

FAMILIES IN FAITH

GUIDELINES FOR ALTAR SERVER INSTRUCTIONS

Before Mass:

- If you are unable to serve Mass, please call and switch with another server
- Be sure to arrive 15 minutes early
- Always read the list of things to do found on the door where your cassock is stored
- Take the cups, a bowl of fresh water, purificators, finger towel to the credence table and light the candles. Take the pitcher of wine, water and the host to the gift table at the back of the church
- Dress in Alb and Cincture and wear the cross. Use the mirror to straighten clothing and hair and be ready for prayer before Mass.
- All actions are done slowly and reverently, always pay attention to what is happening in the Liturgy. Stand, sit and kneel up straight, when standing or walking keep your hands folded chest high. Sit, stand and kneel along with the congregation. Do not chew gum anytime you are in church. Do not goof off or distract others. Sing with a songbook. Joyfully participate in the Mass.

Introductory Rite:

- Servers lead the opening procession during the Entrance Song. If there is incense, that is first, followed by the cross, then the candle, the Lector and finally the Presider (Priest, Bishop).
- Censer and boat for incense are kept in the west sacristy. You need to light it fifteen minutes early so that it is ready for use during mass.
- The server who carries the cross, please make sure that the cross is always facing forward.
- Stand in front of the Altar and bow towards the Altar, wait for the Lector to place the book of the Gospel on the book holder and then go to your chair.
- Bring the Sacramentary to the Presider when he says, "Let us Pray" at the end of the Introductory Rite. Rest it on your chest and hold it still as he reads. Return the book to its place. DO NOT place the Sacramentary on the Altar at this time.

Liturgy of the Eucharist:

- **Preparation Rite** – Place the Chalices, purificators and the Sacramentary at the left side of the Altar.
- When the collection is almost over, walk together with hands folded on either side of the Presider to receive the gifts.
- Wait for the Presider to give you the bread, wine and water, and take them to the left side of the Altar. Place the collection basket in front of the Altar.
- Now, bring the water bowl, and towel to the Presider so he can wash his hands. Put them back on the Credence Table.
- **Eucharistic Prayer**- As the Eucharistic Prayer begins, kneel on the steps in front of the Altar and remain there until it's time for the "Our Father". When you go, please take the bell with you, ring the bell during elevation and bring it back when you return. After elevation when the Presider genuflects, please bow.
- **Communion Rite** – Stand on either side of Father as we pray, "Our Father"
- After receiving the Sign of Peace from Father, place the extra Ciborium on the altar and get ready to receive the Eucharist.
- After communion Father will cleanse the Chalices. You'll need to take the cruet with water to the altar. Once he has finished cleaning, remove all the vessels from the Altar and place them on the Credence Table.
- Once the Eucharist is placed back in the tabernacle, remove the Sacramentary from the Altar and take it to its designated place and then pray in silence.

Concluding Rite:

- When Father says, “Let us Pray”, hold the Sacramentary for Father for the Final Prayer. Rest it on your chest and hold it still as he reads. Return the book to its place.
- During the Closing Song, when Father moves to the Altar, kisses the Altar, the servers bow to the Altar. When Father walks to the front of the altar, the cross bearer picks up the cross, then the candle, the servers walk with him and bow together to the altar, turn and the servers lead the recessional, Presider is last.

After Mass:

- Extinguish all candles.
- Bring the water bowl, finger towel, and purificators to the Sacristy.
- Empty the bowl and dry it with the towel.
- Take off your alb and cincture and hang them up neatly.

Remember:

- Your job is to assist the priest.
- Pay attention to what he tells you and do it promptly!
- Listen to the homily and participate!
- You are up front and everything you do can be seen by everyone!
- Come in your Sunday best and an alb that fits!
- Don’t fiddle with your cincture!
- Sit up and stand up straight!
- Cover your mouth if you yawn!
- By serving Mass, you are serving God and our parish!
- God is happy and smiling upon you when you serve Mass!

Thank you for Serving THE FAMILIES IN FAITH PARISH!

“OPEN BOOK” QUIZ

01. What are you to do if you are unable to serve Mass?
02. How early should you arrive for Mass?
03. What is the number on the cassock/alb that fits you best?
04. What do you take to the credence table?
05. What do you take to the gift table?
06. Who leads the processional and recessional?
07. Should you go fast when leading the processional and recessional?
08. When do you take the Sacramentary to Father?
09. How do you hold the Sacramentary?
10. What do you do during the Liturgy of the Word?
11. What do you do during the Offertory Song?
12. Where do you go when the collection is almost over?
13. What do you do when Father hands you bread, wine, water and the money basket?
14. What do you do when it is time for the Eucharistic Prayer?
15. What prayer comes after the Eucharistic Prayer?
16. What do you do during “Our Father”?
17. What do you do during the Sign of Peace?
18. What do you do after you receive Holy Communion?
19. During concluding Rite when do you take the Sacramentary to Father?
20. How do you know that Mass is almost over?
21. Who leads the recessional?

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