

ASSUMPTION CHURCH ALTAR SERVER GUIDE

BEFORE MASS

If you are unable to serve at your scheduled Mass, arrange for a replacement server to substitute for you. (Use the back of this guide to write down the names and numbers of servers who could fill in for you.)

Arrive at church at least 15 minutes before Mass. Say the vesting prayers as you put on an alb that fits you (the bottom of the alb should reach the top of your shoes).

At 10 minutes before Mass, light the candles next to the altar.

At 5 minutes before Mass, finalize which server will be doing what for the Mass. No additional servers may join after this point. Prayerfully wait in the library and light the processional candles.

For the rest of this guide, the responsibilities of the servers are divided among three roles: "CROSS," "CANDLE 1," and "CANDLE 2."

CANDLE 1

CANDLE 2

CROSS

OPENING RITES

Process in a single row with CANDLE 1 to the right of CROSS and CANDLE 2 to the left of CROSS

When you reach the sanctuary, stop, and make a head bow. Then . . .

. . . Immediately step up into sanctuary together with other CANDLE. (CROSS will be behind you.) Go place your candle on the back corner of the altar.

Go to your seat (sanctuary left) and stand with prayer hands.

Sit when CROSS sits.

. . . Immediately step up into sanctuary together with other CANDLE. (CROSS will be behind you.) Go place your candle on the back corner of the altar.

Go to your seat (sanctuary right) and stand with prayer hands.

Sit when CROSS sits.

. . . Wait for CANDLES to step into the sanctuary before you. After CANDLES are ahead of you, enter the sanctuary and place the cross in its stand.

Before returning to your seat, prepare the Missal for the collect (opening prayer). Then, stand at your seat cradling the Missal.

When the priest says "Let us pray/Oremos," open the Missal to the appropriate ribbon, walk smoothly to the priest, and hold the Missal while the priest prays the collect. As the priest brings his hands together, close the Missal, return it to the credence table, and sit in your chair.

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CANDLE 1

CANDLE 2

CROSS

GOSPEL PROCESSION

Once the music for the Alleluia begins, walk with prayer hands to the altar. Stand directly behind your candle within arm's reach of it.

Wait for the priest or deacon to come between you. Bow when he bows. When the deacon or priest picks up the Book of the Gospels, pick up your candles. When the deacon/priest begins to turn left, also turn left. Then . . .

. . . Lead the procession around the left side of the altar, in front of the altar, in front of the ambo, around the far side of the ambo, and around the back of the ambo.

Hold your candle steady and even with the other candle as you face in from the left.

Once the priest or deacon kisses the Book of the Gospels, walk to the tabernacle and place your candles on opposite sides of it. Make a profound bow to the tabernacle.
Return to your chairs.

Sit down with the other servers.

. . . Follow the procession.

Hold your candle steady and even with the other candle as you face in from the right.

Sit down with the other servers.

Stand when the other servers stand, but remain in place. Keep prayer hands.

Keep standing with prayer hands and pay attention as the Gospel is proclaimed.

Sit down with the other servers.

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CANDLE 1	CANDLE 2	CROSS
PREPARATION OF THE ALTAR		
<p>Remain in your chair</p>	<p>After the intercessions, help the deacon or priest prepare the altar. ALWAYS give items to the deacon or priest for him to put on the altar. NEVER put anything on the altar directly.</p> <p>First, bring the <u>principal chalice</u> (with the purificator, paten, pall, and corporal) to the deacon or priest. Then bring the Missal. Then bring the sacred vessels and stack of purificators. With the exception of the principal chalice and Missal, carry things two at a time if possible. The items for the lavabo (water cruet, bowl, and finger towel) remain on the credence table.</p> <p>After the altar has been prepared, return to your chairs and sit as the deacon or priest sits.</p>	
RECEIVING THE GIFTS		
<p>When the deacon or priest stands up and goes to the foot of the sanctuary to receive the gifts, join him on either side.</p> <p>Take the money basket.</p> <p>Make a head bow when the deacon or priest bows to the gift bearers. Then return to your chair. Place the money basket under your chair and remain standing.</p>	<p>Take the wine cruet.</p> <p>Make a head bow when the deacon or priest bows to the gift bearers. Then go directly to the credence table to get the water cruet. Make sure the caps are off the cruets and that their handles are facing away from you.</p> <p>Return to the altar and hold the cruets for the deacon or priest. After the deacon or priest has used <u>both</u> cruets and returned <u>both</u> to you, go back to the credence table.</p>	<p>Remain seated.</p> <p>Help CANDLE 2 get the water cruet. Make sure the caps are off the cruets and that their handles are facing so the deacon or priest can grab them.</p> <p>Take the finger towel for the lavabo (the next part!) and hold it draped over prayer hands. Wait standing by the credence table.</p>

