

ST. IGNATIUS CATHOLIC CHURCH

RESPONSIBILITIES OF ALTAR SERVERS

GENERAL POINTS

1. Arrive at least 15 minutes before Mass. Servers arriving later than 15 minutes may be replaced by a substitute.
2. Spend a few minutes before the Lord in the Blessed Sacrament. This will help you realize why you have come to Mass and who it is you are serving.
3. Be neat. **Absolutely no one is permitted to serve Mass wearing shorts, sneakers, flip flops or cut off jeans. If you come dressed in this fashion, you will not be permitted to serve Mass. Hair should be combed, hands must be clean. Remember, we are in God's house and we should dress and act accordingly.**
4. Put on your cassocks and surplices neatly and replace them neatly in the closet after Mass. After Mass, make sure you hang them up. Snap the neck to prevent them from falling off the hanger.
5. Before the Mass begins, join the priest in the Prayer Before Mass (mounted on the wall in the sacristy). When Mass is completed, join the priest or deacon in the Prayer After Mass in the hallway outside the sacristy.
6. Walk in a proper manner with hands folded in front of you. Never put your hands in your pockets. Keep your hands folded in front of your chest when empty and you are standing or walking or kneeling. Keep your hands on your lap when sitting. Do not fidget.
7. Always pay attention. Anticipate the needs of the priest and deacon and do not keep them waiting due to lack of attention.
8. Pray the prayers out loud and sing during the Mass. Altar servers must participate in the Mass, providing an example to others.
9. Servers who are not assigned to serve a particular Mass are asked to check in with Ms. Sheila Wilkins or the priest to see if he or she is needed.
10. If for some reason you are unable to serve when scheduled, it is your responsibility to find a replacement.
11. Always remember: serving Mass is a privilege!!!

Helpful Hints:

If you forget what to do, or are not sure, look at the priest, deacon or Ms. Sheila. They will gesture to you, indicating what you should do.

Be respectful. Pay attention to the priest and deacon. Do not look around the church or at other people attending Mass. When kneeling, maintain good posture with hands folded.

CROSS BEARER (Also the Book Server if there are only 3 Servers)

1. Begin the procession when the first words are sung to the opening hymn, or when the priest tells you to. Carry in the cross in the opening and closing procession. Keep the cross straight, facing the altar and walk slowly. At the foot of the altar, stop and bow, since your hands will be holding the cross. Place the cross in the hole to the right, rear of the altar as you face the tabernacle. Face the cross to the pews the altar servers sit in.

2. Take your seat in the front right pew (facing the altar), next to the missal (the big red book). If there is a 4th server / book server, the cross bearer will sit to the right of the book server.

3. If there is no book server (the fourth altar server), bring the missal to the priest at his chair at the end of the Penitential Rite (the prayers where we ask God's forgiveness, right before the "Gloria"), unless the priest or deacon indicates that you should bring it up sooner. Open the book for the priest; he will find the right page. Hold it for him so that he can easily read the prayer and turn the pages. Do not hold the pages with your fingers. When he is finished with the prayer, place the missal on the wooden book holder on the altar. Then, with hands folded, return to your seat.

4. While the collection is being collected, take the cross to the back of the church to lead the gift bearers to the altar.

5. When the priest comes to the center to accept the gifts of bread and wine, come up, bow, return the cross to its place, and join him in the center to help him with the gifts.

a. If you receive the money basket, take it to the right side of the altar, set it down, and see if he needs help taking anything else to the altar. If not, return to your seat.

b. If you receive any of the sacred vessels (chalice or ciborium), take them to the altar. If an acolyte or deacon is there, hand them to him, if he is not, place them neatly on the altar and move back to the priest to help with other gifts.

c. If you receive either the water or wine, go to the left side of the altar (the side where the ambo is) and wait for the deacon or priest to take the items from you. Stand side-by-side with the other altar server. Hold the glass container with the handle away

from you, so the priest or deacon can grab it. Wait for him to give the empty containers back to you. When completed, bow together to the minister. Go to the credence table to prepare the water, bowl, and towel.

d. Whoever holds the bowl should also hold the water, while the other brings the towel draped across his or her folded hands, or holds it in front of themselves unfolded. Walk back to the altar to help the priest wash his hands. When he is finished washing and drying his hands, bow to the priest before returning the items to the credence table. Return to your seat, remembering to keep your hands folded.

