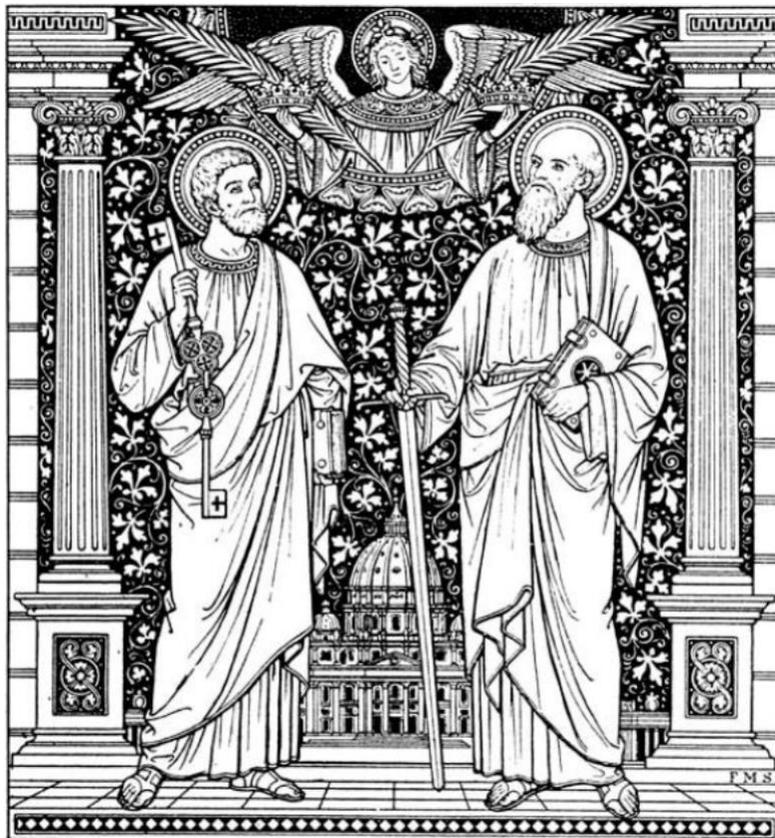


# SS. PETER & PAUL

# ALTAR SERVER MANUAL

2015 EDITION



## Altar Server Dress Code & Expectations

### **For Boys & Girls:**

Because the Server Albs can be somewhat thin, please avoid 'loaded' colors or patterns that may show through.

Be presentable.

All servers are responsible to have good hygiene.

### **Boys you must wear:**

A nice shirt (tucked in) and long pants (blue jeans are acceptable only if they are not frayed, have holes or are torn).

Shorts are not allowed.

You are expected to wear nice shoes.

### **Girls you must wear:**

A nice shirt (tucked in) and long pants (blue jeans are acceptable only if they are not frayed, have holes or are torn).

Modest dresses or skirts are also acceptable.

Shorts are not allowed.

You are expected to wear nice shoes. Open-toed dress shoes may be accepted. No high heels because they are too awkward for serving at the altar.

Sandals, flip-flops, crocs, light-up shoes, etc. are not allowed. Shoes cannot be torn or dirty. Dress shoes are preferred, and they should be clean and polished.

Remember, if you arrive dressed in something that does not meet these guidelines, you will not be able to serve!

Arrive at least 15 minutes before the Mass you are serving starts.

Sign in on the sign-in sheet on the Sacristy bulletin board.

Anyone arriving less than 10 minutes before Mass starts will lose his or her opportunity to serve that day.

When you come to a Mass that you were not scheduled to serve, please go and check with the Mass Coordinator to see if they might need a fill-in server for that Mass.

After you have signed in, quickly put on an alb, cincture, (tie the knot on the right side), and medallion, and follow the **Check List Before Mass** (see page 4) in order to know what items you should prepare for the Mass. After everything is set up, check with the Mass Coordinator and Priest/Deacon to see if there are any special instructions.

### **Altar server roles**

- CBB1: Cross & Missal Bearer. CBB1 should allow CBB2 to assist in duties.
- CBB2: currently a temporary position for training purposes. This person will work with the CBB1.
- CB1: Candle Bearer 1
- CB2: Candle Bearer 2

### **Comportment**

- Always remember the church is a sacred space and Jesus is present. Behave accordingly.
- When you enter or exit the sanctuary as you set up for Mass, genuflect to the tabernacle if your hands are empty. Bow if you are carrying something.
- Head bow: a bow from the neck. Slowly, do not jerk your head.
- Profound bow: a bow from the waist. Slow and reverent, do not jerk your body.
- Do not socialize before or after the Mass. The sacristy is not a place to catch up with your friends about your week. Save the conversations for later.

