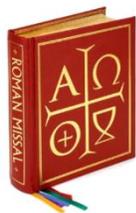


Closing Rite & Recessional

When the priest stands to give the final blessing and says "Let us pray", the *Cross Bearer* will take the *Roman Missal* and stand in front of the priest holding the book chest high. Once the prayer is complete, the *Cross Bearer* will then return the *Roman Missal* to the table and go back to his/her chair.



When the priest moves from his chair, the Altar Servers will get the cross and candles and lead by the *Cross Bearer* walk around to the front of the *Sanctuary* steps. The *Cross Bearer* will stand even with the front pew, lining up in a triangular formation with the two *Candle Bearers* side by side behind the *Cross Bearer*. Turn to face the *Altar*. After the priest bows, Servers will turn and *recess* down the center aisle through the entrance doors.

After Mass

Return the *processional cross* and candles to their stands. Extinguish the candles.

NEATLY hang *Alb* and *Cincture* in the sacristy closet.

If you are not scheduled to serve and arrive early to Mass, please stop by the sacristy to ensure that an Altar Server is not needed.

Thank you for your service to this ministry!

Dress

Clothing

Altar servers are asked to wear nice "Sunday clothes" during Mass.

Shoes

Nice shoes that are stable and comfortable to walk in. Preferably no sneakers but solid black athletic shoes will be fine.

Conduct

1. Please arrive at least 15 minutes before Mass begins.
2. Please act respectfully and reverently before, during, and after Mass.
3. Please participate fully in Mass by praying, singing, and being attentive to the priest and what is happening during Mass.
4. Please study and know your responsibilities as an altar server.
5. Please remember to keep "prayer hands" when standing, kneeling or not holding religious objects.



IMMACULATE CONCEPTION



It is a great privilege to serve at the Altar of our God. Altar Servers perform a very important and much needed role in liturgical ministries. They assist the priest so that the liturgy can be conducted with grace and reverence. The priest, the congregation and other servers are counting on you to know your duties. This allows distractions to be eliminated so all can focus on the holiness of the Mass.

By choosing to serve at the Altar, you will strengthen your personal relationship with God, learn more about the order of the Mass, grow in reverence, respect, responsibility and teamwork, and serve as a role model to all present at the Mass.

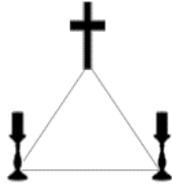
Altar Servers are expected to:

- Arrive in the sacristy and sign in at least 15 minutes before Mass begins
- Be prepared by knowing all cues and procedures for your position
- Participate in Mass by praying and singing
- Request a substitute if you are unable to serve at your scheduled time

Preparation

Servers will dress in the appropriate size *Alb* in the *Vesting Sacristy* with a *Cincture* for the current *Liturgical Season*. Check that the *Processional Candles* have been lit and be seated in the chairs provided outside of the *Vesting Sacristy* until it is time for Mass to begin.

Servers will line up at the doors to the *Worship Space* in a triangular formation. The two *Candle Bearers* will walk side by side behind the *Cross Bearer*.



Procession

When the first lines of the *Processional Hymn* are sung, the *Cross Bearer* will lead the *Procession* at a slow pace with the *Candle Bearers* following about 4 pews behind. When servers reach the *Sanctuary* steps, the *Cross Bearer* and the right *Candle Bearer* will step to the right facing the *Altar*. The left *Candle Bearer* will step to the left facing the *Altar* leaving a space for the priest. The *Lector* will place the book on the *Altar* and return to the steps on the other side of the *Candle Bearer* and bow with the priest. Servers will not bow since they will be holding the cross and candles.

Once the priest proceeds to the *Altar* and the *Lector* returns to their seats, the servers will walk single file around the *Sanctuary* platform and proceed through the wooden doors to place the cross and candles on their stands. The servers will then walk behind the *Sanctuary* platform and take a seat in the three chairs provided.

Collect (Opening Prayer)

After the *Gloria*, the priest will say "Let us pray" and the *Cross Bearer* will get the *Roman Missal* from the table by his/her chair and take it and stand in front of the priest holding the book chest high.



Liturgy of the Word

Be a good example to others by paying attention & listening to the readings and the homily. Stand with prayer hands during the *Gospel reading*. During the *Homily*, pay attention, sit up straight with feet flat on the floor and keep your hands still while sitting. If needed, fold them in your lap. People will be watching you and you are to set a good example for others.



Liturgy of the Eucharist

PROCEDURE - Preparing the Gifts

After the *Prayers of the Faithful* have been said and everyone sits for the *collection*, the *Cross Bearer* will place the *Roman Missal* on the *Altar*. Go to the *Credence Table* for the *Cruet* of water and place it on the right corner of the *Altar*. The *Cross Bearer* will then join the priest at the steps. At the same time the *Candle Bearers* will walk behind the *Sanctuary* platform and get the *Processional Candles* and walk side by side down the center aisle to the back of the *Baptismal Font*. When the *Gift Bearers* are ready, they will lead them down the center



aisle. When arriving at the steps the *Candle Bearer* on the right will take 4 steps to the right and the one on the left will take 4 steps to the left and the turn and face each other and the *Gift Bearers* will pass between them. As the *Gift Bearers* return to their seat, the *Candle Bearers* will return the candles as in the *Procession*.

PROCEDURE - Washing of the Hands

The *Candle Bearers* will return to the *Credence Table*. One will collect the *Lavabo* (bowl), the other the towel. Led by the server with the bowl, stand behind the *Altar* to the right of the priest. The server with the bowl will take the *Cruet of water* and placing the bowl under the priest's hands, pour a small amount of water over the priest's hands. The server with the towel will hold it for the priest to dry his hands and then together will return the *water Cruet*, *Lavabo* and towel to the *Credence Table* and go back to their seats.



PROCEDURE - Consecration

All servers will kneel on the kneelers on the step in front of their chairs with praying hands. Remember others are watching you so be respectful.

PROCEDURE - Receiving Communion

Altar servers will stand and receive communion from the *Eucharistic Minister* closest to them. *Cross Bearer* will get the *Roman Missal* from the *Altar* and place it on the table next to his/her chair. *Altar Servers* will return to their chairs and stand. Do not sit. Turn and bow along with the *Eucharistic Ministers* when the *Ciborium* is returned to the *Tabernacle*.