

St Paul Catholic Church - Altar Server Guide

Order of Mass and Duties of the Altar Servers

(Significant Changes in Red)

It is essential that each Altar Server understands the Order of the Mass. This will make you feel more comfortable and aid in your ability to perform your duties with little or no direction from the **Celebrant** or Deacon.

The celebration of **Mass** is separated into four main parts: **Introductory Rites**, **Liturgy of the Word**, **Liturgy of the Eucharist** and **Concluding Rites**. On the following pages you will find information about each part and the duties you are expected to learn and perform to the best of your ability. We encourage you to ask questions! This is a serious commitment you are making, but we want you to enjoy what you are doing as well. We look forward to working with you and are grateful for your service to the parish.

1) INTRODUCTORY RITES

- a) **Entrance Procession** moves from the back of the Church down the main aisle. Altar Servers lead the procession down the main aisle. The procession normally includes at least three (four, if a **Thurifer** is used) Altar Servers. Order of Procession: **Thurifer**, Crucifer, Two Candle Bearers, Lector(s), Deacon, **Celebrant** (Priest/Bishop).
 - a. Crucifer (or **Thurifer**) begins the procession as directed by the Celebrant.
 - b. The Crucifer (or **Thurifer**) sets the pace – moderate and reverent.
 - c. If there is only one (1) Candle Bearer, then he/she does **NOT** carry a single candle but walks in the procession behind the Crucifer.
 - d. **If there are two (2) Candle Bearers, they walk on either side of the Processional Cross (three abreast) down the aisle.**
 - e. When the procession reaches the foot of the sanctuary:
 - f. The Thurifer (if used) moves to the Left.

- g. The Crucifer moves to the right (Epistle) side (Same side as the stand for the Processional Cross)
- h. The Candle Bearers move, one to the left and one to the right, leaving a space in the center for the Celebrant(s) and Deacon.
- i. The Celebrant(s) and Deacon stop in the center to genuflect.
- j. **If there is a fourth Altar Server (not the Thurifer and NOT carrying anything – he/she genuflects at the Altar after the Celebrant/Deacon and moves directly to his/her seat**

General Rule #1 – Altar Servers - Do NOT attempt to Genuflect if you are carrying something. The Crucifers and Candle Bearers do NOT Genuflect but do a simple bow.

- k. The Celebrant(s) and Deacon go up to reverence the altar.
- l. The Crucifer enters the sanctuary and replaces the **Processional Cross** in its stand, walks **in front of the Main Altar** (no short cutting between the Back Altar and Main Altar), stopping to face the Altar(s), bows, and moves to his/her seat by one of the chairs.

General Rule #2:

BEFORE and AFTER MASS - Anytime you cross in FRONT of the TABERNACLE WITHOUT anything in your hands, or in a Procession, you stop, face the Tabernacle, bow and continue with the action.

DURING MASS - Anytime you cross in FRONT or BEHIND the ALTAR WITHOUT anything in your hands, or in a Procession, you stop, face the Altar, bow and continue with the action.

- m. The Candle Bearers places the candles in their stands and move to their seats. The Candle Bearer on the right (Epistle) side of the Altar - stops to facing the Altar and bows). **All remain standing, hands folded.**

General Rule #3 – When not actively engaged in carrying something your hands should be together (as in praying). “Your Hands Belong to God” during the Mass

- b) **Sign of the Cross and Greeting by the Celebrant** - The Celebrant greets the people. All (to include the Altar Servers) bless themselves with the Sign of the Cross.
- c) **Blessing and Sprinkling of Holy Water** (Only performed on special occasions) When used in the Liturgy, a designated Altar Server retrieves the **Aspersorium** (Holy Water Bucket) and **Aspergillum** (Sprinkler) from the lower shelf of the Credence Table (stopping to face the Altar and bow) then moves to the Celebrant and bows).

General Rule #4 – Anytime you hand or receive a Sacred Item from the Celebrant you bow.

