

*Altar Server*  
*Procedures at Mass*

*San Antonio de Padua*  
*Catholic Church*  
*2011*

# Altar Server Attire and Preparation



- Begin your preparation by meeting in the sacristy room 10-15 minutes before mass
- Put on correct alb (ankle length) and tie cincture (rope) with knot on right side
- Take a few quiet moments to say your “Altar Server’s Prayer”
- Meet the Priest in the vesting room at the back of the church



# An Altar Server's Prayer

*Dear Jesus,*

*Please guide my thoughts, words, and actions as I assist at the Holy Sacrifice of the Mass. May I be worthy of the trust placed in me and through my example and service bring others closer to you.*

*Let me give glory to you as I serve with reverence and dignity.*

*Amen*

# You are a Team!

- Each server's actions should be done with confidence
- Each server helps to make the team look good
- The three servers need to:
  - Have a uniform look
  - Move together as a unit
  - Show teamwork
  - Think ahead to what will happen next

# PROCESSION

- Stand at the back of the main aisle ready to enter
- Cross bearer (server #1) in front with two servers (#2 and #3) next to each other





- With cross bearer leading, walk at a moderate, smooth pace down aisle
- Keep hands in prayer position at all times



- Stop at front steps (right side - stay on carpet)
- Wait until Priest steps up and bows (cross bearer does not bow)



- Walk between the altar and the presider's chair to go into position at your seats
- Cross bearer places cross in stand behind presider's chair

# OPENING PRAYER

- For the opening prayer, server #1 brings Sacramentary (book open to red ribbon) to Priest **before** ending of the “Gloria”



- At conclusion of prayer, bow, close book, and return to seat

# SETTING THE ALTAR

- During the collection, server #1 brings the Sacramentary to the altar and takes away the book stand to the back counter (Credence table area)



- Then the server brings out the chalice and sets it on the altar

# OFFERTORY

## PREPARATION OF THE GIFTS



- Follow the Priest to the center aisle to meet the Gift Family
- Carry the gifts (wine decanter and bowl of hosts) to the right side of the altar, place them there. Carry the collection basket and place it under the Credence table.

- Immediately after placing gifts on altar, servers #2 and #3 get the water cruet from the Credence table and bring it to the Priest. Both servers stay together and stand close to the altar.

- Server with the water cruet has one hand on heart and the other hand holding the cruet with the handle facing the Priest



- The other server has hands in prayer position
- Bow together when finished and return to get lavabo (bowl)

- Server with the water cruet picks up the lavabo (bowl) and other server carries the towel on prayer-positioned hands. Both servers stay together and stand close to the altar.

- Server pours the water over the Priest's hands
- Towel is then used and returned



- Bow together when finished and return items to the shelf then walk back together to seating area

# EUCCHARISTIC PRAYER



- When the congregation kneels for the Consecration, all servers kneel on the first step rug

# OUR FATHER



- As the congregation stands after the Consecration, walk to the altar and join the Priest for the “Our Father”

# PREPARATION BEFORE COMMUNION

- After the ‘Sign of Peace’, bring the vessels from the Credence table to the altar. You may be making many trips back and forth.



- Place all cups in a row on far side of altar and all ciboria on near side of altar
- Take the Sacramentary book from the altar and return it to the tall stand next to the server seating area



- Stand together behind the Presider's chair for communion
- Then return to your seats while congregation receives communion

# AFTER COMMUNION

- After all Eucharistic Ministers have exited the sanctuary, all three servers need to stand next to the altar to collect empty vessels. **Place all vessels on the Credence table, do not take them to the back sacristy.** Return to the altar until all are removed and put away.
- Bring the water cruet to the Priest at the altar or at the Credence table. The Priest will purify his chalice.
- Pay attention to the Priest if he needs anything
- Then return to the server seating area

# CLOSING PRAYER

- For the closing prayer, server #1 brings Sacramentary (book open to red ribbon) to Priest



- At conclusion of prayer, bow, close book, and return to seat

# RECESSION



- At end of Mass when Priest walks to the altar, server #1 gets the cross from its stand and walks to position at the main aisle (second pew)

- The other servers follow the cross bearer to the main aisle and stand in front at the first pew



- After Priest bows and turns, all servers turn together and cross bearer leads everyone down the aisle

The service in which altar servers assist is no common service but sacred and solemn, and the place is most holy, therefore the server must constantly remind himself/herself of the presence of God in the Holy Sacrifice of the Mass, “the most beautiful thing this side of heaven”.

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*Thank you*