

Liturgy of the Eucharist

CUE 6

After communion when the lead Eucharistic Minister carrying the ciborium **walks down the altar steps** (if silver tray is on the altar)

PROCEDURE 6

Server 2 moves to pick up the Rites Book from the presider's table **UNLESS Fr. Ronald is presiding** & moves to stand & wait in the choir aisle holding the Rites Book (to Server 3's right). **If Fr. Ronald is presiding**, simply move to stand by Server 3 with prayer hands & wait for the next cue to **move up to Fr. Ronald to hold his book**.

CUE 7

When the presider stands and says "Will the Eucharistic Ministers for the Sick and Homebound..."

PROCEDURE 7

Server 2 moves to stand in front of the presider and holds the Rites Book for him (**steadily**).

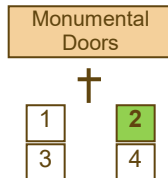
Closing Rite and Recessional

CUE

After the final blessing and the priest or deacon says **"The Mass is ended. Go in Peace"**

PROCEDURE

Servers 2 & 4 move up the rear altar steps to their assigned candle holders, immediately retrieve their candle, & turn toward the Monumental Doors. Servers process out after the priest bows & follow the cross bearer in the order indicated.



After Mass

When in the Narthex, all altar servers gently blow out their candles while taking care not to tip the candle. Carefully return the candles to the candle holder in the Liturgical Ministries room.

Server 1 leads the "Altar Server Prayer After Mass".

Then, all altar servers return their nametags to the board, neatly hang their robes in the correct location, and listen to the altar server coach or lead altar server (if present) before leaving church.

Dress Code

Shoes

Boys: Closed toe **dress** shoes (black preferred, no sneakers)

Girls: Flat, closed toe **dress** shoes (black preferred, no sneakers) that are stable and comfortable to walk in

Clothing Under Robes

Males: Solid color shirts with a collar and dress pants or dress shorts with plain, dark, long socks to go with dress shoes. Please do not wear bright colors or bold patterns that will show through robes.

Females: Solid color shirts with appropriate skirt or pants or dresses. Please do not wear bright colors or patterns that will show through robes. No stockings or plain dark or light stockings are acceptable.

Conduct

Altar servers display a true desire to serve at Mass by:

1. Arriving at least 20 minutes before Mass begins
2. Acting respectfully and reverently before, during, and after Mass
3. Participating fully in Mass by praying, singing, and being attentive to the priest and what is happening during Mass
4. Studying and knowing your responsibilities as an altar server
5. Remembering to keep prayer hands facing upward when not sitting or holding a religious object
6. Never carrying a cell phone or electronic device in your pocket that could make noise. It should be silenced and left with a parent.

ALTAR SERVER 2 GUIDE

It is a great privilege to serve at the Altar of our God. Altar servers perform a very important and much needed role in liturgical services. They assist the priest so that the liturgy can be conducted with grace and reverence which enables the priest to focus on leading all present at Mass through word, prayer, and the Holy Sacrifice of the Mass. The priest, deacon, and other altar servers are counting on you to know your duties. This allows distractions to be eliminated so all can focus on the holiness of the Mass.

By choosing to serve at the Altar of our God, you will strengthen your personal relationship with the Lord, learn more about the order of Mass and the Catholic Church, serve as a role model to all present at Mass, and grow in reverence, respect, responsibility, and teamwork.

Altar servers are expected to:

- ◆ Arrive in the Liturgical Ministries room and sign in at least 20 minutes before Mass begins
- ◆ Be prepared by knowing all cues and procedures for your position
- ◆ Participate in Mass by praying and singing
- ◆ Act reverently and respectfully at all times
- ◆ Request a substitute in the scheduling system (preferably at least one week in advance) if you are unable to serve at your scheduled time

If you are not scheduled to serve and arrive early to Mass, please stop by the Liturgical Ministries room to ensure that an altar server is not needed.

Thank you for your service to this ministry!

You can find training videos and information at

<http://gsc.net/ministries/liturgical-service/altar-server>



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Catholic Community
Living the Gospel: Building the Kingdom of God

Preparation

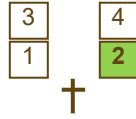
Fifteen minutes before Mass begins, all servers dress in the appropriate size of robe. Robes should reach the ankles. Servers need to check that each other's hoods are laying properly.

Five to ten minutes before Mass begins, Server 1 leads the Altar Server Prayer if the deacon does not.

