

## ALTAR SERVERS TRAINING GUIDE

- If you can't serve at that Mass, call your Coordinator, so he can arrange another altar server for your substitute.
- Arrive 20 minutes early whenever you are serving Mass.
- Dress appropriately: clothes neat, shoes shined or cleaned. Squeaky shoes or hard heels can disturb everyone at Mass. Look neat: hair combed, hands clean.

### BEFORE MASS BEGINS:

- Choose an alb that fits properly and is clean
- Look to make sure that the altar is prepared for Mass and the candles are lit
- Check the *offertory* and the *credence tables* to make sure that everything is in its proper place
- If you are not the only server, decide before Mass begins what each server will be doing
- Before Mass begins, we gather with the priest to quiet ourselves and ask God to guide us

### DURING MASS

- Servers respond to the prayers and dialogues of the priest with the congregation
- They join in singing the hymns and other chants of the liturgy

### Entrance procession:

1. Incense (if needed), 2. Cross and candles, 3. Lector (reader), 4. Communion ministers, 5. Priest

- Walk slowly
- If you don't carry anything, fold your hands together in front of you
- Genuflect with the priest at the altar (If you are carrying something, you bow your head)

### Where to be seated?

- a) When the priest celebrates by himself, altar servers sit next to the priest
- b) When special celebration with deacons and another priests, altar servers sit down front

### Liturgy of the Word:

- Look at the lector not at the floor, ceiling or at your best friend or parents
- When the *Alleluia* begins, two servers stand and walk to where the candles are
- Pick up the candles and go to the front of the altar
- From there you will escort the Priest or Deacon to the ambo
- Stand on each side of the ambo, facing each other
- After the Gospel, return the candles to their places and sit down to listen to the homily
- During the Homily, don't wiggle around and look out at the congregation.
- After the homily, stand for the *Profession of Faith* and the *Prayers of the Faithful*. Answer: "*Lord hear our prayer*", or what ever response is being used for that day.

### Liturgy of the Eucharist

- After the *Prayers of the Faithful*, one server with the cross walks to the rear of the church to escort the people who will bring the gifts to the altar
- The other two altar servers stand on either side of the priest

- The priest will receive the gifts and will hand them to you to be placed on the altar
- Two servers walk to the *credence table*. One server takes the chalice and places it on the altar. The second server waits until the first server returns to the credence table. One server picks up the cruet containing the wine and the second server picks up the cruet containing water. Servers leave the cruet stoppers on the credence table. Together they walk to the altar and face the handles of the cruets toward the priest so that he can take them easily
- The priest will take the wine cruet first and pour the wine into the chalice. Then the water cruet next. When he hands them back to you, return them to the credence table
- The server that is holding the water cruet will pick up the bowl and the other server will pick up the finger towel. Both servers together will take these to the altar
- The server who has the water cruet will pour the water over the priest's fingers and the other server will be holding the towel which the priest will use to dry his hands
- When this is finished, both servers bow to the priest, then turn and return the items to the credence table, and servers walk to your place

### **The Eucharistic Prayer**

- After we either pray or sing the "*Holy, Holy, Holy*", altar servers kneel
- Ring the bell when the Priest raises the Body of Christ and ring it again when he raises the chalice containing the Blood of Christ
- The priest will say: "Through Him, with Him, and in Him, in the unity of the Holy Spirit, all glory and honor is Yours forever and ever", We all say the AMEN
- After the AMEN, we all stand. We all pray the *Our Father*. After the "Our Father", the priest may offer you the sign of peace.
- When the priest returns to the altar after distributing Communion, one server takes the water cruet to the altar. The priest will either take the cruet from you and pour the water into the chalice, or the priest may hold the chalice and invite you to pour the water. He will let you know when it is enough water. After this, return the cruet back to the table
- The priest will purify the chalice, and set the corporal on either the ciborium or paten, and place these on the right hand side of the altar. The servers will carry the vessels to the credence table

### **The End of the Holy Mass**

- The priest will give the *Closing Blessing*. Make a reverent sign of the cross (bowing your head) when he gives the blessing
- After the priest dismisses the people, go and get the processional cross, candles as you did during the procession that began the Mass. If you are not carrying any of these things, genuflect when the priest does, then lead the priest to the sacristy. Walk slowly.

### **AFTER MASS**

- At the sacristy, we, along with the priest bow heads in front the crucifix. The priest says "Proxit" ("for our benefit") and we respond "Deo gratias" ("Thanks be to God")
- The servers should always check to see that the candles have been put out; also, it is their responsibility of to make sure that all the vessels are put back in their proper place at the sacristy
- Avoid chatting in the sacristy before/after Mass so we do not disturb people praying
- Remove your alb, cross, cord (cincture) and hang neatly in their place
- Say a short prayer after Mass thanking Our Lord Jesus for the privilege of serving at Holy Mass