

## GUIDELINES FOR ALTAR SERVERS

### Requirements:

Age-3<sup>rd</sup> grade or older.

Able to be an example of participation in Mass.

### Arrival and before Mass:

Arrive 15 minutes before Mass.

Check in on the check-in sheet in the Sacristy.

Dress in an altar robe. Check with Sacristan about color of rope to use.

(St. John's – 5 minutes before Mass is to begin, ring bell).

When presider is ready, walk with him to worship space.

### Opening Procession:

Process slowly down the aisle in front of presider, be sure to sing.

Stop at the altar and wait for the presider. With the presider, bow with your head to the altar and go up the stairs to your chair.

### During Mass:

Sit and stand at the appropriate times and participate in prayers and singing.

At the Preparation of the Gifts, walk with the presider to the bottom of the stairs. The presider will hand you a plate. With the presider, go up the steps and place the plate on the altar and go back to stand in front of your chair.

At the Holy, Holy, go down the steps and stand/kneel as the congregation does at the base of the steps in front of the altar.

At Holy Communion, stand in the line in front of the presider, receive Communion and go up the stairs to return to your chair.

### Ending Procession:

Walk with the presider down the steps, turn to face the altar and bow with the presider. Turn with the presider and walk ahead of him down the aisle and then to the Sacristy.

### After Mass:

Hang up your robe and return the rope to its place.