

Altar Server Guidelines

Sacristy Checklist:

These things are needed at every Mass and it is important to know the names of the following items:

1. **Chalice**- made of either gold or silver, it is the “cup” used to hold the wine and water (prior to the consecration) and the Precious Blood of Christ (after the consecration)
2. **Paten**- made of either gold or silver, a plate on which the host offered by the priest during the Mass is offered.
3. **Ciborium/Ciboria**- made of either gold or silver, it is a dish or bowl which holds the Blessed Sacrament. There will be typically a couple of these used at Sunday Masses.
4. **Purificator**- A thin white cloth used by the priest (and/or the deacon) to clean the chalice, paten, and ciborium
5. **Corporal**- the white folded cloth which is placed on the altar, on which is placed the chalice, paten, and ciborium during the Liturgy of the Eucharist
6. **Pall**- the cloth that covers the chalice, typically has a hard piece of plastic in the middle
7. **Alb**- the long white tunic/robe that you will wear
8. **Cincture**- the rope belt that you will wear around your waist
9. **Host**- the consecrated bread which is the Body, Blood, Soul, and Divinity of Jesus
10. **Cruet(s)**- the vessels that hold the water and wine used at Mass
11. **Hand Towel**- used for drying the priest’s hands after he washes them during the Mass
12. **Missal**- the Roman Missal is the book used that contains all the prayers we pray at Mass
13. **Processional Cross** (often referred to as the Cross)- used for processing in and out of Mass
14. **Credence Table**- the table which will have everything needed for the Liturgy of the Eucharist on it

Before Mass:

1. Please arrive at the church at least 10 minutes before Mass. This allows for plenty of time to get vested in your alb, to light the candles, and most importantly to be able to pray before Mass.
2. Please come dressed appropriately for Mass. This means that as much as possible, please do not wear t-shirts, shorts, sneakers, etc. We are serving at the altar of God, at the Mass, which the highest form of prayer we have, and it is proper for us to come dressed for such a solemn occasion.

During Mass:

1. Processing in to Mass if you are carrying the Cross in (and out) for Mass you will lead the procession (unless there is incense being used).

-If you are not carrying the Cross, your hands should be together held at chest level

2. Once you get to the altar, if you are carrying the Cross (or candles, incense, etc) then you will slightly bow your head while not bowing the Cross.

-If you are not carrying anything then you bow at the waist, then genuflect on your right knee.

3. During Mass if you are standing your hands should be together held at chest level, and if you are seated, your hands should be placed on your legs.

4. For the preparation of the altar the items should be brought to the priest (or deacon) at the altar in the following order: The Roman Missal; the chalice (which will have the purificator, the pall, the corporal, and a paten or a ciborium on it); and any additional ciborium (or ciboria).

5. Once the altar has been prepared if there is only one server then you will need to get from the credence table put the hand towel over one of your arms, then grab the water cruet and the bowl and wait by the side of the altar. When the priest turns to you, walk over to him. Pour a small amount of water over his fingers. He will then wipe his hands on the hand towel, drape it back over your arm. Put the hand towel, water cruet, and bowl back on the credence table and go back to your seat. If there is more than one server, one will hold the hand towel, another server will pour the water and hold the bowl.

6. From after the Holy, Holy, Holy, servers will kneel until the Our Father. They will kneel once again after the Lamb of God until they are about to receive Holy Communion.

7. When the bells are to be rung when the Host and the Chalice are being elevated, they are to be rung three times for each elevation.

8. Once the distribution of Holy Communion has finished, please bring the water cruet over to the altar, either the priest or deacon will take it and pour water into a ciborium and chalice and hand the cruet back to you, or will have his fingers over a ciborium or chalice and you should pour some water over his fingers.

-As the sacred vessels are being purified they are to be brought back to the credence table

9. When Mass has ended, after the priest (and deacon) reverence the altar, the server will get the processional Cross and stand behind the priest in front of the altar. Once the priest (and deacon) bow and genuflect, the server, if holding the Cross bows their head and turns around to process out. If not holding anything then the server will bow and genuflect, same as the priest, turn around and process out.

After Mass:

1. Please extinguish all candles with a snuffer. Do not blow them out as hot wax may spray and it is incredibly difficult to clean up once it dries.
2. Please hang up your alb on the hanger you got it from and put it back into the closet. Tie up your cincture and put it back, and put back the cross that you wear.

Thank you for your service to God, for serving Him in this way. And from Fr Frank, myself, and any other priest you will assist by your service, we greatly appreciate the help. If you have any questions, please do not hesitate to ask us.