

Altar Server Training

Responsibilities for ALL Altar Servers

- † Dress Appropriately (NO shorts, NO athletic shoes, crocs, or flip flops)
- † Arrive 15 minutes before mass time (There must be time to dress, light candles and have last minute preparations/instructions. ****Servers arriving 5 minutes late will be replaced from servers present in the congregation****)
- † Sign check-in sheet

Procedures and Placement During Mass

Processional

- † Facing the Sanctuary from the back of the church...
 - Book Bearer should be on the right
 - Candle Bearer should be on the left
 - Cross Bearer should be in front at the 3rd pew up from back
- † When the first word is heard in the processional song, the Cross Bearer will start a slow walk toward the Sanctuary.
- † Candle Bearers will follow at the same pace when the Cross Bearer has passed three pews ahead.

Reaching the Sanctuary

- † Cross Bearer proceeds to the Cross cradle and places the Cross.
- † Candle Bearers proceed to the Credence tables and place the candles on the end of the table.
- † Book Bearer will bring Sacramentary to your chair and remain standing
- † Cross Bearer and Candle Bearer will go to chairs in front of cry room and remain standing.
- † Father will say the Opening Prayer.
- † Everyone is then seated.

Liturgy of the Word

- † Sit and listen during the 1st and 2nd readings
- † When "Alleluia" is sung or recited, all STAND
- † Candle Bearers will go to pick up candles; proceed to the foot of Sanctuary in front of the floor candles next to the Altar.
- † Candle/Book Bearer will step back a couple of steps if the Celebrant comes down from the Sanctuary (This gives him room to get between the Candle Bearers)
- † When the Celebrant turns to make his way to the AMBO, both Candle Bearers turn in that direction and then stand by the Ambo.
- † After Gospel proclamation, both Candle Bearers return to their positions at the foot of the Sanctuary in front of the candles, PAUSE, return candles to the end of the Credence tables
- † Stay seated during the Homily

Profession of Faith (Creed)

- † Stand and profess your faith during the Profession of Faith (Creed)
- † Remain standing for the Prayer of the Faithful.

Preparation of the Gifts

- † As congregation sits, Altar Servers go to work.
- † Book Bearer brings the Sacramentary to the Altar then return to chair
 - Fr. Casserly – place Sacramentary on the book stand
 - Fr. Viet – Place Sacramentary on the center of the Corporal
- † Cross Bearer (usually an experienced server) instructs the Candle Bearer (if server is new) what Sacred Vessels to bring to the Altar. Cross Bearer brings the 4 cups to the Altar and places them on a straight line at the edge of the Corporal.
- † Cross Bearer will then take the Cross to the back of the church using the Blessed Mother side aisle (NOT the middle aisle) to set up for escorting the Gift Bearers.
- † Candle Bearers will finish bringing the rest of the Sacred Vessels to the Altar and then return to their chair and sit.
- † Stand and follow when Father gets up to receive the Gifts at the foot of the Sanctuary.
 - If Father hands you the Flagon (wine), immediately proceed to the left side of the Sanctuary and stand on the floor close to the Altar.
 - If Father hands you the Ciborium, immediately proceed to the Altar and place the Ciborium on the Corporal next to the Chalice. Proceed to Credence Table where the Cross Bearer will hand you the water cruet. Go and stand next to other Candle Bearer and wait.
- † When Father/Deacon motions for the Wine and water, both servers step up and approach the edge of the Altar at the same time.
- † The server holding the Flagon (wine) will remove the lid and hold until
- † Father/Deacon returns the Flagon; replace the lid.
- † Both servers stand in position until Father/Deacon hands both Vessels back to the servers. Walk back to the Credence table at the same time, together, and place the vessels on the table in the proper area.

*** If Father/Deacon bows, return a bow of respect and reverence. If Father does not bow, no return bow is necessary; return to Credence table and continue your duties***

- † Cross Bearer will have the finger bowl and towel ready for Father
 - Stand and wait on the floor close to the Altar. Do not step up until Father moves toward you. Return to Credence table and place bowl and towel on table after Father has washed his hands.

*** If Father/Deacon bows, return a bow of respect and reverence. If Father does not bow, no return bow is necessary; return to Credence table and continue your duties***

- † When the congregation kneels, servers will kneel with the Cross Bearer prepared to ring the bells.
- † Cross Bearer rings the first bell when Father **extends hands over the Gifts**.
- † Cross Bearer rings the second bell when Father **elevates the Host**
- † Cross Bearer rings the third bell when Father **elevates the Chalice**
- † All stand and pray the Our Father
- † Kneel after the recitation of the Lamb of God

Communion

- † After Father drinks the precious blood, servers will stand in line with the back edge of the Altar and line up for receiving communion with the Cross Bearer in front.
- † Return to kneeling position after communion.
- † When communion is over and Father/Deacon has put the ciborium in the tabernacle...
 - Book Bearer will pick up the Sacramentary from Altar and turn to your chair
 - Cross Bearer will bring the water cruet to Father/Deacon. Stand and wait until he hands the cruet back then return it to its tray.
 - Cross Bearer and Candle Bearer will return all Vessels back to the Credence table when Father/Deacon is done cleaning.

*** If Father/Deacon bows, return a bow of respect and reverence. If Father does not bow, no return bow is necessary; return to Credence table and continue your duties***

Recessional

- † Father will make his closing prayer and final blessing.
- † After the congregation has said "Thanks be to God"...
 - Cross Bearer retrieves Cross and stands facing the Altar at the 3rd pew
 - Candle Bearers retrieve candles and stand facing the Altar at the 1st pew
- † Wait for Father to take his place.
- † After Father turns around, ALL Servers turn and begin to process out of the Church. Cross Bearer sets the tempo; be sure to remain reverent and walk slowly.

Returning to the Sacristy

- † 1st – Clear off the Credence table
 - After 8:30AM Mass, take the Flagon, Cups and Ciboria to the Sacristy to be prepared for the 10:30AM Mass. Leave the water bowl, finger towel and water cruet with the tray.
- † 2nd – You may now disrobe; hang your Alb back in the exact same spot you took it off from the closet. **MAKE SURE THAT THE SNAPS AND VELCRO ARE CLOSED SECURELY.**