- a. The Altar Server carries the **Aspersorium** and **Aspergillum** and accompanies the Celebrant as he blesses the people with Holy Water.
- b. **The Altar Server should be on the right of the Celebrant.**
- c. Ideally, these special instructions will be discussed before Mass in the Sacristy. This is typically done during the Easter Season and on the Feast of the Baptism of the Lord.
- d. When it is done, the Penitential Rite is omitted. At the end of the Sprinkling of Holy Water – the Altar Server and Celebrant return to the base of the Sanctuary and bow.
- e. **The Altar Server returns the Aspersorium (Holy Water Bucket) and Aspergillum (Sprinkler) to its shelf below the Credence Table.**
- d) **Penitential Rite** - The Altar Servers should memorize the appropriate responses and say them clearly.
- e) **Kyrie** (Lord Have Mercy) - Said or sung unless used in one of the Penitential Rites.
- f) **Gloria** - All servers should learn this prayer and be able to pray it with the people. This hymn is said or sung on all Sundays except during Advent or Lent and on great feasts and solemnities. **All stand hands folded during the Gloria.**

g) **Collect (Opening Prayer)** - The Altar Server closest to the **Roman Missal** will hold the **Roman Missal** until **"I believe in the Holy Spirit."**

(1) **With a Deacon, the Altar Server will proceed to the Deacon (stopping to face the Altar and bow).** The Deacon will open the **Roman Missal** to the correct prayer. The **Altar Server will then stand with the Roman Missal open in front of the Celebrant.**

(2) **At the end of the Collect, the Celebrant may close the Roman Missal. However, the Altar Server remains in place until the Celebrant sits down.**

(3) **The Altar Server then moves back to his/her chair (stopping to face the Altar and bow) and places the Roman Missal on the small table.**

b. The other Altar Servers, along with the people, respond **"Amen"**. **This prayer concludes the Introductory Rites, at which point all sit.**

2) LITURGY OF THE WORD

a) **First Reading** - Read by the Lector. **Altar Servers remain seated during the First Reading.**

b) **Responsorial Psalm** - Usually led by the **Cantor** (leader in song) but may be recited by the **Lector**. **Altar Servers remain seated and respond with the people.**

c) **Second Reading** - Read by the Lector. During most weekday Masses, there is no second reading. **Altar Servers remain seated during the second reading.**

d) **Gospel Acclamation** - An **"Alleluia"** is sung during most of the year as a preparation for the Gospel. During Lent, **"Praise to You Lord Jesus Christ"** is sung. When the Acclamation is not sung, it is omitted.

e) **Gospel Reading** -

Note - Daily Mass uses the Lectionary (not the Book of Gospels) therefore, does NOT have the Processional Candles flank the Celebrant/Deacon at the Ambo for the Gospel Reading. Likewise,

Wednesdays, while the Lectionary Processes, it does NOT have the Candle Bears escorting

- a. **With only one (1) Altar Server** (As in the Processional) – if only one Altar Server is present, the **Processional Candles** are **NOT** used. The single Altar Server simply stands with hands folded and listens to the Gospel.
- b. **With two (2) Altar Servers (Crucifer and one other)** - they both retrieve the **Processional Candles** from their stands. Move by the most direct way to either side of the Altar. The one Candle Bearer going to the Epistle side of the Altar stops to face the Altar and bows before moving to the **Epistle side of the Altar**. The Deacon or Celebrant takes the **Book of Gospels** from the Altar and turns to process to the Ambo. When turned, the Altar Servers will turn to face the Ambo (lectern) and process to the Ambo. They will stop and with one candle bearer on each side, face each other at the Ambo. (You can rest the **Processional Candles** on the floor – be careful with the flame especially with long hair). **While in a procession the Epistle Candle Bearer DOES NOT stop to face the Tabernacle and bow).**
- c. **With three (3) Altar Servers** – the Candle Bearers from the Procession will both retrieve the processional candles from their stands and proceed as above.
- d. Everyone stands for the proclamation of the Gospel.
- e. Once the Gospel has been proclaimed, there could be two actions:
 - (1) The Celebrant/Deacon returns the Book of Gospels to its stand next to the Credence Table. **Altar Servers do NOT accompany the Celebrant/Deacon.**
 - (2) The Celebrant/Deacon leaves the Book of Gospels on the Ambo to serve as a reference during the Homily.
 - (3) The Altar Servers should pause to see which of the two actions take place. Then return the **Processional Candles** to their stand and be seated for the **Homily**.

