

ROLE OF THE ALTAR SERVER

The role of the server is important in assisting the Priest and Deacon within the Mass. An Altar Server accepts the responsibility of being present for his/her assigned scheduled serving times. It is your responsibility to find a sub if you can't make your assigned Mass.

GARMENTS to WEAR: WHITE ROBE WITH THE CORRECT COLOR SASH

ORDINARY TIME – GREEN

ADVENT AND LENT- VIOLET (PURPLE)

Feast of Immaculate Conception - White

CHRISTMAS - WHITE OR GOLD

HOLY WEEK - PALM SUNDAY & GOOD FRIDAY – RED

HOLY THURSDAY – WHITE

EASTER – WHITE OR GOLD

There are exceptions that will occur, so if not sure, please ask.

ARRIVE 20 MINUTES BEFORE MASS

- GET DRESSED
- LIGHT CANDLES
- DECIDE WHO IS DOING CROSS
- Make sure hands are clean and there is no gum or candy in your mouth

CROSS BEARER – RINGS BELLS AT ELEVATION

OTHER SERVER – RINGS THE CHURCH BELL AT 5 MIN BEFORE MASS - IS IN CHARGE OF THE ROMAN MISSAL

PROCESSION:

Order: Cross Bearer
Other Server
Lector or Deacon
Father

- **Servers lead.**
 - Go to Right of Altar steps and PAUSE BRIEFLY.
 - Server with Cross does not bow to altar
 - Server not carrying anything bows to altar
 - Both move into the Sanctuary (area with altar and ambo and presider chair)
 - The Cross bearer puts cross in Sacristy then goes to chair.
 - The other server goes to the other Chair behind altar – he/she will be in charge of the Roman Missal (Book)

All Stay standing

OPENING PRAYER: This comes after the Gloria except in Advent and Lent it comes after the Penitential Rite. Take the Roman Missal to Fr. at the end of the Gloria –if not sure, Fr. will say, let us pray. He needs the Roman Missal. **BE READY**

- After the Amen, the Roman Missal is put back on the stand and you sit.

Liturgy of the Word - All servers sit to listen attentively to the Word of God

PRESENTATION OF THE GIFTS:

After the Prayers of the Faithful we begin the Offertory Hymn

As the hymn begins Set the Altar!

If the Deacon is there, he will lead this – you assist

- Place corporal (square white cloth on the altar in the center) if not there
- Place the 2 silver chalices to the right of the corporal
- Place the Roman Missal and the stand to the left of the corporal.
- Lift Stand up for book
- If a bowl of hosts (ciborium) is on the credence table place over by the chalices.

- Sit down until father stands up to receive the gifts from the gift bearers.
- Assist Father with the items. Do not place on the altar until Father takes them from you and places them on the altar
- Go and get the small cruet of water
- Then after Fr. hands back the cruet of water Servers need the bowl and pitcher and towel and take them to Fr.

One server with towel and pitcher the other server with a bowl.

Hold them until he is ready. Then whoever has the water pitcher pours the water over his hands (just a little water).....he will then wipe his hands with the towel.

- When completed put the bowl, pitcher, and towel back on the credence table.

During the Eucharistic Prayer – kneel

Bells – ring 3 times when Fr. elevates the Large Host and again when he elevates the Chalice

After receiving communion – kneel down

As father is cleaning the vessels after communion,

- Remove Roman Missal and stand off the altar – put stand on chair – hang onto Roman Missal
- The other server removes any vessels that are on the altar and take them to the credence table.
- Father will sit down, when he stands – the server with the book takes it to him.
(don't wait for him to say Let us Pray – move when he stands up!)

RECESSIONAL:

- As soon as we start singing the closing song – Cross Bearer goes and gets Cross
- Goes to the 2nd pew and faces the altar centered in the aisle to wait for Fr.
- The other server goes and stands at the first pew centered in the aisle facing the altar to wait for Fr.
- When Fr. comes down and faces the altar he will genuflect – server without anything bows to altar
- Cross bearer stands there. Do not bow
- Once Fr. genuflects and turns to back, servers do the same and process out.

AFTER MASS:

- Hang server robes and sashes in closet
- Snuff out candles with the snuffer, please do not blow them out!