

Altar Server Guidelines – Holy Rosary Catholic Church

1. General Procedures

- a. arrive early – about 15 minutes before Mass
- b. find a replacement when you cannot serve as scheduled
- c. first server to arrive should light the candles
- d. at the end of Mass, servers will hang up cassocks and surplices
- e. serve at the same pace during Mass and work as a team

2. Procession

- a. One server carries the cross. Start walking when the cantor begins singing and remember to walk slowly. After placing the cross in its stand, return to the foot of the steps and wait for Father Matt to reach the steps
- b. The other server walks with Father Matt. Once we reach the base of the steps, all genuflect to the tabernacle

3. Opening Prayer

- a. The server sitting behind the priest and deacon opens the Roman Missal to the first ribbon
- b. When Father Matt says, “Let Us Pray,” the altar server takes the Missal to Father for the opening prayer

4. Setting the Altar

- a. Once the collection begins, the same server takes the Roman Missal and places it on the altar
- b. Then get the Gospel bookstand from the altar and place it on the side table

5. Setting the Altar

- a. Meanwhile, the other server carries the chalice with the purificator and corporal to the altar
- b. Next bring any communion dishes with hosts in them to the altar

6. Receiving the Gifts

- a. Follow Father Matt and Deacon Michael to receive the gifts, and stand on either side of them
- b. One server is given the collection basket and one server the wine cruet
- c. The server with the basket places it underneath the credence table, then gets the water cruet from the table
- d. Both servers walk together to bring the wine and water cruets to Deacon Michael or Father Matt. Remove the stopper before handing the cruet to him
- e. after the wine and water are added to the chalice, both servers will bow, then bring the wine and water cruets back to the side table
- f. one server gets the pitcher and wash basin and the other server gets the towel and both go to Father Matt when he turns toward them

- g. pour water on Father's hands and give the towel to him to dry his hands
- h. both servers then bow together, return to the table, place the water, basin, and towel there, and return to your seats and remain standing

7. Bells

- a. During the Eucharistic Prayer, the server kneeling by the bells rings them one time when Father Matt extends hands over the gifts of bread and wine
- b. The same server rings the bells three times after Father Matt says the words of consecration for the hosts
- c. The same server rings the bells three times after Father Matt says the words of consecration for the wine

8. Sign of Peace and Lamb of God

- a. The server who rang the bells will bring any empty communion bowls and pyxes to the altar
- b. both servers then stand on the left side of the altar with Eucharistic ministers
- c. when the ministers go to serve communion, servers return to their seats

9. After Communion

- a. when communion is finished and Father returns to the altar, servers may help remove empty communion bowls from the altar and bring them to the credence table
- b. one server brings the water cruet to the altar and pours some into the chalice. The other server brings the Roman Missal back to his or her chair
- c. when Father Matt stands for the closing prayer and says "Let us Pray," the server brings the Missal to him and holds it for the closing prayer

10. Recession

- a. when Father Matt or Deacon Michael says, "go in peace," the server who carried the cross gets it and brings it to the base of the steps. The other server follows the priest and deacon to the base of the steps
- b. we all genuflect together then the cross bearer leads us out
- c. after walking out of the church, servers return to sacristy to hang up cassocks and surplices