

Altar Server Responsibilities & Guidelines 8/1/2023

Preparation:

- 1) Arrive 15 minutes before start of mass
- 2) Vest with Alb and Cincture (rope)
- 3) Check Bells to be sure they are located on altar steps
- 4) Make sure all four candles have been lighted
- 5) Five minutes before mass starts take the processional candles and cross to font
- 6) If there is one altar server they will carry cross, if there are two they will carry the processional candles. The third will carry the cross.

Procession:

- 7) The procession will start at the beginning of second verse of opening song
- 8) Procession order- Cross bearer, candle bearers, additional altar server (if there are 4/5)
Walk slowly
- 9) When reaching the altar the cross and candle bearers proceed SLOWLY to return them to their respected bases Do not stop or bow when you reach the bottom steps of the altar.
Always keep you hands FOLDED anytime you are Standing or Kneeling

- 10) Remember during mass stand, sit, kneel at the same time as the congregation.
- 12 When the Gloria ends, walk right up and hold the missal/binder at the bottom for Collect (let us pray) (opening prayer)
- 13) When the alleluia is sung just before the gospel, the two candle bearers go to the first step on the ambo (podium) side and wait for the gospel reader to arrive at the ambo. Then proceed up the steps and walk/stand behind the gospel reader. When the gospel reading ends return the same way you went up and return the candles to their bases and return to your seats
- 14) After prayers of the faithful (petitions) go with deacon to center of altar bottom steps to assist in receiving gifts (bread and wine). After gifts are received walk up steps behind deacon. One at a time hand gift(s) to deacon bow stand back near top of steps and wait. Only two servers remain. Once the deacon has placed vessels on altar and steps aside the two servers walk toward altar and hold bowl and towel for the washing of the hands. Then return to seats by way of side railing.
- 15) At the start of Eucharist Prayer kneel along with the congregation on the altar steps next to the bells. When the priest extends his hands over chalice ring bells once (long). When the priest raises the consecrated host, ring bell three times . Again when the priest raises the chalice ring bell three times
- 16) Stand with the congregation for the Our Father and sign of peace. Kneel again on the steps when the lamb of God is sung. When the communion ministers are receiving

communion stand and return to the middle of the aisle behind you to receive holy communion and then sit down on your seats.

- 17) The priest will sit down after communion and when he reaches for his missal/binder and says let us pray walk up to hold Missal/Binder at bottom.
- 18) Right after the final blessing candle and cross bearers walk to the front middle of the center aisle. Wait for the priest to bow, then turn towards exit and walk slowly down the center aisle.

We thank you for your ministry and remember any time you STAND or KNEEL fold your hands and when possible always walk up to and from the altar next to side railing.