### **Hands:**

- If your hands are empty, they are to be folded, palms together, fingers pointing up, at chest height.
- If one hand is empty and the other is holding something, the empty hand should be placed flat on your chest.
- Sitting: When sitting at Mass, keep your hands on your lap. Do not fidget, slouch, or be distracting to others. Do not cross your legs.
- Standing: When standing, do not lock your knees for you risk passing out, especially when you will be standing for an extended period of time. Do not look around the church, slouch, or fidget.
- Participate at Mass by speaking the responses, following the readings in the book and singing the Mass parts. If you are uncertain of the words, cards are available next to your chairs.
- During Mass, whenever you cross the sanctuary, bow at the waist (Profound Bow) to the altar. If you are by yourself, stand at the center of the altar. If two servers are together, they should stand at either side of the center.
- When crossing in the sanctuary before or after Mass you should bow or genuflect to the tabernacle.
- When serving in pairs (e.g. when setting up the altar), work as a unit, moving together.

## Instructions before Mass Getting ready & setting up

### **CHECK LIST BEFORE MASS**

- Items to be placed on the Credence Table
  - A Corporal, on which all precious vessels (Chalice & Ciboria) are placed.
  - The priest's prepared chalice - **USE BOTH HANDS!** If the prepared chalice is covered with a chalice veil, position the chalice so the front of the veil faces the congregation.
  - All covered ciboria
  - The water cruet
  - The pitcher, lavabo bowl & hand towel for the washing of the priest's hands.
  - The 6 gold cups and 6 purificators on a wood tray (Precious Blood Mass only).
  - (4 of each if it is 5:00 pm Mass)
- Items to be placed on the Gift Table
  - The wine cruet.
  - The large Paten or Ciboria with the hosts.
  - Two processional candles
- Light the altar candles
- Light processional candles
- Light the Easter Candle in the Easter Season
- During Advent and Lent check with the Mass Coordinator to see if anything special is being done with the candles.
- Check with the Mass Coordinator to see if there is anything else that needs to be done.

If there are only two altar servers, the lit processional candles are to be placed on the Credence Table before Mass begins.

If there is only one altar server the processional candles will not be used.

Always (including during Mass) be prepared for instructions from the priest or deacon. You may be requested to go back to the Sacristy to get something. You should be aware of the names of everything that is used for Mass and where to find them if someone is not there to help you.

Do not step in front of the priest/deacon when they are moving. They always have the "right of way".

Never ever RUSH. Rushing only draws attention to yourself and it will distract people.

Be attentive, the priest may want to pray with you before the procession, afterwards you are to move into the church. Once you go into the church, get whatever it is you are assigned to

bear (candle bearers {CB} get the candles / cross and book bearer {CBB} should already have the cross since he or she will have just come from the sacristy) and then line up as taught.

If there are only 2 servers the processional candles are to be lit and one is to be placed on the Credence Table before Mass begins. The CBB will lead the procession by going in with the cross and the other server will follow behind with one processional candle. The CBB will still have the job to be the book bearer but will also help the other server.

If there is only one server the processional candles will not be used. The server will lead the procession with the cross and provide all the server assistance.

### **The Procession: Entrance into the sanctuary**

Since the cross bearer is in the front of the line up, he or she leads the procession. When the entrance hymn starts the cross bearer should look over his or her shoulder to see if the priest is ready before leading the procession. In this way the priest does not have to try and get the attention of the cross bearer and he can simply wave to you that he is ready to go.

For the cross bearer, when you begin to process in, walk at a normal pace, not too slow or too fast.

Candle bearers, you watch the cross bearer. The moment he or she begins to process in you follow. Follow in such a way that the distance between you and the cross bearer remains the same as it was when you were lined up.

Once the procession makes it way to the altar the cross bearer will stop in front of the steps, make a slight head bow as a sign of reverence and then move to the right and up the stairs, put the cross in the stand, and go to the CBB (Cross & Book Bearer) seat. The two candle bearers follow directly behind the cross bearer. You will do the same thing after the cross bearer; stop in front of the steps and make a slight head bow. Once you have done this you will move to the left, go up the stairs, put your candles on the credence table and go to your seats where CB1 & CB2 are. If there is a 4<sup>th</sup> server (CBB2), he/she will line up behind CB1 and CB2. Make a profound bow at the steps, go up the steps to the right and take your place next to CBB1.

