

Saints Peter and Paul



ALTAR SERVERS



Saints Peter and Paul
Instructions for Altar Servers

To Show Reverence for the Blessed Sacrament
Follow the Dress Code

Boys- Dress pants, dress shoes and a shirt with a collar.

Girls- Dress clothes, dress shoes.

No tennis shoes, crocs or flip flops.

Please follow the server's schedule you are given and watch the bulletin to see who is serving each week.

It is extremely important that you get a replacement when you cannot attend the Mass that you are assigned. The names and numbers of each server are on the server's schedule.

Requirements of Servers:

- To have reverence for the Blessed Sacrament.
- To hang up your alb and cincture, when finished serving.
- To sing and answer the prayers so that others can hear you.
- To know the terms and definitions (attached) about the Mass.
- To be on time for serving.
- To call someone from the server's schedule to find a replacement if you cannot serve yourself.
- To be flexible enough to respond to the unexpected or accidental.

Basic Overview of Servers' Duties

Server A

- Receive the bread or wine from Priest at Presentation of the Gifts
- Present chalice, purificator and paten with host to the Priest or Deacon
- Present water/wine to Priest or Deacon
- Wash the Priest's hands
- Ring bells 3 times during the Eucharistic Prayer
- Remove empty chalice and ciborium from altar after communion

Server B (*Book Bearer*)

- Hold the Roman Missal for Priest at opening
- Place the Roman Missal on altar at preparation of gifts
- Receive bread or wine from Priest at presentation of the gifts
- Present water/wine to Priest or Deacon
- Wash Priest's hands
- Remove empty ciborium from Altar after Communion

Server C (*Senior Server*)

- **Lead Procession into church with Cross, hold the cross above your head so the people in the pews can see Jesus.**
- **Help prepare the Altar at the preparation of the gifts.**
- **Remove empty chalice(s) and ciborium from the Altar after Communion**
- **Lead Recession out of church with Cross**

Duties of each Server

- Sign in upon arriving AT LEAST 15 MINUTES BEFORE MASS
- Before Mass, light candles on Altar and next to the tabernacle (During the Easter Season light the Easter/Paschal Candle)
 - After Mass, snuff out candles on Altar and next to tabernacle

Detailed Serving Procedures

1. Before Mass

- a. When arriving, sign in next to your name on the list located in the vesting room, where you get dressed in your alb.
- b. Get dressed with white alb and appropriate color cinctures for the season (green for Ordinary Time, purple for Advent and Lent, white for Christmas and Easter, red for Pentecost-check the color of Priest's vestments). Make sure that the alb is adequate length (coming down to the top of your shoes).
- c. Pray the Servers' Prayer (If needed, a copy is posted on the inside door of the Servers' albs closet)
- d. Whoever arrives first should light the candles in the sanctuary. After lighting the candles, wait in the sacristy for any instructions from Father.

2. Procession

- a. Server C (Senior Server) takes the Processional Cross from its stand.
- b. When the Cantor begins the Entrance Song, we will all wait until the people begin to sing. At that time, server C begins the procession with the Cross.
- c. Server C will walk down the center of the aisle, continue up the steps going behind the Altar, and stand midway between the Tabernacle and the Altar, facing the Altar.
- d. The Lector/Deacon will begin processing in after Server C. When the Lector/Deacon has walked several feet down the aisle, servers A and B will begin processing side by side.
- e. When Servers A and B approach the first step they separate making room for the Priest. (If there are two Priests or a Priest and a Deacon, leave room for them between the servers)
- f. After the Priest (and Deacon) has processed in and everyone is stationed in front of the steps of the Altar, the presiding Priest will genuflect. Servers A and B will genuflect with him at this point.
- g. After the others have genuflected, server C will then put the Processional Cross in the stand in the Sacristy. Server C will return to the seat next to the Credence table.
- h. Servers A and B will lead the Priest to the back of the Altar. They will stand on either side of the priest and deacon.
- i. While the Priest and deacon reverences (kisses) the Altar, the servers bow. All go to their seats and remain standing.

3. Introductory Rites

- a. When the Priest announces, "Let us pray," Server B (Book bearer) brings the Roman Missal to the presiding Priest and allows him to open it to the appropriate page.
- b. When the presiding Priest concludes the prayer ("One God forever and ever. Amen"), server B places the Roman Missal back on the small table and sits down.

