

San Antonio De Padua Catholic Church

ALTAR SERVER PROCEDURES 2019

1. PREPARE in the Lay Ministers room **10-15** minutes before mass
 - a. Sign in
 - b. Choose appropriately sized alb
 - c. Cincture (rope) tied at **right** side
 - d. Say the "Altar Server Prayer"
 - e. At the "calling bell" (5-minute warning bell) line up at main aisle and silently wait

2. PROCESSION
 - a. Start processing down aisle after one complete verse and refrain have been sung
 - b. Cross bearer first (Server #1)
 - c. 2 Altar servers (Server #2 & #3) walk 4 pews distance behind cross
 - d. Hands in prayer position
 - e. Walk toward altar and stop on right side at edge of brick & remain on carpet. Cross bearer in the middle; one server on each side of Cross bearer
 - f. Wait until Priest steps up and bows (cross bearer does NOT bow)

3. PROCEED TO SEATS
 - a. Cross bearer (Server #1), walks first followed by Servers #2 & #3
 - b. Walk between altar and priest's chair to seating area
 - c. Server #1 puts cross in stand with corpus facing congregation, checks to make sure Roman Missal is ready on book table.

4. ROMAN MISSAL-opening prayer
 - a. Server #1 bring to Priest **BEFORE** ending of 'Gloria'
 - b. Open to correct place (ribbon closest to the front of the book)
 - c. Hold Roman Missal with top of book resting on your sternum

5. READINGS
 - a. Old Testament, New Testament, Gospel, Homily

6. COLLECTION
Servers set altar **DURING** collection
 - a. Server #1 - Place 'Roman Missal' on flat, wooden book stand on altar – in center
 - b. Server #1 - Collect 'Book of Gospels' from ambo and upright book stand from Altar- place on side table
 - c. Server #2 - Set Chalice (which includes Pall) on Altar (left side of Roman Missal)
 - d. Fr. John also wants the ciborium that accompanies his chalice
 - e. Server #3 - Carry wooden tray holding six, filled Communion Cups from Credence table and places it on right side of altar.

7. OFFERTORY
 - a. Follow Priest to center aisle-all 3 Servers
 - b. Priest will hand gifts to you to place on altar - *do not reach for gifts from family*
 - c. Place wine cruet and large ciborium of hosts to left side of Altar (tabernacle side)
 - d. Collection basket placed under Credence Table

8. PREPARATION OF GIFTS

- a. Server #1 remains standing at seating area
- b. Server #2 & #3 get water cruet from Credence Table
- c. Hold water cruet (with handle out) to Priest/Deacon at left of Altar; **bow** after he gives it back to you then return to Credence Table
- d. Return to side of Altar with water cruet and lavabo (bowl) (one server); towel (one server)
- e. Server #1 takes empty wine cruet from Altar and places it on Credence Table

9. DURING CONSECRATION

- a. Server #1 rings bells when Host is elevated (ring three counts strong with enthusiasm)
- b. Server #1 rings bells when Chalice is elevated (ring three counts strong with enthusiasm)

10. "OUR FATHER"

- a. 3 servers stand in line behind celebrant's chair

11. SIGN OF PEACE

- a. May offer sign of peace to each other including Priest & Deacon

12. BEFORE COMMUNION

- a. Bring all ciboria from Credence Table to Altar
- b. Carry all items carefully and with reverence (no clanking, no stacking, no tipping)
- c. Ciboria are placed on Altar - tabernacle side (place 2 by 2 along front edge of altar)
- d. Be prepared - Priest may ask you to take Roman Missal to book table
- e. Servers stand in line behind celebrant's chair to receive communion
- f. After receiving communion return to seating area and wait until communion has ended. **DO NOT** enter the back room (sacristy), remain at seating area
- g. During communion, server #3 moves wooden cup tray from Altar to Credence Table.

13. AFTER COMMUNION

- a. 3 servers stand in line behind celebrant's chair
- b. Help clear items from Altar & place on Credence Table (**DO NOT TAKE TO BACK ROOM**)
- c. Bring water cruet, with handle out, from Credence Table to Priest
- d. Wait while Priest purifies Chalice or gives other directions
- e. Pay attention to Priest if he needs anything

14. CLOSING PRAYER

- a. Server #1 brings 'Roman Missal' to Priest when he stands
- b. Open to correct place (ribbon closest to the front of the book)
- c. Hold Roman Missal with top of book resting on your sternum
- d. After prayer, return to seat unless Priest asks you to stay

15. FINAL BLESSING AND DISMISSAL

- a. Cross bearer (Server #1) walks **first** to carpet center (stop at pew #4) facing Altar
- b. Altar servers (#2 & #3) next to each other (stop at pew #1) facing Altar
- c. Wait until Priest bows; bow with Priest (cross bearer does NOT bow)
- d. Turn to leave when Priest turns to leave

NOTE:

- Altar Servers are to be active participants in the Mass. This means actively responding and reciting all prayers out loud.