### **How to hold the Missal**

When holding the Missal for the priest or deacon, stand a little bit to his right. Stand up straight and do not slouch or fidget. Hold the book firmly and in a way that he can open it to the correct page. Once he has opened the Missal, the CBB should hold it at a slight angle (not flat), resting the top of the Missal against his chest and holding the bottom with both hands.

### **Greeting & Penitential Rite**

After the Sign of the Cross, the priest will introduce the Penitential Rite saying, “Brethren (brothers and sisters), let us acknowledge our sins, and so prepare ourselves to celebrate the sacred mysteries.” If the priest/deacon needs the Missal they will ask for it. Stand in front of them with the Missal. If you are taller than the priest/deacon stand a little to their right so they can see the congregation. After the Penitential Rite, the Gloria is either recited or sung, except during Advent and Lent.

### **Collect**

At the end of the Gloria and before the priest says, “Let us pray,” the CBB is to take the Missal from the stand and bring it to the priest, unless, of course, the CBB is already holding the Missal in front of the priest. Once the priest is done with the Missal he will close it, at which point the CMB places the Missal back on its stand and returns to his chair.

### **The Liturgy of the Word**

The servers sit for the readings and responsorial psalm. After the readings, the Alleluia or Lenten Acclamation will begin. The moment you see the priest get up from his chair, the two candle bearers are to get up and go to the credence table to get the candles. The candle bearers should then stand near the side of the altar.

## The Gospel

- 1 Once the 1st Reading, the Psalm and the 2nd Reading have been done the Alleluia will begin. The moment you see the priest get up from his chair at the beginning of the Alleluia CB1 And CB2 are to get up and go to the credence table to get the candles.
- 2 Candle bearers go to your positions by the side of the altar as the priest (or deacon) approaches it to get the Book of the Gospels.
- 3 As the priest or deacon turn around towards the ambo you will also turn and lead him there. Once you get to the ambo one of you goes to one side and one of you goes to another. Stay there through the Gospel.

Once the Gospel has been read and everyone has responded “Praise to Lord Jesus Christ” both of you are to return to the credence table, place the candles back on it, and return to your seats.

After the homily the priest will either go and sit back down or stand quietly by his chair. He will begin ‘The Creed’ and then there will be the Intercessions.

The CBB should be watching the priest/deacon at this point to see if the priest will call him or her over to hold the binder with the intercessions in it. If the priest waves you over just go over to him and he will give you the binder to hold. In some cases the deacon will ask you to hold the binder for the priest.

## Getting the Gifts & Preparing the Altar

After the intercessions the CBB is to pick up the Sacramentary and stand and place it on the altar. Once the CBB has done this, he or she is to get the cross and go down the center aisle to meet the people who are to bring up the gifts.

CB1 & CB2 will begin to bring items from the credence table to the altar. The Chalice (when you handle the priest's chalice you must always use both hands—one holding the stem or center of it and the other hand placed resting on the top of it), the ciboria (or anything that is holding a host) and any other smaller cups that will be used for the distribution of the Precious Blood.

**EACH ITEM IS TO BE HANDED TO THE PRIEST/DEACON UNLESS YOU ARE GIVEN THE "OK" TO PLACE THEM ON THE ALTAR YOURSELF.**

The following items should be brought to the altar in this order:

- The chalice
- The ciboria (or anything that contains hosts)
- The cups at a Precious Blood Mass. Bring over the cups two by two. PLEASE BE CAREFUL NOT TO SPILL.

Once you have brought over all the items you are to remain standing next to the altar facing the priest or deacon who is preparing the altar.

CB1 & CB2 – when the priest or deacon begins to go down the steps to receive the gifts, you follow him there. Both CB1 & CB2 go down the stairs on the ambo side (or the priest's right), in this way both CB1 & CB2 will be able to return to the side of the altar that the credence table is on. If only one CB is available to go down, he/she should do so. The other may be busy.

CBB1 or CBB2 - will begin to bring forward the people who are presenting the gifts to the altar once he or she sees that the priest is making his way there. As he or she makes it to the front of the steps, the CBB is to go and place the cross back in its stand and return to his or her seat and remain standing.

CB1 & CB2 - once one of you has received the ciboria with hosts and the other has received the wine cruet, you go back to the altar so that the deacon or priest may prepare the chalice. DO NOT wait for the priest/deacon to move. If you have the gifts, move immediately up to the side of the altar together. The priest may want to speak to or bless those bringing up the gifts. Do not wait for that to be completed.