- f) **Homily** - Explanation of the Sacred Readings and applied to the experiences of today. **Altar Servers sit with their hands in their lap or on their legs during the homily. Do NOT cross your legs, slouch, or look at the congregation during the Homily. Your focus should be on the Celebrant/Deacon giving the Homily.**

(1) When the **Homily** is complete - there are two possible actions:

(a) The Celebrant may say "Please Stand" and start the **Profession of Faith (Creed)**. **Altar Servers stand and recite the Creed.**

(b) The other action is that the Celebrant returns to his chair, sits for a moment of reflection, at the end of which he stands and starts the Creed. **While the Celebrant is seated, the Altar Servers are seated. When the Celebrant stands, the Altar Servers stand (in unison), with hands folded to recite the Creed.**

- g) **Profession of Faith (Creed)** It is our Creed that summarizes our belief in the Father, Son and Holy Spirit. **Altar Servers stand with hands folded during the recitation of the Creed.**

- h) **Prayers of the Faithful (General Intercessions)** Near the end of the Creed the Deacon or Celebrant will pick up the binder with the **Prayers of the Faithful**. At this time an **Altar Server will cross (remembering to stop to face the Altar and bow) to Deacon or Celebrant**. He will hold the binder for the Celebrant. If a Deacon is present, he will move to Ambo to recite the Prayers of the Faithful. If no Deacon is present, the Celebrant will read the Prayers of the Faithful. These are Prayers for the needs of the Church and other special prayers. The typical response to each petition is, "Lord, hear our Prayer". **Altar Servers stand during the Prayer of the Faithful**. At the end of the General Intercessions, **the Altar Server returns to his seat (stopping to face the Altar and bowing enroute.)**

- 3) **LITURGY OF THE EUCHARIST** Immediately after the Prayer of the Faithful, the Altar Servers have several important responsibilities.

- a. **Preparation of the Altar** - The Deacon or the Celebrant will move to the Altar. **Note: the following is written as if there is only one (1) Altar**

Server – if more than one Altar Server - the other Altar Servers assist as a team. The Altar Server(s) will (in order):

- (1) Carry the Roman Missal and its stand from the side table to the Altar and place it on the left-hand (Epistle) side of the Altar (as you face the congregation).**

General Rule #5 - The Roman Missal and its stand (with one exception below) are the only items that an Altar Server places (and later removes) from the Altar WITHOUT handing (or being handed) it to/from the Celebrant/Deacon.

- (2) Bring the Corporal to the Altar and hand it to the Celebrant/Deacon.**

- (3) Bring the Celebrant's Chalice, Purificator and Paten set to the Altar and hand them to the Celebrant/Deacon.**

(a) Note During COVID we have NOT distributed the Precious Blood to the communicants – should that resume the next two steps take place.

- (4) Bring the other Chalices/Communion Cups (usually four, [4]) to the Altar and hand them to the Celebrant/Deacon.**

- (5) Bring the Purificators (usually four – one for each Chalice) to the Altar and hand them to the Celebrant/Deacon.**

- (6) LEAVE the Cruet containing water on the Credence Table.**

- (7) Altar Servers, except the Crucifer, should take their seats and await the Reception of the Gifts.**

b. Reception of the Gifts

- 1. The Crucifer will move from his/her position and proceed in front of the Altar (stopping to face the Altar/Tabernacle and bowing enroute to the Processional Cross). The Crucifer will remove the Processional Cross from its stand, reposition to the center aisle, facing the Altar/Tabernacle, perform a slight bow, turn and process to the back of the Church.**

a. Do NOT process down the side aisle.

