March 1, 2012

ALTAR SERVER PROCEDURES FOR SUNDAY AND HOLY DAYS OF OBLIGATION MASSES

NOTE: Changes are in RED

Note: We will begin to schedule four servers at Mass. Here are the assignments when FOUR servers are present:

Cross
Book **(**the server assigned to the Roman Missal stays on the book side. Do not come over to prepare the altar.
Altar preparation and bells (2)

- The Cross bearer leads procession down side aisle; across middle aisle and up center aisle. Upon entering Sanctuary go diagonally up steps and directly to Sacristy. Do not bow or genuflect, take place in Sanctuary.

- Other Servers in procession genuflect as soon as you arrive inside Communion rail –before going up steps – then proceed to your places at side of Sanctuary.

- One Server will take charge of the book of prayers of the Mass (Sacramentary) used twice: *1st time at beginning* (after the Penitential Rite or Gloria; Ask the priest (or deacon) when the priest will need the sacramentary) and **again for the *Prayer after Communion*. Take and stand in front of celebrant when he says: "Let us pray".**

- **When Prayers of the Faithful are ENDED:**

    - **the Cross bearer** goes to sacristy and takes cross down side aisle to center aisle in front of gift table. When ushers finish collection (entire church) and gift bearers are ready, lead procession to front of church and return cross to Sacristy going along front of church past Blessed Virgin altar. Return to place in Sanctuary.

- **Servers** take the Sacramentary and chalice to altar. Book goes on St. Joseph side and Chalice (design side of Chalice veil facing out). If the priest or deacon gives you the chalice veil, return it to the credence table.

    - On Sundays when communion from the Cup takes place (4th Sunday of Month) all cups and purificators for them are also brought to the Altar at this time.

- Servers preparing the Altar then go with Celebrant when he goes down to meet the gift procession. One Server receives the collection baskets and the other the wine cruet. Server with cruet goes to credence table, and server with the collection basket places it next to the altar (side nearest the ambo (where readings are proclaimed) and returns immediately and takes one of the cruets.

    NOTE: Leave the collection basket at the side of the altar UNTIL the sacristan asks for it (usually during distribution of Communion. IT IS NOT TO BE REMOVED BY THE SERVERS AT ANY OTHER TIME!

- **Servers with cruets** come to edge of carpet near side of Altar. Come to side of altar when Priest places large Host on Altar.
    - NOTE: Please have cruet caps REMOVED, and cruet handles FACING the priest or deacon.

- After Priest uses cruets go the credence table. – Get Lavabo dish and towel and repeat steps as with cruets – coming forward to side of altar when Priest places the Chalice on the Altar. Return to credence table. Place cruet caps on cruets.

- After washing of hands, Servers will go to places in front of Altar. Proceed as follows: All Servers go from side position down stairs and directly in front of Altar (in front of opening in Communion rail). Bow to Altar and step aside to usual positions at bottom step.

- After "Holy, Holy, Holy", during the Eucharistic Prayer, when Priest holds his hands over the Chalice and again when the Host and Chalice are lifted up, ring the bells.

- At the Lamb of God, servers move to side of altar (ambo side). One server will bring the communion bowls tray (with bowls) to the altar (get from from sacristy).

    - At the 8:00 A.M. Mass (Sunday), also bring pyx tray, and place it on the altar in front of the tabernacle.
    - After the priest fills the bowls with the Hosts, the priest/deacon will hand a server the large bowl. Place the bowl on the credence table.
    - After the priest receives the Body and Blood of Christ, move behind the priest to receive Communion.

- On some occasions a Server will go with the Extraordinary Minister of Holy Communion to the Choir loft. (You will be told when this will happen). Return the ciborium (and cup) to the credence table.

- When Priest goes to distribute Communion the Altar is to be cleared. The sacramentary is returned to the book server side, and the Chalice to credence table.

- At end of Communion take Ciboria from Priest and put on credence table – then be seated when Priest sits.

- Server brings the sacramentary to the priest when he stands.

- After the Prayer after Communion, the cross bearer goes to Sacristy and gets cross.

- After the Dismissal ("Go in peace, glorifying the Lord by your lives.") – all servers -- led by the Cross bearer, go directly down steps to front of Altar (as after Offertory) -- Cross bearer in the middle – Server on either side. Crossbearer will neither genuflect nor bow. Other Servers will genuflect when Priest does.

- As Priest starts down the steps Cross bearer turns and leads servers and priest down center aisle to cross aisle and up St. Joseph side aisle back to sacristy.

When a deacon is also at Mass:

- Book of prayers for the Mass (*sacramentary*) is brought to the Deacon (who opens it) at the usual times – i.e. beginning of Mass and after Communion.

- The Deacon uses the book of the Gospels.
    1. After second reading remove Lectionary and place the Lectionary on the pulpit (ambo) shelf if the lector has not done this.
    2. After Gospel is read, take the book of the Gospels from the Deacon and take on the credence table shelf.

- The Deacon will assist during the preparation of the altar, gift procession, and filling of the Chalice.

- After Communion watch for Deacon's signal and help with taking Communion vessels to credence table.

BEFORE MASS:

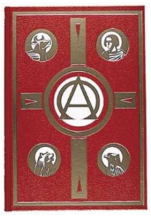
- Be on time, no later than 15 minutes before Mass starts.
- If you are not able to serve, you must call a substitute.
- You must wear black shoes.
- Select your correct size alb (servers' sacristy).
- Sign in on the sheet when you come to the other side of the Sacristy.
- Light the candles.
- Take the Gifts out to the table.
- When the *Roman Missal* (book of prayers used at Mass) is ready, take it out and set it on the chair (or table) on the right side of the sanctuary (side where priest's chair is located).
- Talk with all the servers before Mass to find out what your part is in the Mass.
- Church body language is always one of respect: stand, sit, and kneel straight; keep your hands folded when standing and kneeling and hands on your legs when you are sitting.
- Cover your mouth when you yawn or sneeze.

AFTER MASS:

Note: Please do not leave immediately AFTER Mass.

- Extinguish the candles after the, Saturday 5:00pm, and Sunday 12:00 Noon. Masses.
- Replace lavabo dish and towel, and take the Book of Gospels (if used) to the sacristy.
- Ask Father/Deacon/Sacristan if anything else needs to be done (For example, set up for baptisms, moves chairs, etc.)
- Return your alb to their proper spots. TAKE THE TIME TO PROPERLY HANG UP THE ALB AND CINCTURE!

Roman Missal



Book of Gospels

Corporal

Purificator

Chalice

Ciborium

Communion Bowl

Pyx

Incensor and Boat

Creedence Table