

## AS YOU PLAN TO SERVE:

- Please comb your hair and have a clean face and hands prior to arriving at church.
- \*\*No **flip-flops** should not be worn when serving Mass.\*\*
- Arrive at least 15 minutes prior to the beginning of Mass.

## BEFORE MASS:

1. Wash your hands.
2. Dress in the alb and cincture (rope). Alb should reach your ankles. See calendar for cincture color.
3. Prayer “*Before Mass Altar Server Prayer*”
4. Ten (10) minutes before Mass, light the candles. See chart for how many candles to light.
5. Two (2) minutes before Mass all ministers will say a short prayer in the sacristy.
6. All proceed to the back of church. One server carries the cross, two carry candles.

## INTRODUCTORY RITES:

1. One server leads the procession while carrying the Processional cross. They may begin walking once the first words of the hymn are sung. If two Candles, follow Cross side-by-side. If one candle, follow in line



2. Lector follows candle server(s) then the priest in the procession.
3. As the procession reaches the foot of the sanctuary/altar area:
  - Cross bearer/server pauses, bows head, moves left toward Mary to place cross on stand, moves to seat
  - Candle server(s) pause, bow head(s), move left toward Mary to place candles on stand, moves to seat(s)
  - Lector pauses, bows head, and places Gospel Book on altar, returns to foot of steps, bows, goes to pew
  - Priest will genuflect, then reverence altar and move to chair for *Opening Dialogue*
4. When the priest says, “**Let us pray,**” the server closest to priest, picks up the *Roman Missal* (red book) and carries it to the priest. The book should be carried with the hands at the bottom of the book with the top of the book leaning against the server’s chest. When he/she reaches the priest, the side with the ribbons should be pointed toward the priest, right side up. At the end of the prayer, the book is closed and the server returns to his/her chair.

## LITURGY OF THE WORD:

The servers listen attentively to the readings and join in the responses. Hands folded on lap.

## OFFERTORY RITE:

1. After the *Prayers of the Faithful* (Petitions) are completed, when all are seated, one server takes the *Roman Missal* (red book) to the altar partnered with one server holding the priest chalice & cloths
2. Two servers return to the credence table. As pair, bring out chalices, patens, purificators to priest at altar. Priest will arrange items on altar.
3. Two servers join the priest at the foot of the altar to receive the gifts. The collection is placed in front of the altar. Both servers come to foot of altar with paten (bread) and pitcher of wine. When father receives the paten, both servers go to credence table. Place lid to pitcher on credence table, other server should get the water (leave stopper at table). Both return to altar, with handles out to father.
4. Both return to credence table. The server holding the water gets the bowl, the one holding the wine puts lid on pitcher and gets towel. Return to the altar for the washing of hands.
5. The two servers should stand directly to the side of the priest for the washing of hands. The water should be poured in a steady flow over his hands. Once the towel is returned to the server, all should bow to the priest and return the items to the credence table, and then move to their chairs.



## EUCCHARISTIC PRAYER

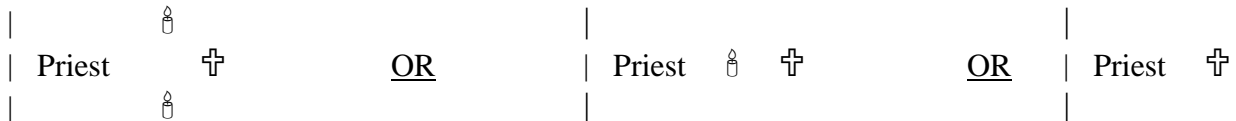
1. Stand and kneel with the congregation. Servers will kneel in front of altar on cushions at base of steps.
2. The server in the middle, will ring bells gently three times (4x) during the:
  - 1) Epiclesis (calling down of Holy Spirit – hands held together over the gifts) – One Ring
  - 2) the Elevation of the Host (Body) – Three Rings
  - 3) the Elevation of the Chalice (Blood) – Three Rings
  - 4) Great Amen – One Ring
3. Servers are in front of assembly, so please act properly with hands folded, attentive, and prayerful.

## COMMUNION RITE:

1. Stand and kneel with the congregation.
2. When Communion Ministers come forward to altar, servers line up on St Mary side to receive Holy Communion.
3. Following reception of Holy Communion, return to seats in the sanctuary.
4. One server brings water without stopper to altar and sets next to chalice, and returns *Roman Missal* (red book) to small table by priest chair.
5. When the priest finishes distributing Holy Communion and returns to altar, two (2) servers come to altar to clear items to the credence table as father gives them to you. Move as a pair.
6. The priest will use the water to purify (“clean”) the bowl and the chalice. He will then hand the patens (bowls) two at a time to the servers, then the water and the priest’s chalice with cloths. The two servers return all items to the credence table.
7. When the priest says, “**Let us pray,**” bring the red book, using the same procedure as the opening prayer. After the prayer, return to your chair.

## CLOSING RITE

1. When the priest stands up, all servers proceed to the foot of the altar:
  - Procession Cross server stands in the center of the aisle at the second pew facing the altar.
  - two servers stand on either side of the cross with processional candles



2. When father genuflects, all servers slightly bow head (not the cross or the candles).
3. When father stands and turns, all turn and procession out.
4. Cross and Candles wait at back of church until song is finished, then proceed up side aisle to return items to stands.

## AFTER MASS:

1. Extinguish the candles using the snuffer.
2. Remove robes, hanging up your alb, and buttoning the top snap.
3. Place cincture should hung up.
4. Pray “*After Mass Altar Server Prayer*”

**❖ ❖ ❖ Thank you for your service at the Altar of God. May God Bless you. ❖ ❖ ❖**