CB2 should hold the wine cruet and CB1 should hold the ciboria. When the ciboria is taken by the priest/deacon, the CB is to go over and get the water cruet and come back

immediately. Hold the cruets with the handle facing the deacon or priest. Hand the deacon or priest the wine cruet first, then the water cruet. If necessary, step closer to the deacon or priest when handing him the cruets so that he does not have to reach. After the chalice has been prepared, CB1 and CB2 make a slight head bow to the deacon or priest, return to the credence table, place the cruets on it, and retrieve what is necessary for the washing of the priest's hands.

CB1 takes the water pitcher.

CB2 takes the lavabo bowl and the towel. The towel should be unfolded and able to rest over the arm of C2 so that the priest can easily access it. The arm with the towel should be closest to the priest.

Both CB1 & CB2 are then to walk to the place at the altar where they wait for the priest and stand there to wash his hands.

As the priest walks over, CB1 and CB2 should bow their heads slightly toward him, then turn and face each other.

Once the priest places his hands over the lavabo bowl, CB1 will slowly & gently pour water on his hands, careful not to spill or splash water on his vestments. When the priest begins to move his hands away from the lavabo bowl CB1 should stop pouring water.

After the water has been poured the priest will take the towel, dry his hands, and give the towel back to CB2.

CB1 and CB2 should then turn, face the priest, and make a slight head bow toward him.

When this is done, CB1 & CB2 go back and place these things back on the credence table and then return to their seats and remain standing.

At the Acclamation (Holy, Holy, Holy) CB1, CB2, CBB1 and CBB2 are to leave the Sanctuary.

The CBB1 or CBB2 will bring the bells that are on a pillow by their seat to the place they will kneel.

They position themselves in front of the bottom step of the sanctuary. The CBB1 and CBB2 will be on the right side of the altar and CB1 and CB2 will be on the left side of the altar.

The Eucharistic Prayer &  
The Bells

The CBB1 or CBB2 will be the person who rings them. This is how they will be done:

## WHEN TO RING

### The Eucharistic Prayer

Kneel for the entire Eucharistic Prayer. Ring the bells as follows:

The server should not move a lot when the bells are rung. A sideways motion of your arm should work well. **They should be rung so the people in the back of the church can hear them.**

When the priest places his hands over the gifts, ring the bells once with a short ring.

## THE CONSECRATION

Elevation of the Host: Ring the bells with three rings, **a short pause occurring between each ring.** During the elevation of the Host, the servers should look at the Host, adoring Jesus in the Blessed Sacrament, and they are encouraged to pray silently, “My Lord and My God.”

Elevation of the Chalice: Ring the bells with three rings, **a short pause occurring between each ring.** During the elevation of the chalice, the servers should look at the chalice, adoring Jesus in the Blessed Sacrament, and they are encouraged to pray silently, “Remember Thy faithful servant, O Lord, Whom Thou hast redeemed by Thy Precious Blood.”

And don't ring the bells so fast that it sounds like a phone ringing.

Stay kneeling on the step until the Doxology (Through Him, with Him, and in Him ..... ) is finished and the congregation has finished singing the Amen (which you should also sing). Stand when the congregation stands. Then return to the sanctuary and stand in front of your chairs.

Once CB1, CB2, CBB1 and CBB2 get back to their places the parts of the Mass will go as follows.

The Our Father  
The Sign of Peace  
Communion

The servers remain at their chairs for the Our Father and the Sign of Peace. The priest or deacon may or may not come over to the servers for the Sign of Peace. You may give the Sign to the server near you. Do not “flash” signs or wave to the other servers or anyone in the congregation. When the priest or deacon goes to the tabernacle to retrieve the Blessed Sacrament from the tabernacle all servers are to kneel.

Remaining at the chairs, **kneel with the congregation after the *Agnus Dei* (Lamb of God).**

The priest will consume the Sacred Host and Precious Blood, and then distribute Holy Communion to the deacon, if there is one present. Stand after the deacon (or the priest if there is no deacon) has received Holy Communion, move to the side of the altar closest to your chairs, and you will be given Holy Communion. Once you have received Communion, return to your chairs and be seated.

CBB1 or CBB2 is to retrieve the Missal (and stand) from the altar and return to his chair AFTER ALL EUCHARISTIC MINISTERS HAVE MOVED TO THEIR RESPECTIVE PLACES TO DISTRIBUTE COMMUNION.