One server lights all candles. Take care to hold your candle straight vertically so oil does not spill.



Proceed to the entrance of the church through the Monumental Doors and line up as indicated behind the Cross Bearer. Servers 1 and 2 line up with the third pew from the back of the church.



Entrance Procession

All servers process down the monumental door aisle behind the cross bearer. Servers 2 and 4 process in to the left of the altar and wait by their candle holders near the ambo. (Server 2 stops at the first candle holder; Server 4 moves past Server 2.)

CUE

When the priest(s) and deacon bow

PROCEDURE

Place your candle in your candle holder and move down the rear altar steps to your assigned seat as indicated.



Liturgy of the Word

Be a good example to others by paying attention and listening to the readings and homily. **Stand with prayer hands** during the Gospel reading and when not holding a religious object or sitting. Sit up straight with your feet flat on the floor and keep your hands still while sitting.



Baptism (if celebrated)

CUE 1

Immediately after the homily when the presider invites the baptismal family to the baptismal font

Baptism (continued)

PROCEDURE 1

Server 2 stands & moves along with the other servers, moves behind the baptismal font, picks up the brass candle lighter from the floor, and prepares it for lighting.

Preparing the candle lighter

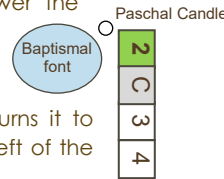
- 1) Move the lever up until the wax taper is about 1.5 inches long
- 2) Bend the wax taper down towards the shaft of candle lighter
- 3) If needed, extend the candle lighter handle to light & then push back together to shorten

CUE 2

After the candle lighter is prepared while the presider is baptizing those being baptized

PROCEDURE 2

Server 2 lights the candle lighter from the Paschal Candle, moves the lever down slightly to lower the flame, follows Servers 3 and 4, lights the baptismal candle given to the godparent(s), immediately extinguishes the candle lighter, & returns it to the floor. Server 2 then stands to the left of the Paschal Candle with prayer hands.



Liturgy of the Eucharist

After the homily, the altar is prepared, gifts are brought, we recite the Lord's Prayer, exchange the sign of peace, and receive Jesus in Holy Communion.

CUE 1

After the General Intercessions have been prayed and the priest sits down

PROCEDURE 1

Server 2 stands with Server 1, moves to the credence table, picks up the corporal, moves up the rear altar steps & stands near the altar to wait for the deacon to take the corporal and give Server 2 the Gospel book cloth. Server 2 then moves down the ramp, places the Gospel book cloth on the credence table, picks up the Chalice with Purificator (with 1 finger on the purificator) and the Water Cruet, and returns to the altar. After the deacon takes the religious objects, Server 2 then returns to their seat by way of the rear altar steps.

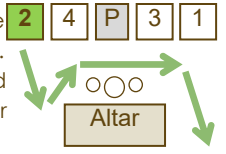
Liturgy of the Eucharist

CUE 2

After the altar is prepared and the priest stands

PROCEDURE 2

All servers stand & proceed down the choir aisle to the front of the altar. Server 2 stops in their position first and lets the other servers go by to their assigned positions.



CUE 3

After Server 2 receives the silver tray with pyxes

PROCEDURE 3

As shown above, Server 2 moves to the right side of the altar & hands the silver tray to the deacon, then **immediately** moves around the front of the altar to the credence table to place the finger towel on their LEFT arm and lavabo in their hands and waits on the altar with Server 1.

CUE 4

After the deacon hands the water cruet to Server 1 and the priest turns toward Servers 1 and 2

PROCEDURE 4

Server 2 holds the lavabo while Server 1 pours water over the priest's hands. When the priest has finished washing, Server 2 places their religious objects on the Crucifix end of the credence table & returns to their seat via the rear altar steps.

CUE 5

After the washing of the hands and the Eucharistic prayer, as the Holy, Holy (Sanctus) begins all servers move to their places on the main level with prayer hands by their candle holders

PROCEDURE 5

Servers kneel on the first step at the end of the Holy, Holy & remain kneeling until the end of the Great Amen. All servers **stand in place on the main level** with prayer hands during The Lord's Prayer. At the end of the Lord's Prayer, Server 2 moves up the steps to the altar to wait with prayer hands to receive the ciborium. After receiving the ciborium, Server 2 moves down the ramp to the credence table, places the ciborium on the Crucifix end of the credence table, and moves down the rear altar steps with prayer hands to their seat.



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