

ALTAR SERVER GUIDELINES

GATHERING

1. Vest with alb and cincture.
2. Light Altar Candles.
3. Take the torches into the Sacristy.
4. Carry the lit torches in the Procession.
5. Process to the front of the Altar at the corner of the steps.
6. Bow. Put the torch in the stand.
7. Bring the red book (Missal) to the priest and then put it on the Altar.
8. Sit when the people sit.

LITURGY OF THE WORD

9. Stand when the people stand, sit when the people sit.
During the Readings, Homily and Intercessions, just sit quietly.

LITURGY OF THE EUCHARIST

10. Set the Altar with the 6 chalices, plates, and purificators (cloths).
11. Return to your chair.
12. Go with the priest to receive the Gifts. Bring them to the Altar.
13. Bring the water. After the priest uses the water, get the glass tray.
14. Bring the water, glass tray and a towel for the priest to wash his hands.
15. Stand or kneel when the people stand or kneel.
16. At the elevation of the bread and wine ring the bells three times each.
17. Line up for Communion.
18. Take the red book (Missal) off the Altar. Return to your chair.
19. After Communion, bring water back to the priest to cleanse the Chalice.
20. Bring the red book (Missal) back when the priest says: "Let us pray".

CLOSING

21. At the end of Mass, get the torch and follow the priest.
22. Return torches to stand.
23. Use a taper holder to snuff out the candles. Help in the sacristy.
24. Hang up alb and cincture.

**THANK YOU VERY MUCH FOR YOUR SERVICE TO
ST. STEPHEN FAITH COMMUNITY!**