

# Altar Server Quick Notes

## **COVERAGE and SUBSTITUTION**

If you cannot attend the Mass for which you are scheduled, it is your responsibility to get a replacement. This is easily done by logging onto your profile in Ministry Scheduler Pro and requesting a swap.

## **ARRIVAL**

You must check-in no later than 15 minutes before your assigned Mass time. If you are not assigned to serve, check to see that there are at least three servers and fill in where needed. Only sub for positions in which you have been trained.

## **VESTING**

Please make sure to sign in and vest in the Altar Server Room. After you are vested, please proceed to the Priest's Sacristy, put on a cross, and wait quietly for the priest to arrive.

## **SEATING**

Know where you are sitting on the Altar before the procession. The two Candle bearers take the place in chairs next to the priest, unless a deacon or concelebrant is there; others go behind next to the credence table. The Cross bearer sits in the kneeler closest to the tabernacle.

## **PROCESSION**

Process on the second verse of the hymn. Cross goes up first followed by the two candle servers. For those carrying the cross or candle, break left. If you are carrying either the cross or candle in your hands, you should not bow your head. If you are an extra server and are not carrying anything in your hands, please genuflect before breaking to your left.

Cross bearer should proceed to the altar and carefully place the cross in the holder. Candle bearers should be "mirror" images of each other and always process together as a "team". The candles should be placed on the Mary altar. Everybody sits when the priest does and not before.

## **PREPARATION OF THE ALTAR**

The Cross Bearer is to bring the Priest's Chalice first and then proceed over the retrieve the cross and process down the main aisle to bring up the gifts.

The Candle Bearers are to bring one Ciboria (container with hosts), with lids still on, at a time to the "loading zone". After all of the Ciboria are brought up, the Chalices (wine cups) should be brought up one at a time (being careful as these are filled) to the "loading zone." Please make sure to bring as many purificators as cups up also after the last cup is brought to the altar

Once the altar is set, the priest will then either sit or he may proceed to get the gifts. The Candle Bearers accompany the priest and should remain one on each side. Take what the priest hands you and wait for him to turn and everyone goes up together. The Cross Bearer should proceed after a brief stop before the priest and then process over and place the cross in the holder.

If you are given the Ciboria (container with the hosts), immediately take it to the Altar and place the ciboria (container with the hosts) on the “loading zone” on the altar. If you are carrying the Wine Cruet, go to the Credence table, remove the wine stopper (making sure it does not roll off the table). The other Candle Bearer should pick up the Water Cruet. Both of you should go to the priest or deacon as a team and bring up the Wine and Water Cruet to the priest and return to the credence table as a team.

After that is completed, the candle bearers should process over to the table with the hand washing station. One server should carry the water pitcher and the other should carry the bowl with the lavabo towel draped over their arm and process as a team to the priest to wash his hands and then process back to the table as a team and return to your chairs.

### **LITURGY OF THE EUCHARIST**

All are kneeling when the Eucharistic prayer begins.

The Cross bearer is the bell ringer – The bells are rung only at the elevation of the host and the chalice and the sequence is 3 quick bells. If you forget the first ring when the host is elevated, then no bells should be rung at the second elevation of the chalice.

### **DISTRIBUTION OF COMMUNION**

Servers line up on the side of the altar as the EM’s come forward. After you have received Communion, you should kneel.

The Cross Bearer should place the water cruet in the “loading zone” for the priest while communion is taking place and return to their seat and kneel.

When the priest returns to the altar after Communion, be ready to take the empty ciboria back to the Credence Table after the priest has placed them back in the “loading zone”, one at a time.

Do not genuflect when the Eucharist is reposed into the Tabernacle. You should not be near the Tabernacle at this time, but at your seat.

## **CLOSING RITES**

All should stand for the closing prayer and wait for any announcements.

The Cross and Candle Bearers should stand with the Cross Bearer leading the way to retrieve the Cross and the Candle Bearers should process over to the Mary Altar and retrieve the candles. Again, as a team.

You should all line up 1/3 of the way down the center aisle and face the altar. When the priest turns and faces the back of the Church, that is your signal to lead him out (this is usually after the first verse of the procession hymn).

## **CLEANING UP**

As you go past the doors, Candle Bearers should gently blow out their candles and keep them upright. Everyone should return all liturgical items where they got them and wait for the priest to come in.

After you have been excused, return to the Altar Server Room to hang up your vestments.

Thank you for your service!