

## After Mass

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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

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### 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

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### 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 4 GUIDE

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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

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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>



**GOOD SHEPHERD**  
*Catholic Community*  
Living the Gospel: Building the Kingdom of God

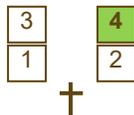
## Preparation

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.

Monumental Doors



Proceed to the entrance of the church through the Monumental Doors and line up as indicated behind Server 2.

## 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 near the Ambo and wait by their candle holders. Server 4's candle holder is on the step below Server 2's candle holder.

### 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

Before listening to the Word of God, we say a prayer to confess our sins and ask the Lord's forgiveness. Then, we sing a hymn to God called the Gloria (except during Lent and Advent).

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



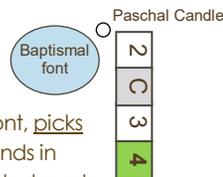
## Baptism (if celebrated)

### CUE 1

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

### PROCEDURE 1

Server 4 stands along with the other servers, moves behind the baptismal font, picks up the white baptismal garment(s), stands in their position on Server 3's left as indicated, and waits for the next cue



### CUE 2

After those being baptized are baptized and the baptismal families move to face the Monumental Doors

### PROCEDURE 2

Server 4 moves with Server 3 behind the baptismal families and hands the white baptismal garment(s) to the godmother(s). (If only a godfather is present, then the garment is given to the godfather.) Servers 3 and 4 then immediately return to their correct positions behind the baptismal font 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 altar is prepared (Servers 1 & 2 help prepare the altar) and the priest stands for the Presentation of the Gifts

### PROCEDURE 1

All servers stand and proceed down the choir aisle to the front of the altar. Server 4 stands on the priest's immediate left as indicated. Server 4 receives a small basket and places it on the floor under the altar table beside the large basket as indicated without pushing the cloth hanging over the altar against the altar. Then, Servers 3 and 4 return to their seats (with prayer hands) by going around the front, left of the altar (as shown) and down the rear altar steps to their seats. When Fr. Ronald is presiding, Server 4 may exit by way of the steps beside the presider's chair.



## Liturgy of the Eucharist

### CUE 2

After the washing of the hands

### PROCEDURE 2

Servers 3 and 4 move to retrieve the wine cruet, lavabo, and finger towel (do NOT remove the water cruet) from the credence table, take them to the Working Sacristy, and immediately return to their seats with prayer hands.

### CUE 3

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. Servers 2 & 4 move up the rear altar steps to their places on the main level.

### PROCEDURE 3

Servers kneel on the first step at the end of the Holy, Holy and remain kneeling until the end of the Great Amen. Servers 3 & 4 return the kneelers to their storage location and all servers stand in place on the main level with prayer hands during The Lord's Prayer. Server 4 returns to their seat via the rear altar steps at the end of The Lord's Prayer. (Server 2 will remain on the altar.)

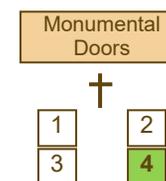
## Closing Rite and Recessional

### 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. (Server 4 stands behind Server 2.)



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