2. At the back of the Church the Crucifer will turn about and face the Altar and wait.
3. Once the collection is complete and the gifts are assembled in the back of the Church, the Celebrant will stand and move to the foot of the Sanctuary for the Reception of the Gifts.
4. When the Celebrant sees that the gifts are ready to process from the back of the Church to the front, he will stand up and move to the foot of the **Sanctuary** for the **Reception of the Gifts**.
5. The Altar Servers will likewise move to the foot of the **Sanctuary**.
6. The Crucifer will await until the Celebrant is in position and nods for the Crucifer to begin the procession.
7. The Crucifer will lead the procession of gifts to the Altar.
8. Once at the Altar, the Crucifer will pause, make a slight bow and move to the right (Epistle) side of the foot of the Sanctuary (in front of the Processional Cross stand).

Note - The Crucifer does not Process for a Second/Special Collection

9. The other Altar Servers will move directly past the Ambo to join the Celebrant at the foot of the **Sanctuary**.
10. **Normally**, the Celebrant receives the gifts and passes them either to the Deacon or directly to an Altar Server. If handed the **Offertory Basket**, an Altar Server immediately places it directly in front of the Ambo. Once done, the Altar Server returns to the foot of the **Sanctuary** to assist. As the gifts are handed to you, **hold them until the Celebrant has received them all**. At which time all will bow and, following the Celebrant, **hand them to the Deacon/Celebrant to place on the Altar**.

Note- if there is only one (1) **remaining** Altar Server and one (1) Celebrant, there may be too many gifts/items to hold/carry to the Altar in one trip. **DO NOT ATTEMPT TO CARRY MORE THAN TWO (2) ITEMS AT A TIME - MAKE TWO (or more)**

TRIPS. Simply take what you are handed and place them on the Gospel side of the Altar (**exception to General Rule #5**) and return to assist.

11. **The Flagon with the wine is taken back to the Credence Table.**
12. **Once all of the gifts have been received and the Celebrant/Deacon have moved to the Altar, the Crucifer will return the Processional Cross to its stand, moving in front of the Altar, stopping to face the Altar/Tabernacle and bowing enroute, return to his/her seat or assist as necessary.**
13. **Once all of the other gifts are on the Altar, the first two Altar Servers “free”, immediately go to the **Credence Table**, remove the stoppers from the **Water Cruet and the Wine Flagon**. They return to the Altar together with the **Water Cruet and the Wine Flagon**. The **Water Cruet and the Wine Flagon** are held in the palm of the right hand with the handle facing the Deacon/Celebrant. The left hand is placed over the heart. **This movement requires two servers. Do not attempt to carry the Wine Flagon and Water Cruet at the same time.****

General Rule #6 – “The Handle is NOT Yours!”

14. **If only one Altar Server, the Celebrant/Deacon may direct you to place the Wine Flagon on the Altar or do it himself.**
15. **If both the Water Cruet and the Wine Flagon are on the Credence Table, a single Altar Server will make two trips – first, with the Wine Flagon, then, when the Deacon/Celebrant is finished, return the Wine Flagon to the Credence Table and return with the Water Cruet.**
16. **The Deacon/Celebrant pours unconsecrated wine from the **Flagon** into the **Chalices/Communion Cups**. Normally, he hands the empty **Wine Flagon** back to the Altar Server. **If he sets the empty Wine Flagon on the Altar, you may pick it up.** Note: On occasion the Deacon/Celebrant may NOT use all the wine in the Flagon – as such it remains un-consecrated - return it back to the Credence Table. Then,**

he takes the **Water Cruet** from the Altar Server, adds water to the **Chalice** and returns the **Water Cruet** to the Altar Server. The Servers then bow to the Deacon/Celebrant and return the water cruet and **Wine Flagon** to the **Credence Table**. **The servers with the Water Cruet and Wine Flagon work as a team, approaching and departing the altar in unison.**

