



Altar Servers

## ALTAR SERVER TRAINING INFORMATION

### 3 Different Kinds of Altar Servers:

- 1 Cross Server
- 2 Candle Servers
- 1 Book Server

All Altar Servers are to know their parts and try to move into their places **without** waiting for a cue from Father.

All servers are expected to **visibly be reciting all prayers and responses**. Your role as an altar server is to be an example to for the congregation on how to be respectful during Mass.

If you sneeze into your hands, you are able to go to the Sacristy to wash your hands. Make sure you bow your head or genuflect in front of the Tabernacle on your way past.

### **BEFORE MASS:**

#### Check Bulletin Board for any announcements:

For example, during Lent **candles** will not be used during the Gospel readings, so No servers will be getting candles. Announcement on bulletin board would be: *“No Gospel Procession today”*

Another example: *“Solemn Blessing today.”* This means that the **Book Server** knows that the Sacramentary will be left open on the altar, and that the Book Server should pick up the book and wait until they hear Father say, “Let us pray,” and then bring the book to Father.

- Get into your robes (or alb).
- Decide amongst yourselves who is going to be the **Cross Server**, **2 Candle Servers**, and **Book Server**.
- One server is to light the candles at the altar and tabernacle. We will no longer be using click lighters. It will be an old fashioned holder with a wick.
- **Cross Server is to get the cross and wait with it in the Sacristy.**
- As a group of Servers pray the prayer for Altar Servers-on bulletin board—Book Server should lead. Or pray with other liturgical ministers.

All Altar Servers should learn all three of the Servers roles: Book Server, Cross Server and Candle Servers.

**\*\*If you know you can not make you scheduled serving time, it is your responsibility to call another server to fill in for you – thanks.**

## PROCESSIONAL:

Lining up: Cross Server, 2 Candle Servers side by side, Lector (reader carrying Gospel book), Book Server, and then Father Brian.

Cross server should start walking as soon as the congregation starts to sing.

Candle Servers should remain side by side where they can. Also pair up Again as needed at the middle section, so you are side by side.

The Lector (reader) should wait for the 2 Candle Servers to get to the gift Table before walking down the middle aisle.

This means the Book Server will need to wait at the corner until the Lector is at the gift table also, before continuing to walk.

Keep a distance of “2 rectangles” between each other—looking at the crack Or tile lines on the floor.

### Reaching the Steps to the Altar:

All servers are to continue walking up to the altar and not to wait for anyone else behind them. It should continue to flow.

As the Cross Server walks up to the 2<sup>nd</sup> step, in front of the altar, they are to bow their head because of the presence of Jesus in the tabernacle, then walk around and up the 2<sup>nd</sup> step to the **right side** of the altar. Go **behind** the altar to walk over to left to put the cross back in the holder. Then stand in front of your seat on the left side of the church.

As the two Candle Servers are in front of 2<sup>nd</sup> step, in front of the altar, they are to bow their head and put the candles in the holders in **FRONT** of the altar. Then you two servers are to walk up around the **right side** and behind the altar also to go to your seats on the left side of the church, and remain standing.

When the Book Server gets in front of the 2<sup>nd</sup> step, in front of the altar, they are to **GENUFLECT**: right knee all the way down on the floor, then make the sign of the cross. The Book Server is also to go up past the altar to the right—the Book Server will go stand in front of their seat to the **right** of the church, by themselves.

## **During Mass**

### After the Gloria:

Book Server: **After the Gloria, be ready** and go to Father with the Sacramentary book, which will be on the table next to your seat. Try to bring the Sacramentary book to Father without waiting for a look from him. Return to your seat with the Sacramentary and place it on the table. Sit when the congregation sits.

### For the Gospel reading:

2 Candle Servers: As soon as you hear the “**Alleluia**” being sung, (all other servers stand) go to the candles in front of the altar –head bow toward the tabernacle then take out the candles out of the holders and stand facing each other in front of the altar.

Father will be going *behind* the altar.

When Father walks toward the ambo (the place he reads the Gospel from), the altar server on the right should turn around and should lead the way to the ambo, and stand on the bottom step in front of the ambo, not beside Father.

The altar serving following should stand on the top step.

You both should be facing each other and on either side of Father in front of the ambo.

After the Gospel, say with the congregation, “*Praise be to You, Lord Jesus Christ,*” return the candles to the holders in front of the altar. Each of you are to wait for each other to replace the candle. Then give a head bow together toward the tabernacle and head back your seat.

