

## Altar Server Instructions

1. When the church bells ring (approximately two minutes before Mass is scheduled to begin). The Altar Servers leave the sacristy and take their positions in the back of the church.
2. Cross stands in front followed by the two Acolytes and Book. Cross carries the cross and the Acolytes carry the acolyte candles. When directed proceed up isle at a slow pace.



Processional



Standing

3. At the front of the church stand in place until priest bows. From left to right, stand in the following order: Cross Acolyte Priest Lector Acolyte and Book. After priest bows Cross places cross in stand and the Acolytes place candles on the Credence Table.

4. All servers proceed to chairs. When seated on the altar the two Acolytes will sit in the chairs closest to the Credence Table. Book sits next to the priest and on the other side Cross. When seated, please place your hands on your thighs or keep them folded in your lap. If you would like you may use a songbook and sing the opening hymn. If you are unfamiliar with the prayers used during mass please use a missal.

5. Book holds the book for the priest whenever asked or the priest uses the words, "Let us pray."
6. After the second reading during the Alleluia both Acolytes go to the Credence Table, pick up the candles and follow the priest to the front of the altar when he picks up the Book of Gospels. Then process to the pulpit and stand on either side facing each other. Remain there until the end of the Gospel. Then return the candles to the Credence Table and return to your seats for the Homily.



Gospel



Eucharistic Prayer

7. After the collection begins prepare the altar for the Eucharist. Book places the book on the altar. One Acolyte takes the chalice and purificator from the Credence Table and places them on the altar.

8. Both Acolytes then take their candles from the Credence Table and proceed to the back of the church to lead the people carrying the gifts to the front of the church. When the priest rises to receive the gifts from the people Book and Cross rise and accompany the priest.

9. Place the collection basket in front of the altar and place the bread on the altar.
10. Two servers will assist with the wine flagon and the water cruet with the handle facing the priest. The other two go to Credence Table.
11. The altar servers hand the Flagon and cruet to the priest one at a time, wine first followed by the water.
12. After the priest hands the water back, bow slightly, turn in toward each other and proceed back to the Credence Table. When the first two servers begin returning to the Credence Table the other two begin heading toward the priest for the washing of the hands.
13. For the washing of the hands, one server holds the towel (unfolded) at the corners. The other server holds the water pitcher and the bowl. After washing the priests' hands and he is finished with the towel, bow slightly, turn in toward each other and proceed back to the Credence Table.

14. All servers proceed down to the front of the altar for the entire Eucharistic Prayer standing when the congregation stands and kneeling when the congregation kneels



Washing Hands

## Altar Server Instructions

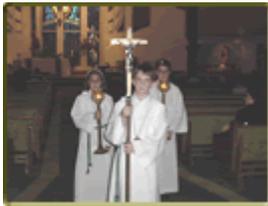
### Page 2

15. After the Sign of Peace all servers gather in the center isle behind the Eucharistic Ministers to receive the Holy Communion.

16. While the congregation is receiving Communion Book takes the book back to the chair. The other servers take any remaining items (Chalice, Flagon, etc.) back to the Credence Table.

17. After Communion the priest will read any announcements and give the final blessing. Book holds the book for the priest when asked or hears, "Let us pray."

18. When the priest is finished and says, "The Mass is ended..." (or something similar) all servers take their items (cross and candles) and proceed to the front of the altar (facing front) and wait for the priest.



Recessional

19. After the priest bows all turn and walk to the sacristy. Cross leads followed by the Acolytes followed by Book. Cross proceeds at a slightly faster pace than the beginning of mass.

20. All servers should help prepare the sanctuary and altar for the next mass. (Empty the water bowl, bring the water cruet back to the sacristy, refilling if needed.)

The altar candles are to be lit by an adult before the first mass of the day and extinguished after the last mass.