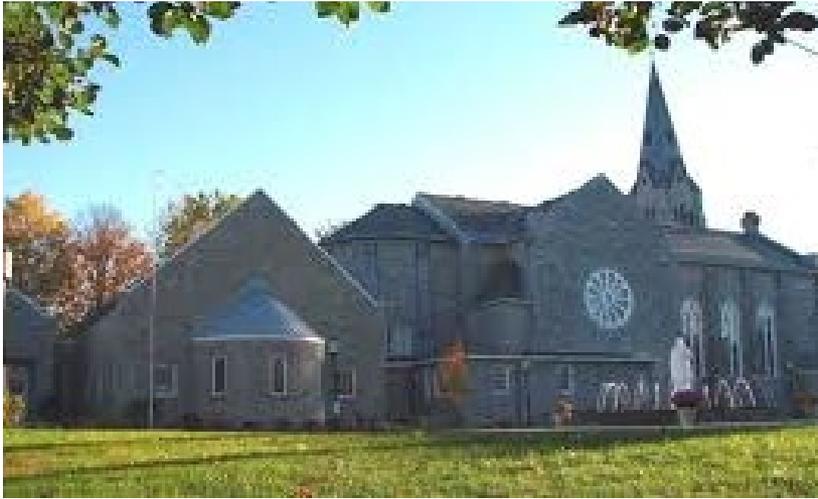


Altar Server Guidelines



St. Mary of the Assumption
47 Syracuse Street Baldwinville, New York 13027
Phone: (315) 635-5762

**Serving our Lord Through
Assistance at the Altar**

Welcome Altar Server

Being an Altar Server means serving God and his people at Mass. That is what makes serving Mass worth doing, and worth doing well. As an Altar Server you have a special ministry in the Church. Altar Servers are very fortunate that they have been chosen by God.

The role of the Altar Server is very important because he/she is one of the closest persons to the Altar and to the Priest representing Jesus Christ during the celebration of the Holy Mass and the administration of the Sacraments. The service of the Altar Server is very appreciated by all the parishioners at St. Mary's. Good Altar Servers give their service with major attention and respect.

These guidelines will help you with the things you need to know to serve at St. Mary's. Please read this information carefully, study it, and keep it as a handy reference. Please try to familiarize yourself with these steps of how to serve at Mass and to do a good job while serving at the altar of God.

Altar Server Guidelines

ALTAR SERVER'S PRAYER

Loving Father, Creator of the universe, you call your people to worship, to be with you and each other at Mass. Help me, for you have called me also. Keep me prayerful and alert. Help me to help others in prayer. Thank you for the trust you've placed in me. Keep me true to that trust. I make my prayer in Jesus' name, who is with us in the Holy Spirit. Amen.

DRESS CODE FOR ALTAR SERVERS

SHOES – Dress shoes should be worn. Do not wear flip-flops or open toed shoes.

ALTAR SERVER RULES

Serve at every Mass that you scheduled. You can view schedule on the St. Mary's Ministry Web Site

If you are unable to serve, it is your responsibility to find someone to cover for you

Arrive at least 10- 15 minutes before the Mass starts to get vested and to perform the duties prior to Mass

Make sure the candles are lit, bread, wine, water, towels any other sacramentals are in their proper place

Maintain a prayerful posture during all times in the Sacristy (if you are not doing something your hands should be folded in your lap)

Be quiet and respectful when on the Altar, you are role models

After the Mass return to the Sanctuary and bring back to the Sacristy the cups, purification cloths, priest chalice, paten, ciborium, towels, etc.

Make sure that your alb is returned the way you found them

Altar Server Guidelines

ALTAR SERVERS STEP-BY-STEP GUIDE

BEFORE MASS:

Sign your name in the Ministry book

Put on your alb.

Check to make sure that everything is set up including the candles, credence table, gift table for the Mass

Make sure you talk to the other servers to determine who will carry the candles and be the cross-bearer

ENTRANCE PROCESSION:

Altar servers will line up in the following order:

ALTAR SERVER #1 Cross-Bearer

ALTAR SERVERS #2 and #3 Line up behind the Cross-Bearer

Altar Servers will begin the procession on 2nd verse to the hymn - WALK AT SLOW PACE

Alter Sever #1 - Cross Bearer will keep walking, go the right of the Altar, and put the cross in the stand

Alter Servers #2 and #3 - When you reach the bottom of the steps, line up with priest, bow your head and proceed the appropriate chairs.