Homily: All servers are to go to their seats, NOT out in the congregation anymore.

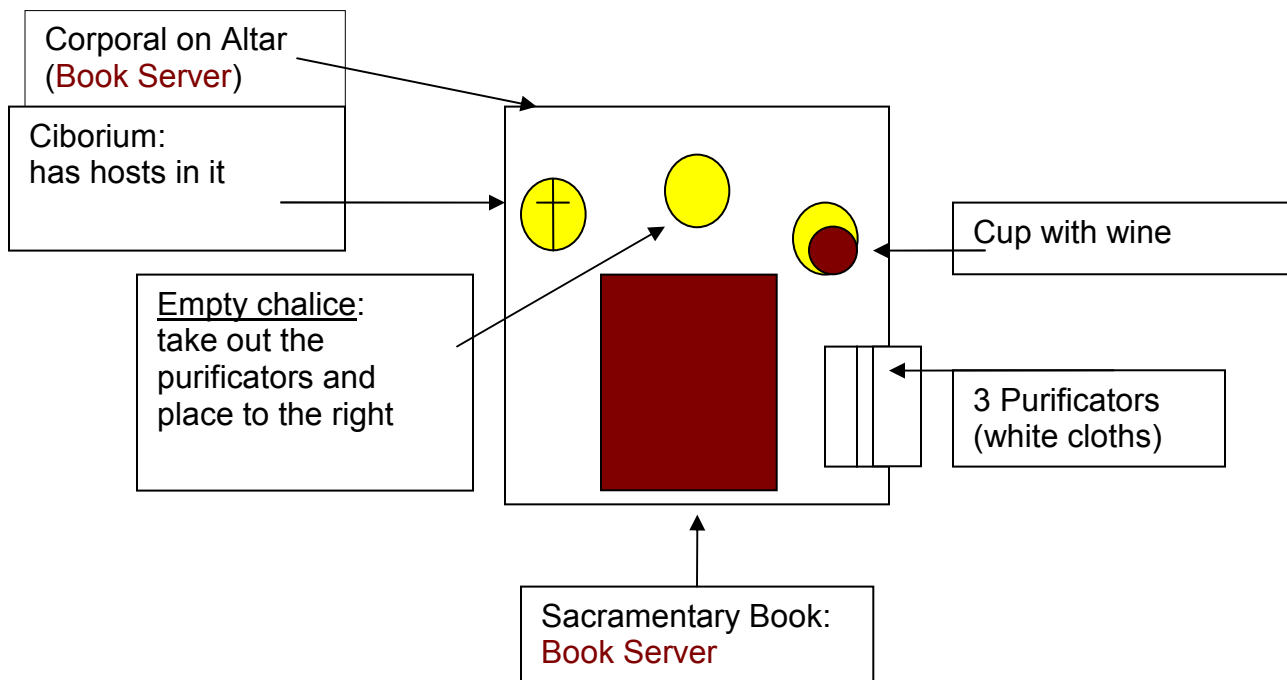
## Setting the Altar (After Prayers of the Faithful)

All altar servers should remain standing after Prayers of the Faithful.

Book Server take the Sacramentary book and corporal (large white cloth) from your table, and place it in the middle of the altar. **CAREFULLY** open it. It does not matter which way the cross faces. Do **NOT** fling it open, and place it in the middle of the altar and unfold gently. Then go to the credence table and wait until the gifts are brought up.

Right after the Book Server, the Candle Servers and Cross Server will bring up one of the following 3 items to set the altar.

1. One server will bring the empty chalice with the 3 purificators (smaller white cloths) in it. This cup goes above the Sacramentary. Take out the 3 purificators and place them to the **right** of the Sacramentary.
2. Another Server will bring up the ciborium (cup with hosts in it). This cup goes to the **left** on or near the corporal. Or to the **LEFT** of Father's empty cup.
3. The Third Server will bring up the cup with the wine. This cup goes to the right of Father's empty cup.



## Receiving the Gifts

The **Cross Server** and **2 Candle Servers** are to go to collect gifts.

Try to have one server to the left of Father, and the other two servers to the right of Father.

Father will hand you either the bread, wine, or collection basket.

