

# Altar Server

## **ATTENDANCE:**

The role of the server is very important. A server accepts the responsibility of being present for his/her assigned scheduled serving times. If you are unable to serve your scheduled Mass, it is YOUR responsibility to get a substitute.

## **APPEARANCE:**

Proper clothing should be worn while serving Mass. Please be sure to wear a robe that is long enough to come to your ankles. Dress as you would to go anywhere important. Male servers should dress in collared shirts, dress pants or khakis. Female servers should wear dresses, skirts, or some other appropriate attire. Blue Jeans, beach attire, gym clothes, and T0shirts are never to be worn at Mass. Such clothing is not appropriate dress for serving at the altar. NO SNEAKERS, WORK BOOTS, OR FLIPPFLOPS. Appropriate dress shoes should be worn, preferable dark colored.

**Please do not chew gum or eat candy.** Be attentive and watch for any changes that Father might make. Stand of sit-up straight and move slowly and solemnly—never run!

## **ASSIGNMENTS:**

Typically, there will be two servers assigned to a particular Mass on Sunday. The two positions will be defined as the following: Server One and Server Two.

**Server One:** This is the server who carried the cross during the Entrance and Closing Processions. Server One should supervise other servers, and will make sure everything is in its proper place before and after Mass. Server One is also responsible for bringing the paten to the altar, holding the bowl of water and finger towel when the priest washes his hands, and clearing the chalice and patens from the altar after Communion.

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**Server Two:** This server is responsible for lighting the candles before mass, as well as extinguishing them afterwards. He or she will also be responsible for holding the *Roman Missal* for the priest during the opening and closing prayers and bringing it to the altar during the preparation of the gifts. During Offertory, Server Two will bring up the chalices and set them on the Altar. Server Two will also be responsible for the following tasks: going down to the foot of the altar with the priest to receive the gifts and assisting in the washing of the hands by pouring the water over the priest's hands.

**Important Note:** On occasion, there will be a need for servers to carry candles and to serve as an incense bearer. During this time, one of the servers will be responsible getting the thurifer at the appropriate times and the candles. When that occasion happens, Fr. Lam will make it known and will call for special rehearsal.

### **The Order of Mass:**

15 minutes before Mass, all servers should gather in the sacristy and decide who will be server one and two. Make sure you check in at this time. Ask the Sacristans if they need any help.

- All servers should be vested and ready to go 10 minutes before Mass.
- A brief prayer will be said 5 minutes before the start of Mass with the priest and other liturgical ministers.
- The procession forms at the main entrance of the Church unless the priest advises you otherwise.
- The order of procession will usually consist of the following: (1) Server One—with the cross, (2) Server Two, (3) Lector with the book of the Gospel, if there is no Deacon, (4) Deacon, if present, and (5) the Priest. In cases where there is a thurifer, that server will lead the procession (ahead of the cross).
- Please begin the procession as soon as the singing begins. Please do not walk too quickly.
- Once at the Altar, make sure you pause and then continue to your position. If you are not carrying anything up to the Altar, make sure you pause and bow. Server one should proceed to place the crucifix in the proper stand, and then go to his/her place. Server two should proceed to the designated place.

### **Opening Rite**

- After the procession, the servers stand at their respective places.
- The Gloria will be recited or sung, except during Lent and Advent. At the words, “Let us Pray”, Server one will approach the priest with the *Roman Missal*. Please do not open the *Roman Missal*, the priest will do it for you. When the priest is finished, the server will bring the *Roman Missal* back to the proper place.

### **Liturgy of the Word**

- After the Opening Prayer, all the servers sit to listen attentively to the Word of God.

### **Preparation of the Gifts**

- Immediately after the Prayers of the Faithful are completed (and the people sit down and the collection begins), SERVER TWO brings the *Roman Missal* and stand to the altar, and places it at the left hand side of the altar. The chalices are placed on the altar at this time by the other server.
- Server one and Server two will proceed with the priest to the front of the altar to receive the gifts of bread and wine. After you receive the gifts, proceed to the altar and place the gifts on the altar.
- Servers one and two then come forward to the priest with the bowl of water and towel to wash his hands. After this action is completed, the servers return to their places.

### **Liturgy of the Eucharist**

- After the Extraordinary Ministers approach the Altar, after the Lamb of God, the Servers stand in their respective places with the Extraordinary Ministers to receive Holy Communion.
- Server one and two will clear the Altar after Communion and put the chalices, patens, and purificators in their proper place. Server two will take the *Roman Missal* off the Altar. Server two will take the *Roman Missal* to the priest for the Prayer after Communion at the words, "Let us Pray." When the priest is finished, the server will bring the *Roman Missal* back to the proper place.

### **Closing Rite/Procession**

- After the final blessing and when the music starts, servers one and two will immediately pick up the cross, and proceed to the front of the altar waiting for the priest. The Closing Procession will follow the same order for the server.

### **DUTIES AFTER MASS:**

Help clean the side table.

Extinguish all candles.

Hang up your robes properly