17. If a Deacon is present, he will finish preparing the Altar for the Celebrant. If only a Celebrant, he will prepare the Altar. At the end of the Preparation, **one (1) or two (2) Altar Servers (No more than two (2) are needed)** go to the **Credence Table** and pick up the **Lavabo Bowl**, the **Water Pitcher** (or **Water Cruet** if no Pitcher is available) and proceed to the Altar.

c. **Lavabo Ceremony (Washing of Hands):**

- (1) If only one (1) Altar Server, he/she picks up the **Manuterge** (**Man-U-Terge**) **Finger Towel** and places it over his/her left forearm.
- (2) Next, he/she picks up the **Lavabo Bowl** in one hand and the **Water Cruet/Pitcher** in the other and moves to the Altar.
- (3) At the end of the Preparation of the Altar, the Celebrant will turn to face the Altar Server(s). He will place his hands over the **Lavabo Bowl** and the Altar Server will pour a small amount of water over his fingers. Then the Altar Server will turn slightly to offer the **Finger Towel** to the Celebrant.
- (4) When the Celebrant's fingers are dry, he will return the **Manuterge** to the Altar Server's forearm.
- (5) The Altar Server bows and returns these items to the **Credence Table**.
- (6) After which he/she moves to his or her chair.

Note - if there are two (2) Altar Servers, one Altar server takes the Lavabo Bowl and Water Cruet/Pitcher. The other Server takes the

Manuterge. Once the Celebrant has washed his hands the Altar Server opens the Finger Towel, so the Celebrant can dry his fingers.

- d. **Eucharistic Prayer** – Bread and wine become the Body and Blood of Christ. There are various Eucharistic Prayers. The parts of the Eucharistic Prayer are: The Preface, The Sanctus, The Consecration, the Memorial Acclamation, and The Great Amen.

(1) Preface of the Eucharistic Prayer - All are Standing with hands folded.

(2) Sanctus (Holy, Holy, Holy) – The Sanctus is sung or said. After the Sanctus, the Altar Servers kneel with their hands folded in prayer.

Note – **Altar Bells** - If they are not already in position, the Altar Server who will ring the bells moves them, with the cushion they rest on, next to him/her.

(3) Consecration - The Altar Server with the bells needs to be especially observant of the Celebrant. The ringing of bells occurs at different times depending on which of the four (4) Eucharistic Prayers is used.

(a) The first ringing (single ring) of bells occurs when the Celebrant extends his hands, palms down, over the unconsecrated bread and wine. This act is known as the **Epiclesis (Greek for invocation or calling down)**. **Note – be careful, the bells are NOT rung when the Celebrant makes the sign of the cross over the bread and wine.**

(b) The second and third ringing of the **Altar Bells** is when the Celebrant elevates (raises) the Host and Chalice. This act is known as the **Elevation**. **The Altar Server rings the bells three short times at the top of the elevation, NOT while the Celebrant is in the process of raising the host or chalice.**

(4) The Mystery of Faith –

(5) Amen -

- e. **Communion Rite –**

- (1) **Lord's Prayer - All (Altar Servers) stand with hands folded.** It begins with The **Our Father (Lord's Prayer)**. **Altar Servers DO NOT HOLD HANDS during the "Our Father"** - they fold their hands for entire Our Father.
 - (2) **Exchange of Peace** The "Our Father" is followed by **Exchange of Peace (The Sign of Peace)** – where the people greet each other in the Lord's name.
 - (a) The Celebrant will exchange the **Sign of Peace** with the Altar Servers.
 - (b) Then they can exchange the **Sign of Peace** with each other and return to their position. **Altar Servers should refrain from waving to parents and/or friends in the congregation. Altar Servers do NOT leave the Sanctuary to give the Sign of the Peace to anyone else.**
- f. **The Lamb of God** - The **Sign of Peace** ends when The **Lamb of God** begins. **After the Lamb of God all (Altar Servers) kneel.**
- (a) While the **Lamb of God** is being sung or recited, the Celebrant/Deacon goes to the **Tabernacle** to retrieve the main **Ciborium**.
- g. **Holy Communion** - After the **Celebrant** communicates, the **Altar Servers should move to a position on the side of the Altar to receive Holy Communion.** The Celebrant and Deacon will distribute the Eucharist to the Altar Servers and the **Extraordinary Ministers of the Holy Communion (EMHC)**.
- (a) **Once the Celebrant/Deacon and the EMHCs have moved to distribute the Eucharist to the congregation, one Altar Server removes the Roman Missal and its stand from the Altar. They returned to the small table next to the Altar Server Chair.**
 - (b) **Do NOT remove the Corporal or Celebrant Chalice/Paten set.**
 - (c) **Altar Servers return to their places and kneel with hands folded.**

