

## Altar Server Guidelines

*Please spend time intentionally preparing for your ministry with prayer, a way for you to move away from the concerns and activities of the day and to focus on your ministry and those you serve.*

### **During the Week**

- Check your scheduled ministry time and request a substitute if you are not able to serve. Serving at the Eucharist is a privilege, please be a responsible steward of God's calling. Thank you!

### **Prior to Mass**

- Arrive 30 minutes before Mass. If you have not arrived 10 minutes before Mass, the Eucharistic altar minister will look for someone else to serve in your place.
- In the vesting room, put on an alb and a cincture, in the correct color for the day's celebration. The color of your cincture should match the color of the altar cloth. If you are unsure, ask for help.
- Wash or sanitize your hands.
- Servers are asked to help greet everyone arriving for Mass.
- Fifteen minutes before the start of Mass, a server lights the altar and ambo candles and the Easter candle during Easter season.
- Five minutes before the start of Mass, gather by the processional cross.

### **Opening Rites**

- The cross bearer leads the procession down the center aisle. This server walks past the altar on the north, left side, of the altar, places the cross in the stand before the monumental cross with proper orientation, and returns to the left side of the altar with their hands folded in prayer.
- The second server with their hands folded in prayer begins to process down the aisle when the cross bearer is just past the font and stops facing the altar on the north, left side, of the altar.
- Both servers reverence the altar with the priest, go to the servers' pew, and remain standing.

### **Liturgy of the Word**

- Father will stand before altar. When he says, "Let us pray," bring the Missal from the pew and stand before him.
- After he prays the Collect, he will return to his seat and the server will return to their pew.
- The altar servers participate with the assembly and assist where needed, if given special instructions before Mass.

## **Liturgy of the Eucharist**

- When the presider asks the congregation to be seated for the preparation of the gifts, altar servers will be seated. The ushers and the Eucharistic altar minister will approach the altar. The EAM will place the presider's chalice, the cups of wine, and the purificators on the altar.
- When the presider stands to walk to the front of the altar to receive the gifts, the servers will
  - Place the Roman Missal in the center of the altar.
  - Place the cruet of water on the altar, to the right of the Missal
- The servers move to the front of the altar, stand on either side of the presider, and help receive the gifts.
  - Place the collection basket before the altar. The children's collection basket is placed inside the larger basket.
  - Place the bread and wine on the altar, the bread to the left of the Missal and the wine to the right.
- Returning to their pew, the servers prepare for the hand washing.
  - Place the finger towel over your left forearm and pick up the lavabo bowl.
  - Advance together, the server without the bowl picks up the cruet of water from the altar
  - When the presider completes the prayer and puts down the chalice and bowl, he will turn toward the servers. Drip water over the presider's hands into the bowl.
  - The servers remove both the cruet and the empty wine flagon. All items are returned to the tray located on the bench of the servers' pew.
- At the sign of peace, a server removes the Missal and places it on the bench of the servers' pew.
- Both servers approach the altar and stand on the diagonal to receive Communion.
- After receiving Communion, they will remove the presider chalice, the purificator, and the large bowl and take them to the sacristy.
- When the distribution of Communion is complete, the presider or deacon will consolidate the consecrated hosts into the ciborium. He will hand the empty bowls to the servers to take to the sacristy.
- He will hand the ciborium to the EAM to place in the tabernacle.

## **Sending Forth**

- When the sending forth song begins, the cross bearer removes the processional cross from the stand and waits by the monumental cross facing the altar.
- The other server approaches the altar and waits on the north side of the altar.
- Father will prompt the ministers gathered to reverence the altar.
- The cross bearer leads the procession up the center aisle. The second server follows the cross bearer with their hands folded in prayer.
- The servers distribute bulletins in the gathering area.
- Servers return to the vesting room to hang up their albs and cinctures. Ask for help to hang up the alb, if you cannot reach the hangers. Do not place the alb in the bottom of the closet.
- A server extinguishes the candles by blowing out the flame. We have discontinued using the metal snuffer, because it was marking the brass follower on the candle.

**Thank you for serving our parish!!**