

Altar Server Step-by-Step Guide

Cross Bearer

Entrance Procession

1. Move slowly and respectfully, stop at the foot of the **altar**, turn right and go to **cross** stand.
2. Put the **cross** in its stand, and go to your seat. Remain standing.

Introductory Rites

Collect Prayer (after Gloria, except in Advent & Lent when there is no Gloria)-

3. The priest will say, "Let us pray," or, "Oremos," if in Spanish. Take the small **Roman Missal** from table, and hold it slightly to the side of the priest.
4. Close the **Roman Missal** and put it back on the table when he is finished.
5. Return to your seat and sit down for the Liturgy of the Word.

Liturgy of the Word

6. Listen to the readings and the priest's or deacon's homily respectfully.
7. Stand when it is time to recite the Creed and during the Universal Prayers (Prayers of the Faithful/Intercessions). *Don't sit down after the prayers are finished even though all the people do.*

Liturgy of the Eucharist

Preparation of Gifts (begins when Father asks the Children to bring up food gifts)-

8. Take **Roman Missal** from table to **altar** (either place on the **altar** or in the book stand if it is present), and return to your seat. Wait for **candle** bearer one to go with you carrying the **chalice and paten**. Go as a team. Don't race or rush.
9. Remember to genuflect to **tabernacle** when returning. Wait for **candle** bearer one and come back as a team. Don't race or rush.
10. Be attentive and respectful during the Eucharistic Prayer.

Communion

11. When the Priest or Deacon says, "Let us offer each other the sign of peace," step up to the side of the **altar** and exchange sign of peace with the priest and other servers.
12. After the sign of peace, form semicircle around **altar** with Extraordinary Ministers of Holy Communion in preparation to receive Holy Communion.

After Communion- Take **Roman Missal** from **altar** and return it to credence table.

13. When the priest is finished distributing Communion, watch to see if he needs the water to purify his **chalice**. He will look to you if he does.

Prayer after Communion –

14. The priest will say, "Let us pray," or "Oremos." Take small **Roman Missal** from table, Take the **Roman Missal** from table, and hold it slightly to the side of the priest. When he is finished, close and put back on the table, return to seat (NOTE: Same as Collect Prayer in step 3)

Concluding Rites

Recessional –

15. When the people begin to sing, go to the **cross** stand, take the **cross**, move slowly and respectfully to the foot of the **altar** and stop in center aisle about six pews back to form the head of the procession. NOTE: leave room for the **candle** bearers, bell ringer, and the reader in front of you. Turn around when the priest genuflects, and slowly and respectfully walk down the aisle.
16. Return processional **cross** to the **altar** server room.
17. Remove and hang up your **alb**.

Altar Server Step-by-Step Guide

Candle Bearer I

Entrance Procession

1. Move slowly and respectfully following the **Cross** Bearer, stop at the foot of the **Altar**, turn left and go to **candle** stand.
2. Put **candle** in stand, and go to your seat. Remember to genuflect to **tabernacle** while **crossing** between it and the **Altar** together with **candle** bearer two.

Introductory Rites

Liturgy of the Word

3. Listen to the readings and the priest's or deacon's homily respectfully.
4. Stand when it is time to recite the Creed and during the Universal Prayers (Prayers of the Faithful/Intercessions). Don't sit down after the prayers are finished.

Liturgy of the Eucharist

Preparation of the Gifts (begins when Father asks the Children to bring up food gifts)-

5. Take priest's **chalice/paten** from credence table to **Altar**, return to seat. Remember to genuflect to **tabernacle** while returning. Wait for the **cross** bearer who will take the **Roman Missal** to the **altar** with you. Go to the **altar** and come back as a team. Don't race or rush.
6. When the priest goes down to receive the gifts, go with him and stand to the side of the priest.
7. Take the bread/wine (whichever he gives you) to the **Altar**. Place it on the **altar**.
8. Genuflect to the **tabernacle** and go to the table.
9. Take **cruet** with water and dish and stand at the side of the **altar** holding them. (NOTE: do not set them down on the **Altar**.)
10. Hand the priest (or the deacon if he is present) the water, and take it when he hands it back.
11. Wash the priest's hands. (**Candle** bearer two will have the towel to dry his hands.)
12. Return water and dish to credence table together with **candle** bearer two who has the towel.
13. Be attentive and respectful during the Eucharistic Prayer.

Communion-

14. When the Priest or Deacon says, "Let us offer each other the sign of peace," step up to the side of the **altar** and exchange sign of peace with the priest and other servers.
15. After the sign of peace, form semicircle around **Altar** with Extraordinary Ministers of Holy Communion in preparation to receive Holy Communion.

Concluding Rites

Recessional-

16. When the people begin to sing, go to **candle** stand with **candle** bearer two, take **candle**, move slowly and respectfully to the foot of the **Altar** move slowly and respectfully to the foot of the **Altar** and stop in center aisle about four pews back to form the procession. (NOTE: make sure that the **cross** bearer is behind you.)
17. Turn around when the priest genuflects, slowly and respectfully follow the **cross** bearer down the aisle side-by-side **candle** bearer two. Leave about two pews between you and the **cross** bearer.
18. Return **candle** to the **altar** server room.
19. Remove and hang up your **alb**.

