

Procedure for Altar Servers

Before Mass:

1. Please dress in a dignified manner. Please, if at all possible, wear shoes.
2. If you are unable to fulfill your assignment, you are responsible to find your own replacement.
3. Gather in the sacristy 10 minutes prior to Mass and sign in. Please maintain a quiet atmosphere when you are in the sacristy.
4. Vest yourself in an altar server robe of an appropriate size and cross. Make sure to go up in size, as you get taller.
5. If the processional cross is used, take the processional off of its stand in the Reconciliation Room and bring it to the Sacristy for the procession.
6. The ***Roman Missal*** will be placed on the chair closest to the Reconciliation Room door by the priest. **Do not move the ribbons.**
7. The bells are located on the floor between the altar server kneelers in the sanctuary.

Special Note: Your service at the altar includes your FULL PARTICIPATION in the prayers and songs throughout the Mass. Your posture in the sanctuary is noticed by many people. Please sit up straight and kneel in a dignified way. Pay attention to what is going on at all times!

Entrance Procession:

Servers are **NOT to ring the bells at the sacristy door** at any Sunday Mass because the people have already been asked to stand and greet one another.

The order of the procession is: the cross bearer followed by 1 or 2 altar server/s, then the lector, and then the priest. Your hands should be folded in front of you if there is nothing to carry. At the Sunday 7:00 AM Mass, you will lead the procession from the sacristy across the front of the sanctuary. At all other weekend Masses, you will lead the procession up the right-side aisle to the back of the church and down the center aisle. Upon reaching the altar, the cross bearer will proceed directly into the Reconciliation Room and put the cross in its stand and go to your seat and remain standing. All other altar servers will bow at the entrance of the sanctuary with the priest and proceed to your seats and remain standing.

Opening Prayer:

“Let us pray” bring the ***Roman Missal*** to the priest bowing to the Tabernacle. Let the priest open and close the book. Bow to the Tabernacle and return to your seat only after the priest completes the opening prayer.

Liturgy of the Word

You are asked to participate during:

Responsorial Psalm: may be sung or recited.

Gospel Acclamation: Alleluia!

Profession of Faith: recite the Nicene Creed.

Prayer of the Faithful: Respond: “Lord, Hear our Prayer.”

Liturgy of the Eucharist

Preparation of the Altar and the Gifts:

When the ushers begin the collection:

1. Place the **Roman Missal** on the left side of the altar.
2. Place **the purificator** and **the pall** on the right side of the altar.
3. Place **the chalice** and **the ciboria** and **the pyxes** on the right side of the altar.
Note: The priest may ask you to get some more hosts. If he does, get the hosts which are under the credence table in a small crystal container with a silver lid.
4. Return to your seats until the priest steps down to the middle aisle to receive the bread and wine at the offertory. When there are 2 servers, the priest gives the ciborium to one server and the wine cruet to the other server. The ciborium is placed on the altar.
5. Both servers go the credence table together – one takes the water cruet – one takes the wine cruet. TOGETHER you present the cruets to the priest – serving the priest the cruets WITH THE HANDLE facing the priest. Both servers remain until the chalice is prepared and then bow to the celebrant TOGETHER and return to the credence table replacing the bowl, pitcher, and towel back on the credence table.
6. Both servers then go TOGETHER to their seats – bowing to the Tabernacle – and take your seats.
7. You are asked to fully participate during the Liturgy of the Eucharist and the Communion Rite.

Consecration:

Ring the handbells 3 times when the priest elevates the host to show the people – and 3 times again when the priest elevates the chalice to show the people.

Sign of Peace:

Offer each other the sign of peace. The priest will offer you the sign of peace. Then, line up with the Extraordinary Ministers of the Eucharist to receive communion.

Communion Rite:

Receive communion. Return to your seat after receiving communion.

1. While the priest & ministers are giving communion, remove all items from the altar **EXCEPT THE SMALL PYX(ES)!!!**
2. Take the **Roman Missal** back to your seat and kneel.
3. The Priest will purify the sacred vessels (cups and plates) at the credence table.

Prayer after communion:

“Let us pray”, the Book Bearer brings the **Roman Missal** to the priest bowing to the Tabernacle. Let the priest open and close the book. Bow to the Tabernacle and return to your seat only after the priest completes the closing prayer. The Cross Bearer gets the cross from the reconciliation room, goes to the center aisle and faces the altar.

Greeting & Final Blessing & Dismissal:

When the priest moves to leave the sanctuary, any remaining server/s exit the sanctuary with the priest and the lector and stands at the foot of the altar. All will bow then turn and the cross bearer leads the procession down the main aisle or across the font of the sanctuary depending on the mass.

After Mass:

Place the processional cross back in its stand in the Reconciliation Room. Return your robe and cross to the hanger with its corresponding size and hang the robe in order by its size.