- h. **Post Communion Responsibilities** When the Celebrant returns to the Sanctuary after distribution of Holy Communion, he (or the Deacon) returns the **Ciborium** to the **Tabernacle**, **opens the door**, **Genuflects** and closes the door.
- (1) At this point the **Altar Servers should stand with hands folded and be ready to assist with the removal of items from the altar.**
 - (2) One Altar Server immediately goes to the **Credence table**, removes the stopper from the **Water Cruet**, and returns to the Altar with the **Water Cruet**. The server stands at the side of the Altar. The water is needed for the purification (cleaning) process of the **Sacred Vessels**. The Celebrant may have you pour water into the Celebrant's **Chalice**.
 - (3) Return the **Water Cruet** to the **Credence Table** and **replace the stopper.**
 - (4) Then the Altar Servers should stand at the side of the Altar and, if more than one Altar Server, working as a team, accept the items that the Celebrant will hand you and return them to the **Credence Table**. Do not remove items from the altar unless they are **handed to you or you are instructed to do so.**
 - (5) Normally, the last items to be removed from the Altar will be the **Celebrant's Chalice, Purificator, Paten, Pall and Corporal**. (Note: some Celebrant's will also place the **Tabernacle Key** on top of the **Corporal**). The Altar Server should step forward and take them from the Celebrant. Hold them with one hand by the node on the **Chalice** and place your other hand flat on the **Corporal** (so the stack of **Sacred Objects** is secure). Return them to the **Credence Table** and take your seats.
 - (6) Meanwhile, the Deacon will be at the Credence Table Purifying (cleaning) the other Sacred Objects. Once he is finished, he will return to his seat.
 - (7) **Altar Servers NOT actively engaged in clearing the Altar should kneel until the LAST of three things happen.**

1) The Ciborium is returned to the Tabernacle (in some Churches processed out of the Church to another location).

2) The Celebrant is finished purifying his Chalice, Paten and the set (with Pall and Corporal) have been removed from the Altar and he takes his seat.

3) The Deacon (Celebrant, if no Deacon is present) is finished purifying the Sacred Objects on the Credence Table/Altar and returns to his seat.

- i. **Prayer after Communion** – When the Celebrant and Deacon stand for the Prayer after Communion, the Altar Server closest to the **Roman Missal** brings the **Roman Missal** (stopping to face the Altar and bowing) to the Deacon and holds it while the Celebrant reads the Closing Prayer. **All (Altar Servers) are standing.**

(1) **When the Celebrant is done (he will generally close the Roman Missal), return to your seat (stopping to face the Altar and bowing enroute) and place the Roman Missal on the small table.**

4) **CONCLUDING RITES**

- a) Any general announcements are made by the lector or Celebrant at this time.
- b) **Final Blessing** This may be simple or solemn. If simple, the Celebrant may elect NOT to use the Roman Missal. If solemn, the Crucifer will be asked to continue holding the **Roman Missal**. Respond to the blessings with “Amen”.
- c) **Dismissal** - The deacon dismisses the congregation.
- d) **Prayer of St Michael the Archangel.**
- e) **Recessional** –

(1) The Crucifer retrieves the Processional Cross by walking **IN FRONT OF THE MAIN ALTAR** (not between the Main Altar and the Back Altar). **As the Altar Server passes IN FRONT of the Main Altar, he pauses, faces and bows to the Altar/Tabernacle) and goes to the foot of the**

Sanctuary and stands facing the **Tabernacle** at the foot of the Sanctuary.