6. As the priest begins the Eucharistic Prayer, kneel on the kneeling pad on the right side of the altar, with the bells in front and to the right of you. The other servers will kneel across from you. Keep hands folded and hold them up on your chest, except when holding bells to ring them.

7. During the Eucharistic prayer, ring the bell three times:
a. When the priest extends his hands over the gifts
b. When the priest raises the consecrated Host
c. When the priest raises the consecrated Blood

8. At the Sign of Peace, extend peace to your fellow servers, then to the priest and deacon if they walk to you. Do not cross in front of the altar to extend peace.

9. After the Lamb of God, kneel a second time in the same location as before.

10. When time to receive Holy Communion, stay kneeling and receive the Eucharist. You may receive the Blood of Christ if you want, by standing in line. Once finished, return to your seat. Make sure your feet are not sticking out.

11. When Communion is completed, the priest returns to the altar to clean up. At that time, go to the altar to retrieve the missal and take it with you back to your seat (unless there is a book server).

12. When the priest stands and says "Let us pray," bring the missal to him at the chair (unless there is a book server). Open the book for the priest. He will find the right page. Hold it for him so that he can easily read the prayer and turn the pages. Do not hold the pages with your fingers. When he is finished with the prayer, return to your seat and place the missal on the pew.

13. After the Mass is ended and the music begins, go and get the cross. Line up at the last pew in the first section in the center aisle. When the priest bows or genuflects, you bow. Turn around and begin the recessional procession.

14. For most Masses, we process out down the left aisle and to the back of the church which opens to the big parking lot. Be prepared to process out the right aisle or center if the priest directs you to.

15. After Mass, return the cross to its proper place (behind the sacristy).
16. Say the Prayer After Mass with the priest or deacon.
17. If candles around the altar have not been extinguished, do so.

RIGHT CANDLE BEARER

1. Begin the procession after the cross bearer takes five steps (the cross bearer will start walking when the first words are sung in the opening hymn). Maintain the five-step space between yourself and the cross bearer. Walk beside the other candle bearer. When you get to the foot of the sanctuary, stop and, together with the other candle bearer, bow your head slightly.
2. Carry the candle and place it in the second hole on the right side of the altar. Do this in sync with the other candle bearer.
3. Take your seat on the front left pew, on the right side, closest to the center aisle. The left candle bearer will sit on your left side in the same pew.
4. At the start of the Alleluia, go up and get your candle from the altar (do not genuflect). Come around the front of the altar, bow at the center, then step up and wait for the priest or deacon. After the priest or deacon bows, walk in front of him and lead him to the ambo. Walk next to the other candle bearer, stop in front of the ambo, turn inward to face the other candle bearer, and then slowly lower your candle until the bottom of the candle holder touches the floor. Wait in front of the ambo as the priest or deacon reads the Gospel. When the Gospel is ended, take your candle back to its place. Stay on the carpet. Return to your seat. At no time will you walk between the tabernacle and altar.
5. After the intercessions are read, move to the credence table, pick up any chalices and ciborium there and bring them to the altar. Return to your seat.
6. When the priest comes to the center to accept the gifts of bread and wine, come up, bow, and join him in the center to help him with the gifts.
 - a. If you receive the money basket, take it to the right side of the altar, set it down, and see if he needs help taking anything else to the altar. If not, return to your seat.
 - b. If you receive any of the sacred vessels (chalice or ciborium), take them to the altar. If an acolyte or deacon is there, hand them to him, if he is not, place them neatly on the altar and move back to the priest to help with other gifts.
 - c. If you receive either the water or wine, go to the left side of the altar (the side where the ambo is) and wait for the deacon or priest to take the items from you. Stand side-by-side with the other altar server. Hold the glass container with the handle away from you, so the priest or deacon can grab it. Wait for him to give the empty containers back to you. When completed, bow together to the minister. Go to the credence table to

prepare the water, bowl, and towel.

d. Whoever holds the bowl should also hold the water, while the other brings the towel draped across his or her folded hands, or holds it in front of themselves unfolded. Walk back to the altar to help the priest wash his hands. When he is finished washing and drying his hands, bow to the priest before returning the items to the credence table. Return to your seats, remembering to keep your hands folded.

7. As the priest begins the Eucharistic Prayer, kneel on the kneeling pad on the left side of the altar, with the other candle bearer kneeling next to you and the cross bearer across from you. Keep hands folded and hold them up on your chest.

