

DIRECTIONS FOR ALTAR SERVERS

ACOLYTE (2) Candle Bearer (Duties listed throughout instructions)

CRUCIFER (1) If a third server is present, the CRUCIFER carries the cross in procession; holds priest's small red book during opening & closing prayers; lights altar candles at preparation time.

Servers must arrive 15 minutes before the start of Mass to dress. If possible, servers will wear dress shoes. If not, then CLEAN tennis or athletic shoes. Over the months you will grow in height and may need a longer, larger cassock so your ankles are covered.

ENTRANCE PROCESSION

The Server who carries the cross leads the procession with a Candle Bearer on each side. Begin moving after the first music verse. If no music, begin when the priest invites the people to stand. **DO NOT RUSH**

When all reach the front, Cross Bearer turns left & stops facing the Priest's chair. One Candle Bearer follows the cross and stands to his left side. The other Candle Bearer turns to the right & stands facing the lectern.

When the Priest bows and goes up the steps, ALL servers turn to the left, crossing in single file to the Tabernacle stairs & behind the Priests' chair. Put the cross and candles in their places and go stand in front of your seats.

At the Opening Prayer, when the Priest says, "Let us pray," the CROSS BEARER holds the book for the Priest. (If there is no third server present, one Candle Bearer does this.)

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|--|--------------|--------|------------------|---------------|
| LINE-UP AT THE ALTAR AT THE BEGINNING AND END OF MASS | | | | |
| CANDLE BEARER | CROSS BEARER | PRIEST | LECTOR OR DEACON | CANDLE BEARER |

GOSPEL PROCESSIONS

After the second reading, the servers stand at the Gospel Acclamation. They quickly get their lighted candles & stand near the side table behind Priest's chair. After the Priest or Deacon picks up the Gospel book from front of altar, the two Candle Bearers lead him behind the altar to the lectern. Candle Bearers stand one on each side of lectern during the reading. When the Priest or Deacon is finished, walk together to put away candles & return to your seats.

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|---|---|--|
| LINE-UP FOR THE GOSPEL PROCESSION AND GOSPEL PROCLAMATION | | |
| <u>Near side table & behind priest's chair with lit candles</u> Candle Candle -----> Priest | <u>PASSING THE ALTAR</u> Candle Priest -----> Candle <div style="border: 1px solid black; padding: 2px; display: inline-block;">ALTAR</div> | <u>AT LECTERN</u> P Candle Candle (One Step down if no large flower display) |
| After priest takes book from altar, lead him behind altar to lectern | | |

PREPARATION OF THE ALTAR

When the ushers start to take up the collection, the Candle Bearer Servers go to the altar. One takes the pillow off the altar and places it on or under a side chair. The other unfolds the large white altar cloth. The first server brings the large red book (Sacramentary) & places it left of center on the large white altar cloth. The other server brings the chalice with its small cloth (purificator) and places them on the right edge of the altar cloth. If cups are on side table, one server places them on right edge of large altar cloth. The same server places small cloths at west end of altar. If no third server is present to light altar candles, second server lights them.

PLACEMENT OF OBJECTS ON ALTAR AT THE PREPARATION OF THE GIFTS

| | | | | | | |
|---------------|--------------------------|------|--------------------------------------|---|-----|---|
| Remove pillow | Unfold large white cloth | Book | Chalice Small cloth (purificator) | At Sign of Peace bring 3 stacked bowls | Cup | Purificator small cloths end of altar |
| | Corporal ► | | | | Cup | |

(not during flu season)

RECEIVING THE GIFTS

As the gifts are brought forward, the Priest goes down the steps to receive them. Two servers join him, one on either side. The Priest will hand the basket to the server on his left, who places it on the floor near the door to the servers' sacristy & then proceeds to the side table. The Priest gives the wine decanter to the server on his right who places it on the altar to the right of the chalice.

The wine server goes immediately to the side table and with the second server immediately carries the water carafe to priest. When the Priest or Deacon is finished using the decanters, he will give one to each server. The servers bow and once again return to the side table.

Immediately, one server picks up the white bowl and small water jug. The second server places towel across wrist & they immediately return to the priest. Holding bowl, server pours water over priest's hands. The priest takes the towel, dries his hands, and returns the towel to server's hands. Both servers bow and return together to the side table.

SIGN OF PEACE

Servers say words of peace, but do not shake hands during flu season. One server places three stacked host bowls to the right of the chalice.

COMMUNION TIME

All servers receive Holy Communion from an Eucharistic Minister at their chairs. If they have their parent's permission, they may go to the west cup minister (but not in flu season). They then return to their chairs and kneel in front for two minutes of prayer.

While the parishioners are receiving Holy Communion, one of the servers removes the large red book (Sacramentary) from the altar and places it on the side table. Servers do not take anything into the Sacristy! Servers are to sit quietly. The congregation will see if there is inappropriate behavior and will report it to a priest.

The third server is to be ready with the small red book. When the Priest says "Let us pray," hold the small red book in front of the Priest. When the priest ends the prayer, the server bows and returns the small red book to the side table. If there is no third server, the second server will do this.

END OF MASS

The servers stand for the last blessing. After the blessing, the servers immediately pick up the cross, and lit candles. They pass behind the priest's chair & down the west tabernacle stairs. Line up below the steps as at the beginning of Mass. Priest bows; servers DO NOT. When the priest turns toward the back of church to leave, all turn with him. All servers walk down the aisle together. DO NOT RUSH! Put the cross and candles away in west room of main vestibule. Snuff out the candles. DO NOT BLOW THEM OUT! Return to servers' sacristy by the outside ramp on the east side of the church. In rainy weather, use the inside side aisle. Hang garments neatly on the correct colored hanger for your size.

INCENSE USE DURING SPECIAL MASSES ONLY

A Thurifer is a fourth server, but is first in the procession. This server carries the Censer (Thurible) which contains lit charcoal. Carry the censer with the chain fully extended. When you reach the steps turn left & stand facing the wall divider next to tabernacle altar. At special masses there will be a deacon or other adult to assist you. Extra servers will show the third server how to handle a small bowl of incense for presider to put in censer. Censer server lifts by the chain ring. You will be fully instructed by a Deacon/Adult.