

INSTRUCTIONS FOR ALTAR SERVERS AT CTK

(If only one server is present, that server will complete all server tasks)

Please come 15 minutes before Mass starts, check-in by highlighting your name on ministry list and put on your alb, using one ankle length, if possible. Take a white rope that will fit around your waist (there are different lengths). Not mandated to wear the rope.

Specifics for Servers:

- 1. You are a Server for the Mass and need to say all the prayers and responses during the Mass. Mass cards are available to help with this.**
- 2. Be attentive to the Mass, always turn toward and look at the person who is reading, praying or singing in the Sanctuary. When holding Father's binder, look at Father or the binder – not out to the pews. Being careful not to stand in front of Fr. when holding binder – always from the side.**
- 3. While sitting in your chair, don't swing your legs or play with the rope. Again, be attentive to the readings or other parts of the Mass.**

Go to the Sacristy for any final instructions from the priest, tallest server take Processional Cross and other server/s check to see that the candles are lit with the long metal candle lighter with wax wick (not with the bbq lighter) and the bells are in the proper place. Then, join the other ministers in the Narthex in preparation of the prayer with the priest and Deacon.

Entrance Procession:

Servers lead the procession with the Processional Cross when the priest indicates. Generally after the processional song has begun.

Walk down the aisle, Processional Cross first and other servers behind, walk a little slower than usual. When you reach the steps to the altar, Processional Cross does not bow, but goes straight up and to hallway to put Cross in holder. All other servers stop at the steps of the sanctuary on the left or right side of the altar and bow to the altar with the priest and deacon. Then head to stand next to their seat following the server to the left.

Mass Begins:

After the Gloria, A Server immediately walks to the credence table, grabs the Roman Missal (Red Book), and then walks to the priest, stands at his right (ambo side), presents the Roman Missal the priest and holds it for him, being careful not to block him from the assembly – not standing in front of him. Adult servers especially careful to stand to the side and face him – not blocking his view of assembly.

When the Assembly says, "Amen," to the opening prayer, return the Roman Missal to the credence table and return to your seat.

Liturgy of the Word:

Be seated for the Readings; listen to them.

After the Second Reading, a Server moves the *Lectionary (the Book of Readings)* that's on the *ambo (the reading stand)* to the shelf underneath, if the Reader forgets to do so. (only if the deacon is at Mass)

After the Gospel, the Deacon will turn toward the same Server with the *Book of Gospels*; take the Book and set it in the stand next to the tabernacle (*the gold case on the stand that holds communion*) and return to your seat. If the deacon is not at Mass, you will not do this step.

Immediately after the Prayers of the Faithful go to the credence table to prepare the altar.

Liturgy of the Eucharist:

Altar Server/s bring items from the credence table to the Deacon at the altar (*It is very important the Server/s hand the Deacon the items and not place them directly on the Alter*)

- One Server takes the corporal (*the big square cloth*) along with the 4 or 5 *purificators (the smaller white cloths)* and hands them to the Deacon at the altar; the other Server carries the *Roman Missal (the big red book)* and hands it to the Deacon at the altar. Return to the credence table.
- Server/s take all chalices (one in each hand) to the Deacon. Return to the credence table.
- A Server takes the small water cruet (*pitcher*) to the Deacon at the Altar. Then return to your seats. Double-check the table to make sure everything is off of it except for the handwashing bowl with metal water pitcher and towel inside.
- After the deacon receives the gifts from the gift bearers and returns to the Altar, He will prepare the chalice. He will hand the empty wine cruet and water cruet to one server who will then take them to the table and wait there.
- **While** Fr. says prayers over the gifts – the Server/s will take the handwashing water pitcher and towel and the other server will hold the large bowl. Both servers go to the altar, waiting on the side for the priest. When the priest turns to you, server with water pitcher pours water on his hands (pour lots of water) while other server holds the bowl underneath his hands. Being careful to be close enough so that water doesn't drip on floor. Server with towel hands the towel to Father who will hand back when he's done. Both Servers then return these items to the table.

At the end of the Holy, Holy hymn Altar Server/s go down to the first step on the ambo side of the church (by the railing) and stand there until the Assembly kneels. Kneel there until Communion time. (Be sure the bells are at the step). If not able to kneel at the steps, you may stay at your seat.

When the priest extends his hands over the bread and wine, a Server rings the bells one short ring. **(Try to ring when the priest says the word “spirit” or “spiritual”).** Allow the bells to end ringing naturally rather than stopping them abruptly with hands or placing on carpeting.

When the priest lifts up the host, Server rings the bells 3 medium rings.

When the priest lifts up the chalice, Server rings the bells 3 medium rings

Receive Communion by starting the Communion line at the first pew and receive from the bottom of the stairs.

Once you have received Communion, both Servers return to their seats in the sanctuary.

Concluding Rites:

After the Communion line is finished, follow the Deacon to the Altar and wait for him to hand you the vessels and place them on the credence table. Return to the Deacon at the Altar to receive the remaining vessels **(only grab the vessels from the Deacon, do not remove anything from the altar yourself).**

When the Deacon finishes purifying the Communion cups and leaves the table, he sits. When all stand, a Server will grab the Roman Missal and then walks to the priest, stands at his right (ambo side), presents the Roman Missal the priest and holds it for him. If there's a special blessing before the final blessing, be prepared to hold the binder.

Remain by the priest until the priest says that it's okay, then return the Roman Missal and go to your chair and stand.

At the beginning of the final blessing, a Server retrieves the Processional Cross from the hallway and waits at the entrance to the sanctuary until the priest begins to reverence the altar, then go down the Ambo steps and go to center aisle and prepare for the recessional procession.

Dismissal:

When the priest and deacon go to the altar, Servers follow Cross bearer down the steps to the center aisle by the first pew and face the altar. Priest and Deacon will go down the steps and turn around. Bow when they bow. Turn around and exit down the aisle, followed by the priest and Deacon.

Important: At the end of the aisle, wait until the recessional song has finished, then return to the sanctuary, place the Processional Cross in the holder, **put out the altar candles with the candle snuffer.** Then go to the cabinet area and hang up your alb.

Thank you for serving! You make the Mass flow smoother and are a big help to the priest and deacon.

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