tie the cincture on your left side
- Keep hands in prayer position
- Participate in the Mass fully
- Watch the priest/deacon/acolyte closely during the Mass in case they need your help
- Enjoy yourself
- Learn from mistakes (they will happen!)

Activity	Cross Bearer	Server 1	Server 2
5-10 minutes prior to Mass	Retrieve the processional cross from the altar and bring it to the back of the church.	Retrieve and light the altar candle from the Liturgical Sacristy in the rear of the church	
Processional Line Up	Stand at the top of the rosette with the cross aloft.	Stand lined up with the last pew on the left	Stand lined up with the last pew on the right
Processional	When the singing begins, lead the procession up the aisle. Walk slowly to the foot of the sanctuary steps and stand directly in front of the crucifix.	Follow cross bearer up the aisle, staying in line with the other candle bearer. When you reach the sanctuary steps, stand on the cross-bearer's left.	Follow cross bearer up the aisle, staying in line with the other candle bearer. When you reach the sanctuary steps, stand on the cross-bearer's right.
	Wait at the foot of the steps until the Priest or Deacon bows. Bow your head respectfully with him, then process up the ramp.		
	Follow Server 1 to behind the altar – stop behind the altar. Once all are lined up, bow your head towards the altar and proceed towards the credence table.	Lead the procession to behind the altar – stop behind the altar and line up with the gold cross on the altar. Once all are lined up, bow your head towards the altar and proceed towards the credence table.	Follow Cross Bearer to behind the altar – stop behind the altar. Once all are lined up, bow your head towards the altar and proceed towards the credence table.
	Place the Processional Cross in its stand, ensuring it is facing the congregation, then go to your seat	Place your candle on the back table then move to your seat. <i>1st server sits closest to congregation, then cross bearer, then 2nd</i>	

<p>Collect (Opening Prayer)</p>		<p>Near the end of the Gloria, receive the Roman Missal from the Acolyte. When directed, carry to the Priest and stand to his front and left, holding the book to your left (so he can see the entire congregation).</p> <p>After he recites the prayer, close the book and return it to the table, carrying it reverently with the cover facing outward.</p>	
<p>Children's Liturgy Dismissal</p> <p>9:30 and 11:30 with Children's Liturgy only</p>	<p><i>(Children's Liturgy Only):</i> Immediately after the Collect, retrieve the Processional Cross, bow behind the altar, exit down the ramp and into the center aisle. Stand behind the assembling children facing the altar. When the priest dismisses the children, lead them to the Children's Liturgy Room and leave cross in stand. Return to your seat through the Sacristy.</p>		

<p>After 2nd Reading</p> <p>Gospel Reading</p>		<p>Proceed to the Gospel candle (Server 1 goes to the far candle, Server 2 to the near), bowing behind the altar when you pass. Remove the candle from its stand and:</p> <ol style="list-style-type: none"> 1. If the Book of the Gospels is on its stand under the crucifix, stay where you are. 2. If the Book of the Gospels is on the altar, Server 2 will lead Server 1 to the marks behind the altar. <i>(Server 1 should cross <u>behind</u> the crucifix)</i> <p>Follow the Book of the Gospels when the Deacon presents it and moves to the ambo. Take your positions behind the ambo as the Gospel is proclaimed.</p> <p>When the Gospel ends, turn to the inside, walk to the candle stands, and replace the candles.</p> <p>Cross behind the crucifix (1st), bow behind the altar together, and return to your seat.</p>	
<p>Homily; Profession of Faith (Creed); Prayer of the Faithful (petitions)</p> <p>9:30 and 11:30 with Children's Liturgy only</p>	<p><i>(Children's Liturgy Only):</i></p> <p>When homily ends, go through the Sacristy to collect the children from Children's Liturgy.</p> <p>After the last petition is read, release the children and return to the sacristy via the ramp. Replace the Processional Cross in its stand and move to your seat.</p>		

<p>Preparation of the altar</p>	<p>Assist Deacon and Acolyte in setting up the altar</p>	<p>Bring the Roman Missal / Sacramentary (and its stand, if needed by the priest) to the altar.</p>	
<p>Offertory (Gifts)</p>	<p>Take the water cruet from the credence table, holding the bottom so the Deacon can grab the handle, and wait beside the altar. When the Deacon turns to take the cruet, hand it to him (with stopper removed). When he hands it back to you, return it to the credence table and replace stopper.</p> <p>Immediately take the water pitcher, water bowl, and towel over your arm and move to the Priest and wait for him to turn to you. When he turns, step towards him and pour water over his hands. When he is done drying his hands return the pitcher, bowl and towel to the credence table.</p>	<p>When Acolyte goes to get the collection basket, cross in front of the chairs to the base of the steps and stand immediately to the Deacon's left.</p> <p>The Deacon will hand you the ciborium which you will hand to Server 2. He will then hand you the wine flagon which you will keep.</p> <p>Nod to the gift bearers when the Deacon bows and follow him when he returns to the altar and wait next to Server 2.</p> <p>When the Deacon takes the flask, return to your seat (crossing behind the chairs).</p>	<p>When the Acolyte goes to get the collection basket, cross in front of the chairs to the base of the steps and stand to Server 1's left.</p> <p>Server 1 will hand you the ciborium.</p> <p>Nod to the gift bearers when the Deacon bows and follow Server 1 when he returns to the altar and wait.</p> <p>When the Deacon take the ciborium, return to your seat (crossing behind the chairs)</p>

