

NEIGHBORS NORTH CATHOLIC COMMUNITY

TRAINING SHEET: ALTAR SERVERS

The Basics

Posture

- Most people can see us: make sure your posture is good!
- Hands: folded when standing or kneeling (against body), on legs when sitting
- Sit up straight, both legs flat on the floor
- Cover your mouth when you yawn

Moving

- Walk at a normal pace
- Sit, stand, kneel, turn with the other servers
- Stay side-by-side with the other altar server if you are together
- Come towards the altar from the side
- Watch your alb! It's okay to fix it during Mass
- Face the action: if someone is talking, turn towards them

Bowing and Genuflecting

- Bow when passing the altar or leaving it (after handing or taking something to/from clergy)
- Genuflect when passing the tabernacle or approaching it
- Altar is the priority during Mass, tabernacle outside of Mass
- Hands folded if not carrying anything
- If carrying something, stop when passing altar or tabernacle and bow your head
- Bow head at the name of Jesus, Mary, the Trinity, and the saint for that day
- Bow head at the Epiclesis (when the Priest puts his hands over the bread and wine)
- Bow head at Words of Institution ("This is my Body")
- Let clergy/staff correct other ministers

Handling Vessels

- Priest to deacon to altar server; altar server to deacon to Priest
- Only take things off altar if they're on the corner/side
- Always carry Priest's chalice on its own, with two hands
- Everything else can go on the tray
- Use the tray before and after Mass, but not during Mass
- Hold things in your right hand and put your left on your chest
- Only one thing in each hand
- Hold cruets (water and wine) with the handle side out
- If you can't lift it, ask for help!

Setting the Altar

- A deacon or priest will always set the altar (you still put the book/Missal on the altar)
- Help them by bringing the vessels to them, one at a time

Preferences

- “Priest Presider Preferences” sheet is in the sacristy
- This tells you about bells, the book stand, a chalice veil, etc.

Roles

- Crucifer/Book bearer
 - Processional cross, gift procession, hold the book (Missal)
 - Clergy side
- Candle-bearer 1 (CB1)
 - Carry candles in processions, Gospel procession, help take the gifts to the table/altar
 - Help take things to and from the altar
 - CB2 does bells if Priest wants them
 - CB1 sits on ambo side next to credence table, CB2 sits next to crucifer with clergy
- Thurifer
 - Incense (only on special occasions)
 - Sit with CB1

How many servers?

- Daily Mass: Two or more
- Sunday/feast day Mass: Three or more
- Two: Crucifer/BB and candle-bearer (CB doesn't have a candle, just helps with vessels)
- Three: Crucifer/BB, CB1, CB2

Dress: remember, you can often see through a person's alb, and pants/skirts look shorter when you are up in the sanctuary.

Sunday Mass

Before Mass

- Come 20 minutes early
- Get vested: alb and cincture (check the liturgical color)
- The sacristan will set up the tray; all we do is take it to the sanctuary
- Sacristan handles the tabernacle key before + after Mass
- Light candles five minutes before Mass
- Bring books (Missal and deacon binder) out after everyone looks them over
- Lector will get the Lectionary, Priest will get his binder
- Use tray to bring vessels out
- Line up before Mass starts (Priest will help)

Opening

- Process in: crucifer, then two CBs on either side
- Face each other when putting candles back and taking them out later
- Crucifer/BB: bring the book to the Priest
- Sit down at the same time after the Collect (last opening prayer)
- Sit quietly during readings with hands resting flat on thighs

Gospel Procession

- CB1 and 2: let the deacon or Priest move past you, then get candles together
- CB2: join CB1 once Priest/deacon turns, then move down below the ambo
- CB1 is always on the left!
- CB1 leads the way around to the back and then back up the steps to put candles back

