

# Altar Servers “How to…”

## Serving in the Church

- All servers are asked to sign-in at the lay ministry sacristy located in the hallway on the left side of the gathering space. Check-in ( ✓ ) on the schedule sheet next to your name. If you are substituting for someone write your name next to theirs on the printed sheet. If, at 8 minutes prior to the start of the mass, there are still servers missing start to seek out replacements from the assembled congregation. Many unassigned servers will stop at the sacristy to see if they are needed.

- At the Entrance Processional

Crossbearer- carries the cross at entrance procession and places cross in stand near the tabernacle and stand near altar server seat near tabernacle.

Candlebearers – carry lighted candles at entrance procession and place them in the candle stands on either side of the ambo and proceed to altar server seats near the tabernacle.

Bookbearer – process in behind candlebearers, bow before altar and proceed to altar server seats near tabernacle. Be ready with the book for the opening prayer at “Let us pray”.

- At Preparation of Gifts

Crossbearer- carry cross to rear of church & lead gift bearers to the altar

Candlebearer #1 – lights candles at altar

Candlebearer #2 – places chalice on altar

Bookbearer – place sacramentary on altar to the left of the corporal

Candlebearer#1, #2 and Bookbearer – bring the empty cups with purificators from the credence table and places them on the altar on the priest’s right.

Candlebearer #2 – bring water cruet to the deacon to prepare the wine, wait for the deacon to distribute wine to the empty chalices & return flagon and water cruet to the credence table and return to seat.

Candlebearer #1 – help the priest and deacon receive the gifts, place them on the altar and get the pitcher for priest’s hand washing with the bookbearer. After hand washing place pitcher on credence table and return to your seat.

Bookbearer - hold bowl and towel for priest hand washing with Candlebearer #1. After hand washing place bowl and towel on credence table and return to your seat.

- At Communion

All servers will receive communion with the congregation from the Eucharistic Ministers stationed near the altar server seats.

- After Communion

Bookbearer –when you see the priest returning to his seat, sit with book I your lap ready for “Let us pray”.

- At Recessional

Crossbearer – process out of church with cross

Candlebearers – process out of church behind cross

Bookbearer – process out of church behind candlebearers

- After Mass

Crossbearer – return cross to cross stand near the tabernacle

Candlebearer #1 – snuf out candles at ambo and altar with snuffer.

- Final note – If you are attending a mass but not assigned to serve please go to the ministry sacristy to see if you might be needed to fill in for a missing server.