<p>Eucharistic Prayer</p>		<p>Towards the end of the Eucharistic Prayer, the Priest will say “...which will be given up for you” and hold up the host. Ring the bells <u>vigorously</u> while the host is aloft, letting them ring out as he lowers it.</p> <p>Then the Priest will say “...do this in memory of me” and hold up the chalice. Ring the bells <u>vigorously</u> while the chalice is aloft, letting them ring out as he lowers it.</p>	
<p>The Lord’s Prayer</p>	<p>Hold hands during the Lord’s Prayer if the Cross Bearer does so</p>		
<p>Sign of Peace</p>	<p>Go to the altar (crossing in front of the chairs) to shake hands with the Priest then return to your seat and share peace with each other.</p>		
<p>Reception of Communion</p>	<p>When the second to last Eucharistic Minister receives their chalice/ciborium: Server 1, Cross Bearer, then Server 2 proceed to the ramp in single file, stopping to bow together at the altar when you pass.</p> <p>Receive communion at the Minister position at the end of the ramp, then wait on the ramp by the organ until you are all together. Continue to process in single file behind the altar, bowing again, and return to your seats and kneel in prayer until the Eucharist is returned to the Tabernacle.</p> <p>SERVER 1: When returning from Communion, if the Roman Missal is still on the altar, retrieve it and place it on the table near your seat in preparation for the closing prayer.</p>		

Prayer After Communion		<p>Receive the Roman Missal from the Acolyte. When directed, carry to the Priest and stand as you did for the Collect.</p> <p>After the prayer, close the book and return it to the table, carrying it reverently</p>	
Recessional	<p>When the Priest says the Mass has ended, retrieve the Processional Cross</p>	<p>When the Priest says the Mass has ended, retrieve the processional candles</p>	
	<p>Follow Server 1 behind the altar. Wait for the Acolyte then bow together. Follow the procession down the ramp. Stand at the bottom of the rosette and face the altar.</p>	<p>Lead Cross Bearer and Server 2 behind the altar, lined up with the gold cross, and wait for the Acolyte then bow together.</p> <p>Lead the procession down the ramp and stand next to the front pew on the side of the church closer to the Tabernacle, facing the altar.</p>	<p>Follow Server 1 behind the altar, wait for the Acolyte then bow together.</p> <p>Follow the procession down the ramp and stand next to the front pew on the side of the church closer to the organ, facing the altar.</p>
	<p>The Priest and Deacon will come down the steps and turn to face the altar in prayer. Nod your head when they bow then turn and slowly lead the procession from the church.</p>		

Post Mass Activities	Return the Processional Cross to its stand and extinguish any candles that are still burning. Hang alb, cincture and scapular properly	Return the candle to the Liturgical Sacristy Hang alb, cincture and scapular properly.
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Key Activities by Position (Cheat Sheet):

Cross Bearer:

- Lead procession into Mass with cross
- Lead children to children's Liturgy room (9:30 & 11:30 only) after Collect and return to Sanctuary
- After Homily return to Children's Liturgy room
- After Petitions release the children from the children's Liturgy room and return to Sanctuary
- Assist in preparing the altar for the Liturgy of the Eucharist
- Bring the water cruet to the altar, wait for use, then return it to table
- Bring the water pitcher, bowl and towel to the Priest for hand washing
- Lead the procession from the church

Server 1:

- After processing in and bowing with Priest, lead procession onto the altar
- Hold Roman Missal for the Priest during the Collect (Opening Prayer)
- After the 2nd reading, hold the farther Gospel candle for the Gospel reading
- Bring the Roman Missal (and stand) to the altar during altar preparation
- Receive gifts with Priest / Deacon (wine)
- Ring the bells during Eucharistic Prayer
- Lead servers to receive Communion
- Retrieve the Roman Missal after Communion (if it is on altar)
- Hold Roman Missal for the Priest during the Closing Prayer
- Lead procession off the altar at the end of Mass

Server 2:

- After the 2nd reading, hold the nearer Gospel candle for the Gospel reading
- Lead Server 1 to behind the altar following the Book of the Gospels
- Receive gifts with Priest / Deacon (ciborium)