After everyone has something, turn with Father towards the tabernacle, **all head bow together.**

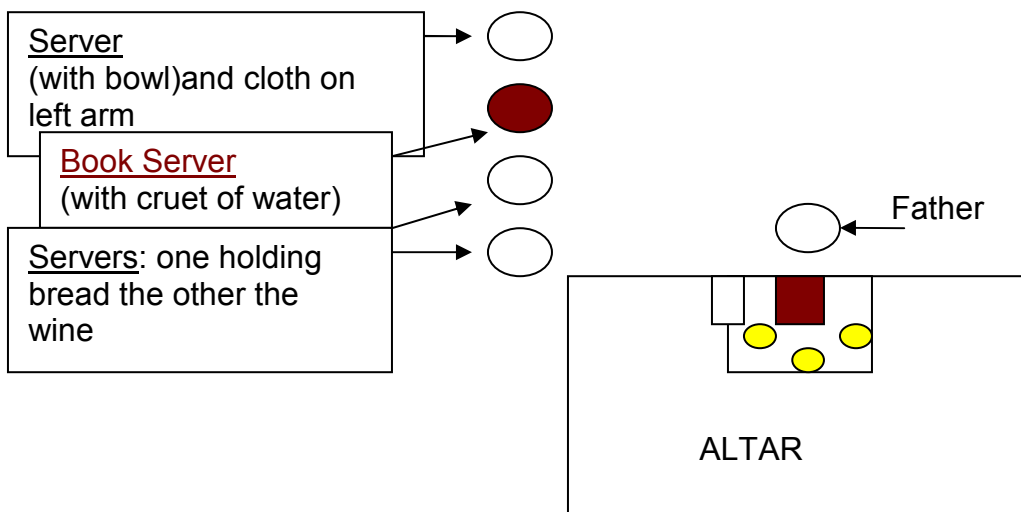
Left Father start back to the Altar first, follow behind.

The 2 Servers with bread and wine, HOLD onto your items. Stand to the right of Father and the altar.

**Book Server**, you should pick up the cruet of water and be ready to join the servers by the altar when they come back from receiving the gifts.

The Server with the collection basket should set it in front of the altar, then go up and around to the right of the altar. Going behind the altar, back to the credence table.

Pick up the hand towel and place over left forearm and pick up the dish or bowl in right hand, and join other servers at the end line to the right of Father—at the end of the altar.



Father will take each item from you, one at a time.

When he is done with all of you, he will bow his head at you and then you are to bow your head back.

Then you can go back to your seat.

**The Book Server** is to go with the other 3 Altar Servers to sit with the other Servers.

All Servers are to stand by their seat (not up by Father at the altar).  
Fold hands, do not hold hands.

### Sign of Peace

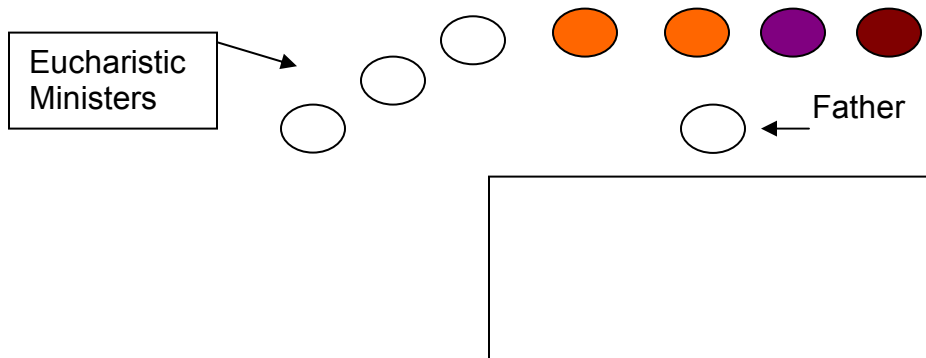
All Servers to meet with Father halfway to altar and share sign of peace with Father and amongst yourselves, then back to your seats and remain standing. Do not go out into the congregation. (Firm handshakes—look person in the eye).

### Lamb of God

At anytime for kneeling, you are to kneel to the **LEFT** of the ambo, no longer to the right of the ambo. (You will no longer kneel after Communion, you can sit).

### After Father receives the Eucharist

**WATCH** for Father to eat the Eucharist and drink from the cup. After Father Has done this, you are all to go behind Father and the altar.  
The Eucharistic ministers will line up the right of you Servers.



One Eucharistic Minister will receive the body and blood of Christ first.  
Then Father will give the body of Christ to you. Head bow and receive the Body of Christ.  
Then a Eucharistic Minister with the cup will come to you. Head bow before receiving.

After you and all the Eucharistic Ministers have received the body and blood of Christ, **all 4 Servers go back to the seats on the right side of the church and sit.**

(No kneeling after Communion).