(2) The two (2) **Candle Bearers** secure the candles and move to the foot of the **Sanctuary**, facing the **Tabernacle**. Leave the center space open. The Celebrant, Deacon and other Altar servers will move to the foot of the Sanctuary.

(3) The Recessional Hymn - The Celebrant generally waits for the first verse of the Recessional Hymn to conclude before he genuflects and turns to face the people. The Recessional starts to form. Altar Servers holding items (Reminder - Thurifer, Processional Cross, Candles Bearers) do NOT Genuflect. **If an Altar Server is not holding an item he or she should Genuflect.)**

(4) The order of the recessional is the same as the entrance procession. Thurifer (if used), Crucifer, Candle Bearers (**flanking the Processional Cross**), any additional Altar Servers, Lector(s), Deacon, Celebrant, Bishop (if the Celebrant)

(5) The Crucifer and Candle Bearers will continue to process through the back of the Nave, **but do NOT enter into the Narthex** (lobby) with the Processional Cross (The doorway is too low for the Processional Cross to enter the Nave and the Nave ceiling is too low for the Processional Cross to stand vertically).

At the last pew slide to the Crucifer and Candle Bears slide to the left and turn to face the Celebrant.

(6) The Celebrant will say "***Pro sit...***" in Latin ("**May it [the Mass] be for your benefit**")

(7) The servers respond in Latin "***Et Omnibus et singulis.***" ("**For all and each [person]**"). (et OM-nee-boos et SING-oo-lees).

(8) The Altar Servers return to the Altar down the side aisles. Do not run down the aisles.

(a) The Crucifer returns the **Processional Cross** to its stand.

(b) The other Altar Server enters the Sacristy and picks up the **Candle Extinguisher** from the closet.

General Rule #7 - NEVER BLOW OUT THE CANDLES

- a. It looks terrible;
- b. You run the risk of blowing melted candle wax on the Altar Cloth.
- c. Always use the snuffer.
- d. Do not rush - just put it bell over the candle and let it snuff out naturally.
- e. Remember this is AFTER the Mass has ended, therefore you should bow when passing in front of the **Tabernacle** when extinguishing the candles.
- f. Extinguish the candles as a team if possible, in reverse order. (***See Things to Know and Master Pages 2-5 for more details***)
 - i. The two candles (and any candelabras that are on either side of the **Tabernacle**) **on the Back Altar are first.**
 - ii. Then the Candles that flank the Altar are extinguished.

(c) Return the Candle Extinguisher to the closet.

- b. Return to the Altar Server vestment room and NEATLY hang up your **Cassock** and **Surplice** on the hangers.
- c. Depart the Sanctuary - remembering to **Genuflect** as you depart.

Now that you are a server (or soon will be one), remember this: We are dedicated to helping you succeed in this ministry.

This may seem like a lot to remember, but you will have it down in short order!

There are people counting on you.

First, the **Celebrant** and Deacon depend on you. They need to know that you will be there on time and prepared. You help them a great deal to ensure that things go smoothly.

Also, remember that the congregation counts on you. Without you, an important part of the prayer leadership is missing. Without you, things can get sloppy. And no celebration of the Mass should be sloppy. A good server keeps things going smoothly.

No matter how well you are prepared, occasionally things go wrong. When something does go wrong, stay calm. Quick movements are distracting and can lead to tripping and other troublesome mistakes. When there is a problem, think about it for a moment; then, if possible, do what is necessary to correct the problem.

So, be responsible, stay focused and be calm. You have been called to serve. Your parish is grateful that you have responded to this call with a real sense of dedication to service.