

Altar Server Guide

Altar Server Rolls:

- **Master of Ceremony (MC)**
- **Cross**
- **Candles (2)**
- **Water & Wine**
- **Book (Roman Missal)**
- **Bells (1)**

I. INTRODUCTORY RITE

PROCESSION

All altar servers gather in the narthex at the front of the church approximately 5 minutes before the Mass is scheduled to begin. **Cross** brings the cross and **Candles (2)** bring the candles with them to the narthex. (**MC** brings a lighter in case the candles go out)



Cross leads the procession to the altar. **Candles/Water & Wine** follow **Cross**. **Bell** follows **Candle/Water**. **Book** follows **Candle/Wine**. Additional **altar servers** follow **Bell** and **Book**. When the procession reaches the top of the altar, the **altar servers** who are not carrying anything make a slight bow to the altar and go to their places. **Cross** and **Candle/Wine** go to the right. **Book** after bowing goes directly to the chair next to the book stand. **Cross** places the cross in the cross holder and remains on the presider side of the altar. **Candle/Wine** places the candles in the candle holders next to the altar and then go to a place on the credence table side of the altar. **Bell** also goes to a place on the credence table side of the altar. Any remaining **altar servers** will go to assigned spaces. All **altar servers** remain standing praying and singing with the people (congregation).

The priest(s) and deacon(s) follow in procession. When they reach the altar they bow. They continue to the rear of the altar and reverence the altar. The presider and deacon(s) proceed to the presiders area.

Book sits to the left of the presider unless there are two deacons. If there are two deacons, **Book** sits on the same side as the presider and deacons in the chair closest to the presider. If **Book** is sitting anywhere other than next to the presider, **Book** ensures that the Roman Missal (Missal) is with them. As soon as the presider is at his chair, **Book** needs to be ready to bring the Missal to the presider.



STAND

GREETING: Please respond with the congregation.

PENITENTIAL RITE: Please recite with the congregation.

KYRIE: Please recite/sing with the congregation.

GLORIA: Please recite/sing with the congregation. As the GLORIA is ending or as the presider says “*LET US PRAY*” **Book** moves in front of the presider.

OPENING PRAYER /COLLECT: **Book**, please hold the Missal open and high enough so the presider can read the Collect (*Opening Prayers*). This is normally in a position that places the top of the Missal level with the presiders shoulders. Keep the pages flat, your fingers out of the text and try not to move about while the presider is reading. Not an easy job.

When the presider finishes reading the Collect from the Missal, return it to the stand.

SIT

II. LITURGY OF THE WORD

FIRST READING: Please be attentive to the reader listening to what they are reading. You must also be attentive to the MC, Presider and Deacons. They may need your assistance at any time.

RESPONSORIAL PSALM: Please recite/sing with the congregation.

SECOND READING: Listen and be attentive.

ALLELUIA/GOSPEL ACCLAMATION: Please recite/sing with the congregation.

STAND

GOSPEL: Listen and be attentive.

HOMILY: Listen and be attentive.

SIT

PROFESSION OF FAITH/CREED: Please recite with the congregation

STAND

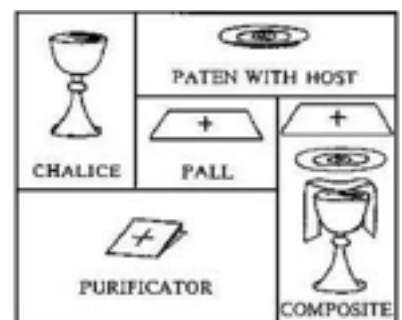
UNIVERSAL PRAYER/PRAYERS OF THE FAITHFUL: Repeat response along with the congregation.

III. THE LITURGY OF THE EUCHARIST

SIT

PREPARATION OF THE GIFTS/ALTAR

1. **Cross** processes to the narthex to lead the people carrying the gifts to the altar.
2. **Book** brings the Missal to the altar.
3. **Water or Wine** bring the presider’s chalice first and present it to the presider, deacon or **MC**.
4. **Water & Wine** then bring communion cups, and ciborium (No Lid) to the altar.
5. It is perfectly okay for **Water & Wine** to place communion cups



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and the ciborium with unconsecrated hosts on the corporal.

PRESENTATION OF THE GIFTS

1. After placing the missal, chalice, communion cups and ciborium on the altar, the priest, deacon or **MC** leads **Water & Wine** to the foot of the sanctuary.
2. When the presider receives the wine cruet and ciborium from the gift bearers, he will hand them to the deacon or **MC**. if there is no deacon or **MC**. he will give them directly to **Water & Wine**

Note: Whom ever carries the ciborium or the ciborium lid is by default **Water** and whom ever carries the wine cruet is by default **Wine**. The deacon or **MC** may choose to carry the ciborium to the altar himself and may only hand the lid to **Water**.