GREETING:

The priest begins the Mass with the Sign of the Cross

The Priest begins with an introduction and Opening Prayer

Penitential Rite-the priest asks us to recall our sins and ask God for forgiveness.

The Gloria will then be recited or sung

Everyone will be seated to listen to Scripture reading, Gospel, and Homily.

Altar Sever Guidelines

LITURGY OF THE WORD

First Reading, The Psalm, Second Reading – Altar Severs Sit

Gospel - Altar Server stand

Homily – Altar Server Sit

Profession of Faith and Prayers of the Faithful – Altar Sever Stand

LITURGY OF THE EUCHARIST

Gift and Offertory Collection

The Cross Bearer will go get the cross and go to the back of the church to lead the procession of the gifts

Altar Sever #1 will bring forward the Chalice and put it on the altar.

Altar Sever #2 will bring over the two cups of wine and purificators that are on the tray

Altar Severs #1 and #2 will join priest and/or deacon to receive the gifts at bottom of stairs. They will accept the gifts and carry them up the stairs. The bread will be placed on the altar and the wine will be taken over to the Credence Table.

PREPARATION OF THE GIFTS

Altar Severs will bring over the cruets of wine and water. Wait for the priest or deacon to take the water, mix it with the wine, and then it will be handed back to the server.

Altar Serve will bow to the priest or deacon and put the cruets back on the Credence Table.

Altar Severs will then bring forward cruet of water, the bowl, and the towel. The server will pour a small amount of water onto the hands of the priest.

One server will hold the bowl and towel (Carry the towel on your left arm) The other will hold the pitcher
The servers will then return their seats and remain standing

Altar Sever Guidelines

EUCHARISTIC PRAYER

Preface - remain standing

HOLY HOLY - which will be sung or recited, after altar servers will kneel and the priest will continue with the Eucharist Prayer by recalling the Last Supper

Epiclesis – Priest will place his hands over the host and chalice. Altar rings bells once

Host Elevated - The priest will pick up the host, to be consecrated, by saying “...take this, all of you and eat it; this is my body which will be given up for you.” The priest will raise the Body of Christ above his head, and the server will ring the bells 3 times.

Chalice Elevated – The priest will say, “...take this and drink from it, this is the cup of my blood, the blood of the new and everlasting covenant. It will be shed for you and for all so that sins may be forgiven, do this in memory of me.” The priest will raise the chalice above his head, and the server will ring the bells 3 times

Our Father - Altar Servers will rise

Sign of Peace - Altar servers share the Sign of Peace with the priest and deacon.

COMMUNION

Lamb of God - Altar Servers and Eucharistic Ministers will be lined up to receive communion.

The priest and deacon will distribute the Body and Blood of Christ. Altar Servers received and return to seats.

Communion Completed – Priest will return to altar to begin clearing the altar.

Altar Server #2 and #3 will bring back chalice and ciborium's to credence table.

Once everything has been taken care of, the altar servers may go back to their seats.

Altar Server Guidelines

CONCLUDING RITE

Closing Prayer - Then the priest will ask everyone to stand and pray. The priest will say, "Let us pray..." which is the cue for the server to get ready

Sign of the Cross –

The choir will then start the final song. When the final song begins the cross bearer will go get the cross.

The other servers will go to the altar and come to the bottom of the steps.

The priest will then bow and turn

The servers will bow at the same time as the priest and turn around and process out

The servers will walk down the aisle of the church and gather at the vesting ministry room

Remove your alb and hang back up in the vesting ministry room

AFTER MASS:

Obtain the Extinguisher and extinguish the candles

Carry back to Sacristan: Hand washing bowl, cruets, priest chalice, cups, towels, and tray

After the the 5pm Mass on Sunday, empty the Eucharist Finger Bowl in Sacramentarium behind the Sanctuary.

**REMINDERS

When you are standing or sitting, keep your hands folded.

PAY ATTENTION, especially to the priest, you never know when they may call you over.