

ALTAR SERVERS

I Am The Servant Of The Lord.
Luke 1:38



A Servers Prayer

Loving Father, creator of the universe, you call you people to worship, to be with you and one another at Mass. I thank you for having called me to assist others in their prayer to you. May I be worthy of the trust placed in me and through my example and service bring others closer to you.

I ask this in the name of Jesus Christ, who is Lord forever and ever. Amen

Saint Edward the Confessor Church
New Fairfield, Connecticut
(203) 746- 2200

BEFORE MASS

- ◆ Arrive at least fifteen minutes before Mass begins.
- ◆ Inform the coordinator that you have arrived and ask for any special instructions.
- ◆ Go to the usher room and put your robe and cincture on. The cincture goes on the right side.

PREPARATION

- ◆ Light the candles on the altar.
- ◆ The processional candles are in the usher room.
- ◆ If there are **THREE** altar servers one will carry the cross and two will carry candles.
- ◆ The tallest server should carry the cross and should get the cross from the Sanctuary at least 10 minutes before the start of mass. The cross should be put in the stand in the ushers room until it's time to be carried.
- ◆ If there are **TWO** servers one carries the cross and the other follows with the song book.
- ◆ The processional cross is always carried.
- ◆ Do Not remain in the usher room once you are robed.

PROCESSION

- ◆ The order of procession is: Altar Server with cross, Altar servers with candles or song book, Lector or Deacon, Celebrant.
- ◆ The cross bearer will begin the procession once the opening song has begun.
- ◆ When you get to the front of the Altar go to the Sanctuary area to the left of the chairs (choir side) put the candles on the little table and the cross in its holder.
- ◆ The cross bearer doesn't bow with the other servers but waits to go up the stairs until the other servers have bowed.
- ◆ Candle bearers just bow their heads, the book bearer bows from the waist.
- ◆ Go to your chairs on either side of the celebrant.
- ◆ The cross bearer will sit on the right hand side of the priest. If there is a deacon the cross bearer will sit on the deacon's right hand side.
- ◆ The book bearer will sit on the priest's immediate left hand side.
- ◆ The candles bearers will sit on the right and left hand side. If there are three servers, two servers sit on the priest's right hand side. The third server will sit on the left hand side.
- ◆ Remain standing until the celebrant sits after the opening prayers.

OPENING PRAYER

- ◆ The Roman Missal will be on the altar all during the mass unless the celebrant prefers it to be on the table next to the chair. If that is the case then the book bearer will hold the book for the opening prayers and will put the book on the altar during the Offertory of the Mass.
- ◆ After the opening prayer you will be seated until the Gospel.

OFFERTORY

- ◆ The preparation of the gifts takes place after the General Intercession (The Prayer of the Faithful).
- ◆ As soon as the Offertory begins you will begin to set the Altar for the Communion Rite.
- ◆ The book bearer will place the Roman Missal on the altar if it isn't already there.
- ◆ Once the priest has removed the cups from the tray this server will remove the tray from the altar and put it on the credence table near the Tabernacle and return to the seat.
- ◆ The cross bearer will go to the credence table and get the priest's chalice set and any extra ciboria that are on the table. Once this is done the cross bearer will return to the seat.
- ◆ When the celebrant moves to the front of the altar to

receive the gifts all servers will walk down with him and stand on both sides.

- ◆ One (or 2) servers will walk down with him and one (or two) will walk on the opposite side of the altar and meet in the middle. All will stand next to him on the rug.
- ◆ The gifts will always be handed to the priest who will then hand them to the servers.
- ◆ The servers will bring the carafe of wine and the ciborium to the altar, remove the lids and bring the lids to the credence table.
- ◆ The gift basket will be placed on the corner of the right hand side of the altar.
- ◆ All servers will then go to the credence table.
- ◆ The candle bearer (or book bearer) will get the water cruet, go to the altar and wait for the priest to ask for it.
- ◆ Return the cruet to the Altar Server Table.
- ◆ The cross bearer (and the other candle bearer if there is one) will take the towel, pitcher of water and finger bowl and bring them to the side of the altar.
- ◆ Wait for the celebrant to come to you. Hold the finger bowl under the celebrant's hand and pour a small amount of water over his fingers.
- ◆ Return these items back to the Altar Servers Table.
- ◆ Get the kneelers from under the server table and hold them until it is time to kneel.
- ◆ All will remain standing near the Baptismal Font

until the Holy, Holy, Holy begins. After the Holy, Holy is sung place the kneelers on the floor in front of you and kneel.

- ◆ When it is time for the Our Father return the kneelers to the server's table and recite the Our Father with the community.
- ◆ At the Sign of Peace give the sign to each other then to the priest. Do not go out to the community.
- ◆ After the Sign of Peace the servers will walk to the other side of the altar by going in front of the altar, reverencing the altar right after giving the sign of peace to the priest.
- ◆ As soon as you have received communion go back to your seats.

AFTER COMMUNION

- ◆ The candle bearers or book bearer is responsible for clearing the altar.
- ◆ The book bearer will remove the Roman Missal from the altar if the priest has advised them to do so.
- ◆ The server next to the cross bearer (or the cross bearer) will get the cruet of water and bring it to the celebrant.
- ◆ The candle bearer or other server will go with that server and wait to remove any empty ciboria, the silver intention basket and the celebrant's chalice. Place them on the credence table.

- ◆ Both servers will go to the altar together and will go to the credence table together.
- ◆ Return to your seats and wait for the closing prayer.

RECESSION

- ◆ When the celebrant finishes the closing prayer, the cross bearer will get the cross, the candle bearers will get the candles. The candle bearers will follow the cross down the steps to the front of the altar leaving space for the priest and deacon.
- ◆ The order will be priest directly in front of the altar, deacon, candle bearers and/or book bearer and cross.
- ◆ Once the priest bows to the altar all will turn and walk out of the church.

CLEAN UP

- ◆ Replace the candles in cabinet in the usher room
- ◆ Return the processional cross to the Sanctuary.
- ◆ Extinguish all of the altar candles.
- ◆ **Hang your robes and cinctures up neatly in the closet.**

PROPER ATTIRE

- ◆ You should always wear dress shoes, not sneakers if it is possible. Also wear light clothes as it gets warm in the Sanctuary.

If you are unable to attend, please try to find a substitute. Even if you are not scheduled for a mass please check with the coordinator and offer assistance if necessary.

REMEMBER

Everything that you do on the altar can be seen and heard by the community. You are in service to the community and must behave accordingly.