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CANDLE 1	CANDLE 2	CROSS
LAVABO		
<p>Remain standing at your chair.</p> <p>As the other servers stand along the first step to the altar, do the same on your side.</p>	<p>When you return from the altar and arrive at the credence table, put down the cruets. Pick up the lavabo bowl in one hand and the water cruet by the handle in the other.</p> <p style="text-align: center;">Go side by side to the edge of the altar and wait for the priest to approach.</p> <p>When the priest puts his hand over the bowl, pour water over his fingers until he raises them.</p> <p style="text-align: center;">Neatly place your items back on the credence table.</p> <p>Take your place along the first step to the altar. Remain standing (with prayer hands, obviously). CROSS should stand closer to the bells.</p>	<p>You are still standing by with the finger towel (from receiving the gifts).</p> <p>Offer the priest the finger towel to dry his hands then take it back into your prayer hands.</p>
EUCCHARISTIC PRAYER		
<p style="text-align: center;">Kneel together at the end of the Sanctus (Holy, Holy, Holy/Santo, Santo, Santo)</p> <p>Ring the bells once during the <i>epiclesis</i> (when the priest places both hands over the gifts).</p> <p>Ring the bells three times when the priest raises the Host.</p> <p>Ring the bells three times when the priest raises the Chalice.</p>		

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CANDLE 1

CANDLE 2

CROSS

RECEIVING COMMUNION

After the Great Amen, stand together. During the sign of peace, remain in your places.

Kneel in your places after the Lamb of God/Cordero de Dios is said.

Stand when the priest receives communion. Wait to receive communion in your places.

Keep standing where you are.

Keep standing where your are.

Once all servers have received communion, retrieve the Missal from the altar, return it to the credence table and return to your spot along the step.

Kneel down again as CROSS kneels.

Kneel down again as CROSS kneels.

Immediately kneel down again.

PURIFICATION

When the first minister returns to the sanctuary from distributing communion, stand together.

Return to your chair and remain standing.

Return to your chair and remain standing.

Get the water cruet (cap off) from the credence table and go to the altar. Stand by to give the cruet to the priest or deacon who will purify the vessels. Wait on the deacon or priest as he purifies. As he finish with an item, he will place it on the altar toward you. Takes two items at a time from the altar and return them to the credence table. The principal chalice is the last thing to be returned to the credence table. It is carried with both hands.

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CANDLE 1

CANDLE 2

CROSS

CLOSING RITES

Sit down as CROSS sits.

Sit down as CROSS sits.

After helping clear the altar, prepare to bring the Missal to the priest and sit down with it in your lap.

When the priest says “Let us pray/Oremos,” stand up and stay in your place.

When the priest says “Let us pray/Oremos,” stand up and stay in your place.

When the priest says “Let us pray/Oremos,” do as you did for the collect.

Immediately after the dismissal (when the people respond “Thanks be to God”), retrieve your items and move to the nave (center aisle) of the church. (DO NOT wait for the choir or the priest.)

Form up in a single row in line with the back of the first pew (or back of the third pew if there are auxiliary servers) and turn around to face toward the altar. Wait for the priest.

When the priest genuflects, make a head bow, turn around, and process out.

Go to the left of the baptismal font as if returning to the library. Before going behind the confessional, STOP and turn around to face the priest.

The priest will bow to the cross and say “*Pro sit.*” (Grant that it may be . . .)

Respond to the priest by saying, “*Pro omnibus et singulis.*” (. . . for all people and for each person.)

Reverently return your items and neatly store your alb and cincture. Say the prayers for after Mass.

THANK YOU FOR SERVING!

MY SUBSTITUTE ALTAR SERVERS

NAME

PHONE NUMBER