Altar Server Step-by-Step Guide

Candle Bearer II

Entrance Procession

1. Move slowly and respectfully following the **Cross** Bearer, stop at the foot of the **Altar**, turn left and go to **candle** stand.
2. Put **candle** in stand, and go to your seat. Remember to genuflect to **tabernacle** while **crossing** between it and the **Altar** together with **candle** bearer one.

Introductory Rites

Liturgy of the Word

Liturgy of the Eucharist

Preparation of the Gifts (begins when Father asks the Children to bring up food gifts)-

3. *You can be seated after the prayers even though other servers will be standing to do different tasks.* The **Cross** bearer and **Candle** Bearer One will stand and move to do their duties.
4. When the priest goes down to receive the gifts, go with him and stand to the side of the priest.
5. Take the bread/wine (whichever he gives you) to the **Altar**. Place it on the **altar**.
6. Genuflect to the **tabernacle** and go to the credence table.
7. Take towel to the side of the **altar** along with **candle** bearer one who has the dish and **cruet** of water. (NOTE: do not set them down on the **altar**.) Offer the priest the towel after he washes his hands; return the towel to table together with **candle** bearer one.
8. Be attentive and respectful during the Eucharistic Prayer.

Communion-

9. When the Priest or Deacon says, "Let us offer each other the sign of peace," step up to the side of the **altar** and exchange sign of peace with the priest and other servers.
10. After the sign of peace, form semicircle around **Altar** with Extraordinary Ministers of Holy Communion in preparation to receive Holy Communion.

Concluding Rites

Recessional-

11. When the people begin to sing, go to **candle** stand with **candle** bearer one. Remember to genuflect to the **tabernacle** when you pass by it. Take a **candle** and then move slowly and respectfully to the foot of the **Altar** and stop in center aisle about four pews back to form the procession. (NOTE: make sure that the **cross** bearer is behind you.)
12. Turn around when the priest genuflects, slowly and respectfully follow the **cross** bearer down the aisle side-by-side **candle** bearer one. Leave about two pews between you and the **cross** bearer.
13. Return **candle** to the **altar** server room.
14. Remove and hang up your **alb**.

Altar Server Step-by-Step Guide

Bells

Entrance Procession

1. Move slowly and respectfully following the **Cross Bearer** and **candle** bearers in the center of the aisle. Stop at the foot of the **Altar**, turn right and go to your seat next to the **cross** bearer.
2. Remain standing.

Introductory Rites

Liturgy of the Word

3. Listen to the readings and the priest's or deacon's homily respectfully.
4. Stand when it is time to recite the Creed and during the Universal Prayers (Prayers of the Faithful/Intercessions). *You can be seated after the prayers even though other servers will be standing to do different tasks.*

Liturgy of the Eucharist

Preparation of Gifts (begins when Father asks the Children to bring up food)-

5. Be attentive and respectful during the Eucharistic Prayer.
6. After the *Holy, Holy, Holy* is sung, kneel. Watch for the priest to extend his hands over the gifts of bread and wine and ring the **bells** briefly once. It will look like this:



Epiclesis – the time when the priest extends his hands over the bread and wine and asks the Holy Spirit to change them into the Body and Blood of Christ.

7. After the priest says, “This is my body which will be given up for you,” and lifts up the Body of Christ, ring the **bells** three short times. It will look like this when it is time to ring:



Showing of the Body of Christ to the Assembly.

Altar Server Step-by-Step Guide

8. After the priest while holding the **chalice** says, “Do this in memory of me,” and lifts up the **chalice** holding the Blood of Christ, ring the **bells** three short times. It will look like this when it is time to ring:



*Showing of the **Chalice** holding the Blood of Christ to the Assembly.*

Communion

9. When the Priest or Deacon says, “Let us offer each other the sign of peace,” step up to the side of the **altar** and exchange sign of peace with the priest and other servers.
10. After the sign of peace, form semicircle around **Altar** with Extraordinary Ministers of Holy Communion in preparation to receive Holy Communion.

Concluding Rites

Recessional –

11. When the people begin to sing, follow the **cross** bearer and move slowly and respectfully to the foot of the **altar** and stop in center aisle about two pews back to form the procession. NOTE: the **candle** bearers process out ahead of you and the reader processes behind you. Turn around when the priest genuflects, and slowly and respectfully walk down the aisle.
12. Remove and hang up your **alb**.

ALL ALTAR SERVERS

1. Arrive about 10 minutes before the Mass you’re serving begins.
2. Sign in on the Altar Servers’ Sign In Sheet
3. Select an **alb** that does not hang lower than your ankles.
4. Please keep your hands folded neatly during Mass when you are standing or kneeling and not carrying anything.

