

ST. TIMOTHY CHURCH ALTAR SERVER TRAINING

I. Very Important!

- a. Show up on time for your scheduled mass and sign-in
- b. Find a substitute if you cannot cover your mass assignment.

II. Mass set-up

- a. Put on alb and cincture (rope belt): servers use white and acolytes use color of the day
- b. Credence table – (2) sacramentaries, priest's chalice, ciborium, communion cups, purificators, lavabo bowl, water cruet, and hand towel
- c. Altar – corporal, purificators, altar microphone
- d. Presider's chair – microphone and General Intentions
- e. Deacon's chair –General Intentions and music book
- f. Candles – light 5 minutes before mass
- g. Lights – push "ON" 5 minutes before mass or when you go to back of church
- h. Gift table – presider's host and hosts in paten, wine in carafe
- i. Processional cross – take with you when you go to back of church

III. Entrance Procession

- a. Normal order of procession: processional cross, altar servers (in pairs), Eucharistic ministers, lectors, deacon, and priest
- b. Posture: walk gracefully, when hands are not in use, they are folded, sit straight
- c. Processional cross starts moving when singing begins.
- d. Everyone else starts when person ahead of them reaches the second tile square
- e. Enter sanctuary and go to either side of altar – keep middle open
- f. Genuflect or bow at foot of altar (except acolyte with processional cross who bows head only)
- g. Stand at "choir stall"

IV. Entrance Rite

- a. Acolyte selects one server: Open large sacramentary (or notebook) and stand in the "ready position"
- b. All say or sing the "Confiteor," "Kyrie," and "Gloria"
- c. Altar server with sacramentary (or notebook) moves to the priest when he says "Let us pray..."
- d. Remember to stand where priest can see you and can speak into microphone
- e. Return to choir stall and be seated for Liturgy of the Word
- f.

V. Liturgy of the Word

- a. Be seated quietly, with hands folded and legs together
- b. Sing the "responsorial psalm" antiphon
- c. Stand and sing the "alleluia" for the Gospel
- d. Sit during the homily.
- e. Stand and say the "Nicene Creed" and respond to the General Intercessions

VI. Liturgy of the Eucharist

- a. During collection, prepare the altar with chalice and sacramentary
- b. During presentation of the gifts, go and stand next to priest to help carry gifts
- c. Put wine at corner of altar and give hosts to priest at center of altar
- d. Bring water to priest or deacon to be placed in the chalice
- e. Bring lavabo bowl, hand towel and water cruet to wash priest's hands
- f. Always return to choir stall when done; sit or stand as required
- g. Kneel after the "Sanctus" (Holy, holy, holy...)
- h. Stand and say the Lord's Prayer (with hands outstretched)
- i. Kiss of peace

VII. Communion Rite

- a. Bring ciborium to altar and give to priest
- b. Bring communion cups and place on right (Mary) side of priest
- c. Stand at foot of altar to receive communion
- d. Kneel to give thanks after communion and then return to choir stall and stand

VIII. Prayer After Communion

- a. Bring water cruet to purify chalice
- b. Remove vessels, sacramentary, etc. from altar and put on credence table
- c. Acolyte selects one server: Open large sacramentary and stand in the "ready position"
- d. Move to the priest when he says "Let us pray..."
- e. Remember to stand where priest can see you and can speak into microphone
- f. Return sacramentary to credence table

IX. Recessional

- a. After final blessing, gather at foot of altar (both sides, keeping middle open), then genuflect or bow (except server with processional cross)
- b. Normal order of procession: processional cross, altar servers, Eucharistic ministers, lectors, deacon, and priest
- c. Everyone else starts when person ahead of them is about 5 ft. ahead
- d. Exit through front "Pico door."
- e.

X. After mass

- a. Turn off lights (push "A" if there are other masses to follow)
- b. Extinguish candles
- c. Remove everything from credence table *unless there is a mass to follow*
- d. If there is a mass to follow, remove and replace priest's chalice, purificators, paten, and wine carafe
- e. **HANG UP ALB!**
- f. **HANG UP ALB!**