



Guide for Servers

The members of Altar Servers assist the celebrant and the entire worshipping community during the celebration of the Mass. They are attentive at all times to the presider in order to serve liturgical needs as well as unexpected needs during the ritual.

Prior to Mass:

1. Please arrive at church 15 minutes before Mass and check off your name on the sheet on the bulletin board in the priests' sacristy.
2. Dress in alb (located in the priests' sacristy cupboard). Please do not wear sneakers or any other articles that might draw attention to you, or might take away from the reverence of the Mass.
3. In the absence of a sacristan, light candles on altar. Be sure that the credence table is set up with corporal, purificators, chalices, water, communion bowls, (pyx if needed), lavabo bowl, and towel. The sound and proper lights must be turned on before Mass.
4. Please check with the Presider before Mass, to learn his preferences as to when and where the Roman Missal book will be used. The priest might read it from the chair, or from the altar.
5. Take Processional Cross to the Back of Church. Carry it reverently down the side aisle.
6. Participate in the Ministry of Welcome by greeting parishioners at the front entrance of the Church. It is important that all ministers be focused on greeting those entering church and not on talking with the other ministers.
7. Five minutes before Mass begins, join the Presider and the other ministers for a brief prayer near the baptismal font. Be sure to include the minister who is greeting at the side door. The prayer may be offered by the Presider or one of the ministers.

Entrance Procession:

1. The Order of the Entrance Procession is: Server with Incense (if used), server with the Processional Cross, reader with the Book of the Gospels, (if there is a Baptism, the family follows) then the Presider.
2. The Cross is to be held high and vertical. The pace is not rushed.
3. Once you have arrived at the foot of the altar, stand to the right of the Presider. Wait at foot of the sanctuary steps with Presider while Reader places Book of Gospels flat on the altar. When reader returns to the bottom of the steps, all will bow together, except the server with the Cross.
4. Climb the steps and enter the sanctuary with the Presider, go to seat on the left side of the sanctuary outside the Priests' Sacristy. The server carrying the Processional Cross proceeds directly to the Priests' Sacristy with the cross, then takes a seat in the sanctuary.

During the Mass:

1. Following the *Gloria*, when the presider says "Let us pray," take Roman Missal to where the Presider is standing, either in front of the altar, or in front of the Presider's chair, for the Opening Prayer. Stand slightly to the side of the priest so he can be seen by the congregation. Hold the book so that the words are facing the Presider when he opens it. Hold it open until he finishes reading. Return to the chair outside the Priest's sacristy, with the book.

2. Pay attention during the Liturgy of the Word for microphone on the ambo to be “on” when the Reader reads. Be ready to help if needed.
3. **After** Prayers of the Faithful (Petitions) have been read, bring the tray from the credence table to the altar, placing everything that is on the tray on the altar. Begin to set table with cups to the right of center, purificators to the right of the cups, and water near the cups. Place the corporal on the altar with the folds facing down and the cross closest to the Presider.
4. When the Presider goes to receive the gifts, the server(s) go with him.
5. The Presider will hand Server the **carafe of wine**: take it, go to the altar and hold it on the side of the altar with the cups until the Presider takes it from you. When he returns the empty carafe, take it and the small water cruet to the credence table.
6. Bring the lavabo bowl with towel back to the altar for Presider to wash his hands. Bow.
7. Take the bowl, towel, and water cruet back to credence table; return to your chair.
8. Remain standing during the Eucharistic Prayer, especially during the Consecration.
9. At the elevation of the Body of Christ and at the elevation of the Precious Blood, ring the small bells one extended ring for each.
10. At the “Lamb of God” bring empty bowls *and the large pyx (if it is out)* to the altar. If the Presider requests hosts from the tabernacle, bring the reserved hosts to the Presider. Stand near the altar and hold the bowl until the Presider takes it from you. Then stand in the center, on the line behind the large diamond shaped border tiles along with the EM’s, behind the Presider. After receiving Communion with the Ministers, return to your chair and be seated.
11. Come to the altar and remove the Roman Missal, placing it on the empty server chair. You may be seated while Communion is being distributed.
12. When the priest returns to the sanctuary after Communion, please stand and pay attention to the Blessed Sacrament. The Presider will consolidate the hosts at the altar and give the bowl to the designated Eucharistic Minister to repose. Then go to the altar and remove all empty bowls and the corporal to the credence table. *Do not stack the bowls*. Then return to your seat. The Presider **MAY** approach the credence table to purify the vessels, or they may purify them after Mass.
13. When the Presider stands, carry the Roman Missal to him to read the Closing Prayer. Hold the book until he is finished reading and then return it to the chairs.
14. After the final blessing, get the Processional Cross from the priests’ sacristy, approach the bottom of the steps the same way you came up and stand to the right of the Presider as you face the altar. After he bows, lead the Presider down the aisle.
15. Schedules are available in the bulletin, on the website, and in the sacristy. It is your responsibility to obtain a substitute if you are unable to read as scheduled. If you cannot minister at an assigned mass, log in to Ministry Pro and submit a “swap request”, or call another minister to sub for you. If something unexpected occurs, you can always call the priest sacristy directly and leave a message (513-721-4045 ext. 1011.)

Thank you very much for participating in this ministry!

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