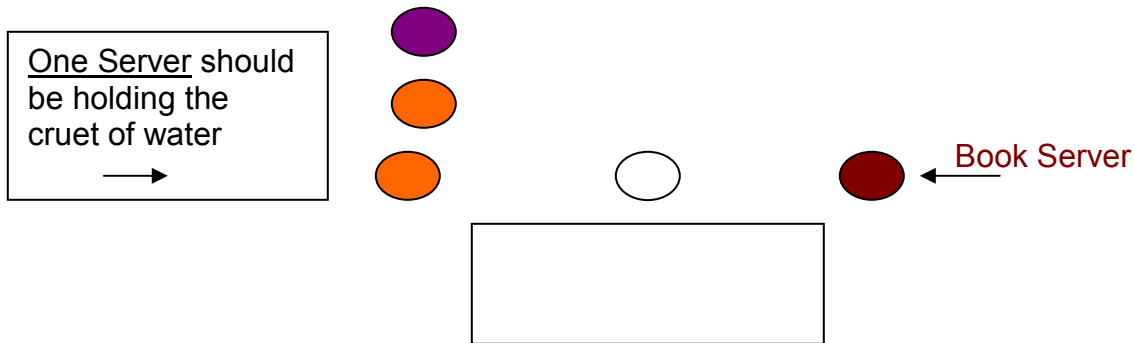
No fidgeting or talking please. Time for quiet prayer and reflection.  
Remember, you are an example for the congregation.

## After Communion

When Communion is over, and Father is back at the altar, all servers are to re-join Father at the altar.

One server (except **Book Server**) should pick up the cruet of water and stand to the right and farthest from the altar.

The **Book Server** is to stand to the left of the altar.



When Father is done purifying a cup and ciborium, he will hand it to a server and you are to bring it back to the credence table and go back to your seat and remain standing.

The Server who gets the water back from Father, should put the water back on the credence table and re-join the other servers at the altar until Father hands you another item. Then return that to the credence table and go back to your seat.

**\*\*** The Cross Server should come back to the altar and wait until the **Book Server** has picked up or Father has handed the Sacramentary book to the **Book Server**. Then the **Cross Server** should fold up the corporal on the altar and bring it back to the credence table. Then go back to your seat and remain standing.

**PLEASE NOTE:** All altar servers need to be aware of when someone is returning the Eucharist to the tabernacle. **EVERYONE** should face the tabernacle and give a head bow when the Eucharist is placed in the tabernacle.

When Father is done with purification, he will leave the altar and go to his seat.

**\*\*** The Book Server should still be to the **LEFT** of the altar at this time. See above picture.

The Candle Servers can go back to their seats and remain standing.

The Book Server needs to watch if Father left the Sacramentary **closed** on the altar. If Father closed the Sacramentary, then go back to your seat on the **LEFT** side of the church—where you started.

If Father left the Sacramentary book **OPEN** on the altar, then the **Book Server** is to pick it up and stand back to the left of the altar and wait for Father to say, "Let us pray." Then the **Book Server** will bring it opened and stand in front of Father while he reads from it. Father may also just hand the book directly to you either open or closed.

## Recessional

After you hear, “Thanks Be to God,” and the closing song starts, then The Cross Server is to get the cross from the holder.

The Candle Servers are to get the candles from in front of the altar. Together, you both head bow toward the tabernacle and then pull the candles out of the holders and wait for the Cross Server to go in front of you.

(If the Bulletin board in the Sacristy, said “*No Gospel Procession today*,” there Wouldn’t be any candles used at this Mass. So you would just follow the Cross Server out to the middle aisle and stand in your usual positions).

The Cross Server will walk out into the middle aisle—standing several steps in front of the gift table. Then turn and face the altar and tabernacle.

The Candle Servers follow the Cross server out into the middle aisle and stand a few steps in front of the Cross Server. You both turn and face the altar and tabernacle also.

The Book Server will follow the Candle Servers out and stand several steps in front of the Candle Servers. Turn and face the altar and tabernacle.

Father will follow the **Book Server** out. He will be in the front and he will turn and face the tabernacle also. You will all together either genuflect or head bow to the Eucharist in the tabernacle together.

Cross Server is holding the Cross and will head bow.

Candle Servers will head bow when they have the candles. When you don’t have candles, you will **genuflect**: right knee down to the floor, use right hand to make the sign of the cross, then stand up.

The Book Server will always **genuflect**.

When Father turns back around, the Cross Server will start walking down the left side of the middle aisle and keep going all the way back to the Sacristy. All other servers follow Cross Server back to Sacristy.