3. The presider, deacon/**MC** and **Water & Wine** proceed to the altar.
4. **Water** removes the lid from the ciborium
5. **Wine** removes the stopper from the wine cruet.
6. **Water** hands the deacon/**MC** the ciborium (no lid) as soon as they get to the altar.
7. **Wine** hands **Water** the wine cruet stopper right after **Water** hands the ciborium to the deacon/**MC**.
8. **Water** with both lids proceeds immediately to the credence table with the lid and the stopper.
9. **Wine** remains at the altar.
10. **Water** places the lid and stopper on the credence table, removes the stopper from the water cruet and immediately returns to the altar.
11. The priest/deacon prepares the chalice placing wine and water in the chalice.
12. The priest/deacon hands **Wine & Water** the cruets, **Wine & Water** and the priest/deacon bow
13. **Wine** immediately proceeds to the credence table and place the wine cruet on the table and picks-up the hand-washing bowl and finger-towel and returns immediately to the altar.
14. **Water** remain at the altar.
15. After the presider washes and dries his hands, **Wine & Water** bow and return the bowl, finger towel and water cruet to the credence table. **Wine & Water** return to their places and remain standing and praying with the congregation.



PRAYER OVER THE OFFERING: Listen and respond, *Amen*

STAND

THE EUCHARISTIC PRAYER

PREFACE: Please respond with the congregation

HOLY, HOLY, HOLY: Please recite/sing with the congregation.

KNEEL

EUCCHARISTIC PRAYER/CONSECRATION: *Ringing The Bells*

1. **Bell** - ring the bells as the priest extends his hands over the Chalice.
2. **Bell** - ring the bells at the elevation of the Consecrated Host. *Please wait for the priest to complete the prayer of consecration before ringing the bells.*
3. **Bell** - ring the bells at the elevation of the Consecrated Wine. *Please wait for the priest to complete the prayer of consecration before ringing the bells.*



MYSTERY OF FAITH: Please recite/sing with the congregation.

DOXOLOGY/GREAT AMEN: Please recite/sing with the congregation.

STAND

COMMUNION RITE

THE LORDS PRAYER: Please recite/sing with the congregation.

SIGN OF PEACE: Offer a sign of peace to those on the altar closest to you. Please stay on your side of the altar. Priests, deacons and **MC's** normally come to you.

LAMB OF GOD: Please recite/sing with the congregation.

KNEEL

COMMUNION:

STAND

1. Once the Eucharistic Ministers move to the front of the sanctuary to distribute communion, **Book** takes the Missal from the altar to the Missal stand next to the presiders chair.
2. **Water & Wine** remove any sacred vessels from the altar and place them on the credence table.
3. **Water & Wine** gather any ciboria lids from the credence table and place them on the corporal in front of the tabernacle.

SIT

4. After communion is distributed to the congregation and the eucharistic ministers return to the altar, **Water & Wines** proceed to the credence table and face the tabernacle waiting to see if the minister who returns the consecrated hosts to the tabernacle has any empty ciboria. If the minister needs to hand an empty ciborium to **Water or Wine**, they are ready to take it from the minister and return it to the credence table.
5. All **Altar Servers STAND** and face the tabernacle. When the minister genuflects or bows after placing the consecrated host in the tabernacle, the **Altar Servers** bow with the minister.
6. **Book** brings the Missal to the presider, as soon as the minister closes the tabernacle for the Prayer after Communion.

STAND

PRAYER AFTER COMMUNION: After the prayer is read, **Book** returns to his/her place with the Missal.

SIT

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IV. CONCLUDING RITES

ANNOUNCEMENTS

BLESSING AND DISMISSAL

STAND

1. After the Blessing and Dismissal, the priest and deacon go to the altar and kiss the altar.
2. As soon as the priest and deacon move toward the altar, **Cross** gets the procession cross
3. **Candles** get the procession candles
4. The **MC** directs the other **Altar Servers** to the foot of the altar and face the altar. **Cross** is in position to lead the procession followed by **Candles**. Everyone waits for the priest(s) and deacon(s). When the presider bows to the altar everyone who is not carrying something bows to the altar.
5. **Exit Procession** - **Cross, Candles Altar Servers** and **MC**, then turn and follow **Cross** out of church.

Note: Cross, please process slowly allowing other ministers in the procession to move from their pews to the center aisle.

ADDITIONAL NOTES:

After the Altar Servers get back to the sacristy, here are some things you can help with:

1. Extinguish the candles.
2. Remove all vessels from the credence table and place them next to the sink in the sacristy.
3. Leave the water and wine cruets on the credence table if there is a Mass afterwards.
4. Empty the hand washing bowl and get another finger towel and return both to the credence table if there is another Mass.
5. Ensure that the altar is clear of everything except the corporals.
6. Check with the **MC** or deacon to make sure there is nothing else that needs to be done.

Altar Server Roles that are normally combined are:

- Candles with Water & Wine
- Book with Bells
- Cross with Bells
- Book with Water & Wine

Good Altar Manners:

- Try to learn the prayers of the Mass and pray with the congregation
- Be attentive to the **MC's**, deacons and presider.
- Be on your best behavior and try not to draw attention to yourself.
- If you do not know how to do something, it is okay, just ask the **MC**, deacon or priest and they will help you.
- Have fun
- When we kneel, let's do the best we can to kneel upright without fidgeting too much. If we fidget it does draw attention to us and we want to be invisible even though you are adorable.

God Bless you for your unselfish ministry to the people of God!