8. At the Sign of Peace, extend peace to your fellow servers, then to the priest and deacon. Do not cross in front of the altar to extend Peace.

9. At some Masses, a silver tray with one or more pyxes will be on the second shelf of the credence table; these are for Extraordinary Ministers of Holy Communion to deliver the Body of Christ to sick parishioners. After the Sign of Peace, move to the credence table; take the silver tray to the altar for the deacon or priest to receive the pyx(es). Once the priest or deacon takes the pyx(es), return the empty tray to the credence table and return to your kneeler.

10. After the Lamb of God, kneel a second time in the same location as before.

11. When time to receive Holy Communion, stay kneeling and receive the Eucharist. You may receive the Blood of Christ if you want, by standing in line. Once finished, return to your seat; make sure your feet are not sticking out.

12. After the Mass is ended and the music begins, go and get your candle. Line up in the center aisle, facing the Altar, behind the priest or deacon (or book server, if there is one), next to the second pews. The cross bearer will be behind you. When the priest bows or genuflects, you bow. Turn around and begin the recessional procession, walking behind the cross bearer.

13. For most Masses, we process out down the left aisle and to the back of the church which opens to the big parking lot. Be prepared to process out the right aisle or center if the priest directs you to.

14. After Mass, return the candle to its proper place (behind the sacristy).

15. Say the Prayer After Mass with the priest or deacon.

16. Extinguish your candle, and then help extinguish the candles on the altar.

LEFT CANDLE BEARER

1. Begin the procession after the cross bearer takes five steps (the cross bearer will start walking when the first words are sung in the opening hymn). Maintain the five-step space between yourself and the cross bearer. Walk beside the other candle bearer. When you get to the foot of the sanctuary, stop and, together with the other candle bearer, bow your head slightly.

2. Carry the candle and place it in the second hole on the left side of the altar. Do this in sync with the other candle bearer.

3. Take your seat on the front left pew, on the left side. The right candle bearer will sit on your right side.

4. At the start of the Alleluia, go up and get your candle from the altar (do not genuflect). Come around the front of the altar, bow at the center, then step up and wait for the priest or deacon. After the priest or deacon bows, walk in front of him and lead him to the ambo. Walk next to the other candle bearer, stop in front of the ambo, turn inward to face the other candle bearer, and then slowly lower your candle until the bottom of the candle holder touches the floor. Wait in front of the ambo as the priest or deacon reads the Gospel. When the Gospel is ended, take your candle back to its place. Stay on the carpet. Return to your seat. At no time will you walk between the tabernacle and altar.

5. After the intercessions are read, move to the credence table, pick up any chalices and ciborium there and bring them to the altar. Return to your seat.

6. When the priest comes to the center to accept the gifts of bread and wine, come up, bow, and join him in the center to help him with the gifts.

a. If you receive the money basket, take it to the right side of the altar, set it down, and see if he needs help taking anything else to the altar. If not, return to your seat.

b. If you receive any of the sacred vessels (chalice or ciborium), take them to the altar. If an acolyte or deacon is there, hand them to him, if he is not, place them neatly on the altar and move back to the priest to help with other gifts.

c. If you receive either the water or wine, go to the left side of the altar (the side where the ambo is) and wait for the deacon or priest to take the items from you. Stand side by side with the other altar server. Hold the glass container with the handle away from you, so the priest or deacon can grab it. Wait for him to give the empty containers back to you. When completed, bow together to the minister. Go to the credence table to prepare the water, bowl, and towel.

d. Whoever holds the bowl should also hold the water, while the other brings the towel draped across his or her folded hands, or holds it in front of themselves, unfolded.. Walk back to the altar to help the priest wash his hands. When he is finished washing

and drying his hands, bow to the priest before returning the items to the credence table. Return to your seats, remembering to keep your hands folded.

7. As the priest begins the Eucharistic Prayer, kneel on the kneeling pad on the left side of the altar, with the other candle bearer kneeling next to you and the cross bearer across from you. Keep hands folded and hold them up on your chest.

8. At the Sign of Peace, extend peace to your fellow servers, then to the priest and deacon. Do not cross in front of the altar to extend peace.

