

ALTAR SERVER DUTIES

- 1) **Arrive 15 minutes before the start of the service.** Check with the minister (priest or deacon) to see if there is anything special happening at that day's liturgy. Find and put on your alb, cincture, and cross.
- 2) Find and set out the various items needed for the Mass. This includes: wine & water cruets, glass dish and towel, chalice(s), purificator(s), pall(s), paten(s), and sacramentary. Light the altar candles.
- 3) Decide who will be cross bearer and who will handle the sacramentary. Bring these items to the vestibule.
- 4) Remind the ushers to ring the church bell five minutes before the start of Mass.
- 5) **Entrance Procession:** Walk in single file to the front of the church. Stop and genuflect towards the tabernacle. Note, the cross bearer does not genuflect; rather, he/she simply bows his/her head. Proceed into the sanctuary. The cross bearer puts the cross back into the sacristy. The book bearer places the sacramentary on the stool next to the credence table. Both go to their chairs.
- 6) **Opening Prayer:** When the priest says, "Let us pray," the book bearer brings the sacramentary to the priest and hands it to him. He will open it, and place it back into the server's hands. The server should lean the book back against his/her chest. When the prayer is finished, the server should close the book and place it back on the stool by the credence table.
- 7) **Gospel Procession:** During the Responsorial Psalm, one server should go into the sacristy and light the processional candle. He/she should then stand in the sacristy doorway until the Gospel Alleluia begins, then he/she should proceed with the candle to the NE corner of the altar. The minister will come to the altar and lift up the evangelarium. When he turns to go to the ambo, the server should walk to the front of the ambo and face the congregation. During the reading of the Gospel, the server stays in place (I recommend staring at the candle). After the Gospel reading, the minister will bring the evangelarium to the front of the ambo and place it on the shelf. He will then dismiss the server, and he/she will take the candle back to the sacristy.
- 8) **Offertory:** After the Prayers of the Faithful (i.e., the petitions) the ushers will begin to take up the collection. The servers should bring the sacramentary, the plate, and the chalice(s) over to the altar. Then both servers should join the minister in front of the altar to receive the gifts. One will receive the ciborium and the other will receive the cruets, while the minister takes the collection basket. Next they will proceed to the side of altar. Place the ciborium on the altar, and then each server should hold a cruet. The minister will pray over the bread, then will take the wine cruet, next the water cruet, and then he will pray over the wine/water. The servers should go the credence table and pick up the glass bowl and towel. Then they should come back to the altar, one server holding the glass bowl and water cruet, while the other has the towel. Pour water over the priest's hands, and then he will take the towel to dry his hands. Take the bowl, cruet, and towel back to the credence table.
- 9) **After Communion:** Come to the altar with the water cruet so the minister can purify the chalice(s). Take the chalice(s) and water cruet back to the credence table. When the priest says, "Let us pray," bring the sacramentary to him for the final prayer.
- 10) **Recessional:** Watch for the priest's cue to get the cross from the sacristy. All walk to front of altar, genuflect to tabernacle, and head down the aisle.
- 11) **Afterwards:** Bring all items back into sacristy. Help clean up.

SERVER DUTIES

- Entrance:** Walk forward with priest to front of altar.
Cross bearer leads, then book bearer follows.
Genuflect together facing tabernacle.
Proceed to chairs.
- Opening Prayer:** Bring sacramentary to the priest when he says "Let Us Pray."
- Gospel:** At the Responsorial Psalm, light processional candle and stand in sacristy doorway. At the Alleluia proceed to NE corner of altar and wait for minister to pick up evangelarium. Proceed to front of ambo. After Gospel reading, wait for minister to place book on front of ambo, then bring candle back to sacristy.
- Offertory:** Bring plate, chalice(s), and sacramentary to altar. Accompany minister to receive gifts. Place ciborium on altar. Give minister wine cruet, then water cruet. Take cruets back to credence table. Return with water, towel, and dish for washing of hands.
- After Communion:** Come to altar with water cruet so minister can purify chalice(s). Take chalice(s) and water cruet back to credence table.
- Recessional:** When priest says "Let Us Pray," bring him the sacramentary. After closing prayer, the cross bearer and book bearer join the priest in front of the altar. All genuflect towards tabernacle and head out.