Servers may sit but remain still and prayerful as the congregation receives Holy Communion.

After Communion:

After Holy Communion has been distributed and the Eucharistic Ministers have brought the ciboria/cups back, the servers are to stand at their places. The deacon or priest will return to the tabernacle with the ciboria containing Hosts. While this is happening, pay attention and genuflect when the priest/deacon genuflects/bows. CB1 then goes to the credence table, retrieves the water cruet, and stands by the ambo side of the altar. The priest or deacon will purify the sacred vessels. He will either take the water from you or will hold out a vessel with his fingers placed over it. If he holds his fingers over a vessel, you are to pour water over his fingers and into the vessel (this ensures the priest or deacon that any particles of the Eucharist have been removed from his fingers). Do not pour the water too fast, but it should not only be a trickle. Remain near the altar with the water until the priest or deacon dismisses you. Upon dismissal, return the water cruet to the credence table.

Once CB1 returns the water to the credence table, CB1 and CB2 are to go to the altar and wait there until the vessels have been purified. As the vessels are purified they will be placed near the side of the altar. Carefully and reverently take them back to the credence table. Always use two hands when you take the chalice anywhere. If the chalice is covered with a chalice veil, return the chalice to the same position as at the beginning of Mass, careful to be certain that the veil is not on or near a wet surface.

The priest may either return to his chair and stand silently or sit. Once he is ready, he will say, "Let us pray." The CBB1 or CBB2 will bring the Missal to him. After he has said the prayer and closed the book, return it to its stand and return to your chair. The priest may ask you to stay with the book if he wants to do a solemn blessing.

If there are any announcements the priest or deacon will read them at this time.

Then the priest will give the final blessing. Once he or the deacon gives the dismissal, the CBB1 or CBB2 goes to get the cross and CB1 & CB2 go to get their candles while the priest (and deacon) reverence the altar.

CBB1 (and CBB2): Once you get the cross, go down the stairs into the aisle, stand and face the altar. Make sure there is sufficient room for the other servers to take their places. CBB2 follows CBB1 down the stairs.

CBB2: stand behind the priest and deacon but in front of CB1 and CB2. Face the altar.

CB1 & CB2: Once you get the candles, go to the places marked out for you and stand and face the altar.

The priest (and deacon if there is one) will come down to their places and stand. When the priest (and deacon) bow or genuflect, all servers bow their heads as a sign of reverence.

As the priest and deacon turn around to face the doors all of you are to turn around and begin to process out.

After you get through the glass doors be prepared to take a songbook from the priest/deacon and bring it into the Sacristy. CB1 and CB2 should blow out their candles and place them on the shelf above the sink.

Once you have processed out go to the Sacristy and wait till the Recessional Hymn has finished being sung. Then make sure to do all things that can be found on the check list on the next page.

The **After Mass Checklist** is on the next page. Please read it carefully and completely.

## **After Mass Checklist**

Next page!

## **After Mass Checklist**

- Extinguish the candles in the Sanctuary with the snuffer. DO NOT BLOW THEM OUT & DO NOT PUSH DOWN HARD ON THE CANDLES WHEN YOU PUT THEM OUT.

### **Bringing Things Back**

NEVER place the gold or silver chalices or patens on top of one another. ALWAYS carry all items carefully and reverently.

- ALWAYS carry the chalices with both hands—one hand in the middle and one hand on top.
- Bring the chalice back by hand, NOT ON A TRAY. Whoever brings this back must use both hands to carry it.
- All chalices are to be placed on the main counter in the priests' sacristy.
- Bring the paten, purificators, gold cups, pitcher, bowl, hand towel, and ciboria to the sacristy and place them by the sink. There is a tray to assist you with this task.
- NEVER place anything inside the ciboria, including other ciboria.
- DO NOT CARRY MORE THAN ONE ITEM IN EACH HAND.
- Bring the water and wine cruets to the sacristy.

BEFORE YOU GO - Check with the Mass Coordinator to see if there is anything else that needs to be done.

Make sure that you return your alb to the proper place on the rack (that the sizes are left in the order they should be) and return your cincture & medallion to their proper places. Please hang up all things carefully and neatly.

If you are confused about any of these checklist items ask the Mass Coordinator before you do anything!

THANK YOU FOR SERVING AT MASS

YOU ARE A GREAT EXAMPLE TO EVERYONE IN THE  
CONGREGATION AND A WONDER HELP TO THE PRIESTS,  
DEACONS AND MASS COORDINATORS.