9. After the Lamb of God, kneel a second time in the same location as before.

10. When time to receive Holy Communion, stay kneeling and receive the Eucharist. You may receive the Blood of Christ if you want, by standing in line. Once finished, return to your seat. Make sure your feet are not sticking out.

11. After the Mass is ended and the music begins, go and get your candle. Line up in the center aisle, facing the altar, behind the priest or deacon (or book server, if there is one), next to the second pews. The cross bearer will be behind you. When the priest bows or genuflects, you bow. Turn around and begin the recessional procession, walking behind the cross bearer.

12. For most Masses, we process out down the left aisle and to the back of the church which opens to the big parking lot. Be prepared to process out the right aisle or center if the priest directs you to.

13. After Mass, return the candle to its proper place (behind the sacristy).

14. Say the Prayer After Mass with the priest or deacon.

15. Extinguish your candle, and then help extinguish the candles on the altar.

Book Server (if there only 4 Servers)

1. If there is a 4th altar server, he or she will, at the entrance procession, walk behind the candles, in front of the deacon or priest. Hands will be folded and held up to the chest. Begin walking toward the altar after the candle bearers have taken five steps, leaving five steps between you and them. Genuflect when the candle bearers bow.

2. Take your seat in the front right pew (facing the altar), next to the missal (the big red book). The cross bearer will sit to the right of the book server.

3. Bring the missal to the priest at his chair at the end of the Penitential Rite (the prayers where we ask God's forgiveness, right before the "Gloria"), unless the priest or deacon indicates that you should bring it up sooner. Open the book for the priest. He will find the right page. Hold it for him so that he can easily read the prayer and turn the pages.

Do not hold the pages with your fingers. When he is finished with the prayer, place the missal on the wooden book holder on the altar. Then, with hands folded, return to your seat.

4. When the priest comes to the center to accept the gifts of bread and wine, walk behind and to the side of him to help him with the gifts.

a. If you receive the money basket, take it to the right side of the altar, set it down, and see if he needs help taking anything else to the altar. If not, return to your seat.

b. If you receive any of the sacred vessels (chalice or ciborium), take them to the altar. If an acolyte or deacon is there, hand them to him, if he is not, place them neatly on the altar and move back to the priest to help with other gifts.

c. If you receive either the water or wine, go to the left side of the altar (the side where the ambo is) and wait for the deacon or priest to take the items from you. Stand side by side with the other altar server. Hold the glass container with the handle away from you, so the priest or deacon can grab it. Wait for him to give the empty containers back to you. When completed, bow together to the minister. Go to the credence table to prepare the water, bowl and towel.

d. Whoever holds the bowl should also hold the water, while the other brings the towel draped across his or her folded hands, or holds it in front of themselves unfolded. Walk back to the altar to help the priest wash his hands. When he is finished washing and drying his hands, bow to the priest before returning the items to the credence table. Return to your seats, remembering to keep your hands folded.

5. As the priest begins the Eucharistic Prayer, kneel on the kneeling pad on the right side of the altar, with the cross bearer to your right. Keep hands folded and hold them up on your chest, except when holding the bells to ring them.

6. At the Sign of Peace, extend peace to your fellow servers, then to the priest and deacon if they walk to you. Do not cross in front of the altar to extend peace.

7. After the “Lamb of God,” kneel a second time in the same location as before.

8. When time to receive Holy Communion, stay kneeling and receive the Eucharist. You may receive the Blood of Christ if you want, by standing in line. Once finished, return to your seat; make sure your feet are not sticking out.

9. When Communion is completed, the priest returns to the altar to clean up. At that time, go to the altar to retrieve the missal and take it with you back to your seat.

10. When the priest stands and says “Let us pray,” bring the missal to him at the chair. Open the book for the priest. He will find the right page. Hold it for him so that he can easily read the prayer and turn the pages. Do not hold the pages with your fingers. When he is finished with the prayer, return to your seat; place the missal on the pew.

11. After the Mass is ended and the music begins, stand and line up in front of the candle bearers, behind the deacon and priest, facing the altar. When the priest bows or genuflects, you bow. Turn around and begin the recessional procession.

12. For most Masses, we process out down the left aisle and to the back of the church which opens to the big parking lot. Be prepared to process out the right aisle or center if the priest directs you to.

13. Say the Prayer After Mass with the priest or deacon.

If there are any questions regarding this information, please contact Bill Harkins at 342-8384 or harkins.bill@comcast.net.