

ALTAR SERVER PROCEDURE FOR SUNDAY MASS

St. Thomas the Apostle

Prepare for Mass

- **Always request a substitute online via MSP if unavailable when scheduled**
- Spend some time in quiet **prayer** alone or with your family before Sunday Mass
- **Please arrive 20 minutes before Mass** (no later than 15 minutes prior)
- **Vest** in the correct sized alb and cincture (rope color matches the liturgical season)
- **Light the Altar Candles** after vesting
- **Walk** with the Presider and Lectors to the church entrance for prayer
 - Ordinary time: the Presider, Book bearer and Chalice bearer sit afterwards

Entrance Procession

- **Cross bearer** is first down the center aisle walking slowly at the opening song refrain, proceeds without bowing to the right of the altar, places the cross in the holder, goes to pew
- **Book** and **Chalice** bearers follow slowly once the cross has reached half-way; upon reaching the front steps they bow and go to the first pew

Opening Rites & Liturgy of the Word

- **Book bearer** moves when the Presider says "Let us Pray," takes the book from the credence table to the left side of the Presider, returns it after and is seated
- **All Servers** sit or stand with the congregation

Preparation of the Gifts

- Servers prepare the altar during the collection when the Presider or Deacon stands; once prepared, they stand behind the ambo before receiving gifts
 - **Cross bearer** brings the Corporal to the Altar, receives the Gospel book stand
 - **Book bearer** brings the *Missal* to the Altar
 - **Chalice bearer** brings the *Chalice* and large purificator to the Altar, stands on Presider's right to receive large pitcher (do not place on Altar; give to Father or Deacon)
 - **Cross bearer** brings the *Cups* to the Altar, stands on Presider's left to receive the collection basket (place before Altar)
 - **Book bearer** brings *Water* to the Altar
 - Washing of hands: **Book bearer** takes water from the Altar to wash the Presider's hands, **Chalice bearer** holds the bowl, and **Cross bearer** removes the wine pitcher from the Altar immediately after the wine is poured, then holds the cloth. All are seated

Communion Rite

- **Book bearer** Immediately takes bowls to the Altar at the beginning of the sign of Peace
- Servers receive communion, then **Book & Chalice servers** place the Book and Chalice from the Altar on the credence table
- **Cross bearer** folds and removes the corporal to the credence table as communion is ending

Concluding Rites & Exit Procession

- **Book bearer** repeats the same process as at the opening pray, moving at "Let us Pray."
- **Cross bearer** retrieves the cross as the sending song begins, goes down before the altar, waits for the presider to bow at the Altar step, then leads the process out at normal pace
- **Book** and **Chalice** bearers stand on either side of the Cross, bow with Father, follow the cross
- **Servers** extinguish the candles, then return albs and cinctures neatly to the closet