



## *Holy Spirit Parish* Liturgical Ministry Guidelines

### Altar Server

#### **Before Mass:**

- Check the calendar book on the counter by the south sacristy door for the color of cincture you are to wear.
- Tie a cincture (robe-type belt which is found in the fifth drawer to the right of the sink) around your waist.
- Light candles by the ambo five minutes before Mass. The lighter is in the first drawer as you come into the sacristy from the church. (Or sixth drawer to the right of the sink.)
- If there is a baptism or it is the Easter season, light the Easter Candle also. If you need help with this, please ask.
- Place the Roman Missal (Father's red book) on the table beside Father's chair.
- Make sure the black book of intentions is on the second shelf of the table beside Father's chair.
- Place worship aids on your chairs.
- Make sure there is a glass of water on the table for Father.

#### **Beginning Mass:**

- Process in with Father. Your place in line is just before the priest.
- Walk reverently with good posture and with your hands folded.
- Gather around the altar with Father.
- Bow toward the altar when Father does.
- Go to your chair.
- During the Gloria take the Roman Missal (the red book) to Father.
- After the opening prayer, take the Roman Missal with you and return to your seat.

#### **Liturgy of the Word**

- You will remain seated through the first two readings, stand during the Gospel and be seated during the homily. During this time you are listening carefully to the readings. Please sit up straight.
- If there is a baptism, **one server** joins Fr. Tom at the baptismal font to hold his binder while he does the baptism. As soon as he invites the parents to stand and profess their faith, you walk and stand beside Father, ready to hold his book when he gives it to you.
- After the baptism or homily, if there is no baptism, hand the deacon or the lector the black book of intentions.
- After Father finishes the closing prayer for the intentions, place the book of intentions on the second shelf of Father's table.

#### **Liturgy of the Eucharist (begins after the General Intercessions)**

- Go with Father (one server on each side of him) to the altar to receive the gifts of bread and wine.
- One server will carry Father's Roman Missal (red book) and place it on the altar before joining Father and the other server to receive the gifts.
- Father will hand one server the plate to place on the white cloth on the altar. The other server will take the carafe of wine and place that on the altar.
- Both servers move to the credence table.
- After Father has poured the wine into all the cups, one server steps forward, takes the carafe and places it on the bottom shelf of the credence table. (At this time Fr. Tom or the deacon places the cups on the altar.)
- Bring the water dish and terry cloth towel to Father.
- Take water dish and towel back to the credence table.
- Take tray with water cruet back to the credence table.
- Return to your seats.

**At the Our Father:**

- As the assembly sings the Amen, come up and stand next to Father for the Our Father. (One server on each side.)
- Stay there during the sign of peace and the Lamb of God.
- During the Lamb of God the Eucharistic ministers will gather around the altar with you. You will receive communion with the Eucharistic ministers.
- After receiving communion, return to your seat.

**After Communion**

- After Communion Father will invite everyone to stand for the prayer after Communion. Hold the Roman Missal book for Father during this prayer.

**Closing rite:**

- During the closing song, move to the altar with Father, one on either side of him.
- As Father reverences the altar, bow and then move to the right of the altar with the cross bearer. (Both servers go to the right of the altar.)
- Follow the cross bearer out of church, ahead of Father, going out on the right side of the altar and the baptismal font.

**After Mass:**

- Blow out the candles carefully. Put a finger in front of the flame and blow.
- Bring the Book of the Gospels back to the Narthex and put the Lectionary back on the ambo.
- Take off your alb and cincture. Hang up the alb carefully. Don't pull at the zippers, they break easily. Place the cincture in drawer door.

**Things to Remember:**

- Please arrive 15 minutes early and highlight your name on the liturgical minister sign-in sheet in the Narthex.
- No gum chewing.
- Keep your hands out of your pockets.
- Don't play with the cincture/belts.
- Participate by singing and reciting the responses.
- No visiting with friends during the Mass.
- Don't worry about mistakes. Father Tom will help you.

**Please note:**

- If you see that a server is needed when you are at a Mass with your family, please volunteer.

**If you are unavailable for your scheduled week, please request a sub through the ONLINE WEB TERMINAL.**

Contact Lisa Jessen [ljessen@holyspiritrochester.org](mailto:ljessen@holyspiritrochester.org) or Roxane Kadrlik Chlachula [rchlachula@hspiritmn.org](mailto:rchlachula@hspiritmn.org) or the parish office at 280-0638 with any questions.

**Thank you for volunteering to be an altar server!**