

ST. FRANCIS 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 posted 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 back of the church 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."

CROSS

CANDLE 2

CANDLE 1

OPENING RITES

Process in a single row with CANDLES on either side of CROSS. When you reach the sanctuary, stop, and make a head bow. Then . . .

. . . 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.

. . . 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 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 and stand with prayer hands.

Sit when CROSS sits.

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CROSS

CANDLE 2

CANDLE 1

GOSPEL PROCESSION

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

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 right, also turn right. Then . . .

. . . Follow the procession.

. . . Lead the procession around the right side of the altar, in front of the altar, in front of the ambo, and end at the far side of the ambo.

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

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

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

After the priest or deacon kisses the Book of the Gospels, immediately walk toward the tabernacle and place your candles on opposite sides of it. Return to your chairs.

Sit down with the other servers.

Sit down with the other servers.

Sit down with the other servers.

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CROSS

CANDLE 2

CANDLE 1

PREPARATION OF THE ALTAR

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.

Remain in your chair

First, bring the principal chalice (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.

After the altar has been prepared, return to your chairs and sit as the deacon or priest sits.

RECEIVING THE GIFTS

Remain seated.

When the deacon or priest stands up and goes to the foot of the sanctuary to receive the gifts, join him on either side.

Take the wine cruet.

Take the money basket and place it at the center of the base of the altar. Then return to the side of the deacon or priest.

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.

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.

Make a head bow when the deacon or priest bows to the gift bearers. Then return to your chair and remain standing.

Take the finger towel for the lavabo (the next part!) and hold it draped over prayer hands. Wait standing by the credence table.

Return to the altar and wait on the deacon or priest who prepares the chalices using the wine and water. After the deacon or priest is done, return with both cruets to the credence table.

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CROSS	CANDLE 2	CANDLE 1
LAVABO		
<p>You are still standing by with the finger towel (from receiving the gifts).</p> <p>Go side by side to the edge of the altar and wait for the priest to approach.</p> <p>Offer the priest the finger towel to dry his hands then take it back into your prayer hands.</p> <p>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>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>When the priest puts his hand over the bowl, pour water over his fingers until he raises them.</p>	<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>
EUCCHARISTIC PRAYER		
Kneel together at the end of the Sanctus (Holy, Holy, Holy/Santo, Santo, Santo)		
<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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CROSS

CANDLE 2

CANDLE 1

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. Then stand when the priest receives communion.

Wait to receive communion in your places.

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.

Immediately kneel down again.

Keep standing where you are.

Kneel down again as CROSS kneels.

Keep standing where you are.

Kneel down again as CROSS kneels.

PURIFICATION

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

Get the water cruet (cap off) from the credence table and return to the altar. Stand by to give it 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.

Return to your chair and remain standing.

Return to your chair and remain standing.

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CROSS

CANDLE 2

CANDLE 1

CLOSING RITES

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

Sit down as CROSS sits.

Sit down as CROSS sits.

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

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.

Immediately after the dismissal, 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 second pew, 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 out the doors and down the stairs. When you are even with the Ten Commandments, 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.)

Pay attention to any feedback from the priest. Then, 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

MY SUBSTITUTE ALTAR SERVERS	
NAME	PHONE NUMBER