Offertory

- After Universal Prayer (Intercessions)
- Crucifer/book-bearer: take Missal to the altar, then get the Cross and go back with gifts
- CB2: put book stand on altar, then go over to credence table and help CB1 bring things over
- CB1 and 2: presider's chalice first, then chalices, ciboria with lids, pyxes, purificators
- Crucifer: start procession once Priest gets up
- Help clergy get gifts: bread goes on altar, wine goes on credence table
- CBs: help Priest prepare for Communion
- Wine on the right, water on the left
- Water and bowl on the right, towel on the left
- Back to seats, stay standing
- Go down the steps at the Orate Fratres ("Pray, brothers and sisters")

Eucharistic Prayer

- Kneel on the step after Holy, Holy, Holy
- CB2: take bells with you if you are using them
- Go back up the steps during the Sign of Peace

Communion

- Stand in front of your seats for the Lamb of God
- After extraordinary ministers come up, join the end of their line on your side
- You should be on the end, not next to the tabernacle
- What to do if not receiving Communion: cross arms over chest and receive a blessing
- During Communion: crucifer takes book off, CB2 puts pall on chalice and gets book stand
- Sit down with each other
- CB1 and CB2: stand up together as clergy return to the sanctuary, meet at credence table
- CB1: give water to Priest or deacon
- CB1 and CB2: take vessels back to the credence table
- Sit down at the same time as each other when finished

Concluding Rites

- Stand up with the congregation
- Crucifer/BB: get Missal
- Might have to stay if the Priest does a solemn (4-part) blessing
- Take places for recessional when clergy start moving
- Crucifer gets Cross, CBs get candles
- Go down to the center to about the first pew, turn around together, wait for clergy
- Bow heads as clergy genuflect, then turn around and process out

After Mass

- Stay vested (in alb) until you finish with candles, vessels, and books
- Extinguish candles, take tray back to sacristy, and take books and binders back
- De-vest

Weekday Mass

- Come 15 minutes early
- Usually just two servers
- Process in from the side (straight from the sacristy except for at Saint Teresa)
- CB does not carry anything
- No Gospel procession with candles
- Crucifer/book-bearer helps with setting the altar, water and wine, bells
- Mass is shorter

Liturgical Ministry Questionnaire (Please print neatly)

Name: _____

Email address: _____

Phone number: _____

What ministries are you being trained for?

Note only those ministries you are attending a training for and want to be scheduled for. This sheet is meant to help us put you with the Masses you prefer.

Weekday Masses (still scheduled by Ms. Kelly Ryan)

*Please mark your preference with a 1 being the least desired and an 11 being the most desired Mass time. If you cannot serve at a Mass, do not mark it at all.

- I prefer not to serve on weekdays.
- 7:00am Monday (St. Athanasius)
- 12:00pm Monday (St. Sebastian)

- 8:00am Tuesday (Incarnation of the Lord)
- 12:00pm Tuesday (St. Sebastian)

- 7:00am Wednesday (St. Teresa of Avila)
- 12:00pm Wednesday (St. Sebastian)

- 7:00am Thursday (St. Athanasius)
- 12:00pm Thursday (St. Sebastian)

- 7:00am Friday (St. Teresa of Avila)
- 12:00pm Friday (St. Sebastian)

- 8:00am Saturday (St. Athanasius)
- ← **Sacristans only:** check the box if interested
9:00am Friday (St. Sebastian, Holy Cross Academy Students Mass)

Sunday and Vigil Masses

*Please mark your preference with a 1 being the least desired and a 9 being the most desired Mass time. If you cannot serve at a Mass, do not mark it at all.

I prefer not to serve on Sundays or Vigil Masses

4:00pm Saturday (St. Athanasius)

4:00pm Saturday (St. Teresa of Avila)

5:00pm Saturday (St. Sebastian)

8:00am Sunday (St. Sebastian)

8:30am Sunday (Incarnation of the Lord)

9:00am Sunday (St. Teresa of Avila)

10:00am Sunday (St. Sebastian)

10:30am Sunday (St. Athanasius)

11:00am Sunday (St. Teresa of Avila)

How often do you want to serve?

Daily

A few times a week

Weekly

Monthly

Every two months

Other (please explain) _____

Which parish do you belong to, if any? _____

Any other preferences (keeping family together, etc.)