4. Setting the Altar/Offertory

- a. Mass continues until after the Priest finishes the Prayers of the Faithful and sits down. (Weekend Mass servers will sit until the ushers reach the front of church to take up collection. Because School Masses do not have collection---the servers will begin to set the altar when the Priest sits.)
- b. Server C brings the Missal stand to the Altar.
- c. Server B takes the Roman Missal and places it on the Missal stand on the Altar.
- d. Server A goes to the credence table to take the chalice with paten, and purificator to the altar.
- e. Servers A and B bring the chalices to the altar.
- f. When the presiding Priest (and Deacon) stands up and proceeds to the steps in front of the Altar to receive the Offertory Gifts, servers A and B stand and follow him, standing on either side of him.
- g. The presiding Priest will receive the gifts and pass them on to servers A and B.
- h. After receiving the gifts, all bow slightly.
- i. After the priest prays over the bread, he will turn to the servers. Servers A and B will bring the cruets of wine and water to the priest or deacon. The priest or Deacon will take first the cruet of wine and then the cruet of water from the servers. (Please take the lids off and hold the bottom of the cruet with the handle toward the Priest/Deacon.)
- j. After the Priest/Deacon returns the cruet of water to the server, the servers bow towards him and return to the credence table.
- k. Servers take the water pitcher, finger bowl and the towel from the credence table and stand off to the side of the Altar.
- l. When the presiding Priest bows to the Altar, servers A and B come towards him as he turns to them.
- m. The server with the water pitcher pours a small amount of water on the presiding Priest's fingers.
- n. The server with the finger towel hands it to the presiding Priest who then returns it after drying his hands.
- o. Servers A and B bow toward the presiding Priest when he bows to them.
- p. After they bow, they return the water pitcher, finger bowl and towel to the credence table
- q. All servers then proceed to stand at the bottom of the steps in front of the Altar.

5. Eucharistic Prayer

- a. Server A will ring the bells, which are located on top of the steps. When the Priest extends his hands out over the bread and wine, server A rings the bells.
- b. When the Presiding Priest elevates the Consecrated Host alone, server A rings the bells.
- c. When the Presiding Priest elevates the chalice of Consecrated Wine alone, server A rings the bells.

6. Sign of Peace/Lamb of God

- a. At the Sign of Peace, exchange a Sign of Peace with the other servers, people in the front pew and the priest.
- b. Return to your place on the steps and kneel.

7. Communion

- a. After you receive Holy Communion, remain there and pray until the ministers are finished distributing Holy Communion.
- b. After a brief period of prayer, Server C takes the Roman Missal from the Altar and places it on the table by the server's chair. He also takes the Missal stand from the Altar and places it on the credence table.
- c. When the Eucharistic ministers bring the chalices to the sacristy, Servers A and B go to the credence table and bring the cruet of water to the priest.
- d. Servers A and B receive the Chalice and other sacred vessels after the deacon or priest purifies them.
- e. Servers A and B genuflect in front of the Tabernacle and return to their seats.

8. Closing prayer

- a. Server B prepares for the prayer after Communion by picking up the Roman Missal.
- b. When the presiding Priest says, "Let us pray" server B holds the Roman Missal at a height where the Priest can easily read from it. When the presiding Priest concludes the prayer, server B places the Roman Missal back on the small table.

9. Recession

- a. Server C goes to get the processional cross when the presiding Priest looks towards them.
- b. Server C takes the cross and proceeds to the middle of the main aisle, turning toward the Altar.
- c. Servers A and B move forward as the presiding Priest and Deacon move to the Altar to reverence it.
- d. Servers A and B bow when the Presiding Priest and Deacon reverences the Altar and proceed to the bottom of the steps in front of the Altar, where they separate to make room for the Priest and Deacon.
- e. All turn towards the Altar.
- f. Servers A and B genuflect when the presiding Priest and Deacon genuflect and then they all turn around.
- g. Server C turns around and starts walking out when the other Servers turn around.
- h. Servers A and B will process out side-by-side. The Priest and Deacon will follow.

10. After Mass

- a. Whichever Server lit the candles, now takes the candle snuffer to extinguish the candles. (Never blow out the candles and do not touch the candle with the candle snuffer.)
 - b. Return to the Vesting Room to remove your Albs and Cinctures, making sure to hang them all up neatly.
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Mass Prayers/Study Guide:

Confiteor

I confess to almighty God and to you, my brothers and sisters, that I have greatly sinned in my thoughts and in my words, in what I have done and in what I have failed to do, through my fault, through my fault, through my most grievous fault; (gently strike breast 3 times) therefore I ask blessed Mary ever-Virgin, all the Angels and Saints, and you, my brothers and sisters, to pray for me to the Lord our God.

Creed

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end.

I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets.

I believe in one, holy, catholic and apostolic Church. I confess one baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

Gloria

Glory to God in the highest, and on earth peace to people of good will. We praise you, we bless you, we adore you, we glorify you, we give you thanks for your great glory, Lord God, heavenly King, O God, almighty Father.

Lord Jesus Christ, Only Begotten Son, Lord God, Lamb of God, Son of the Father, you take away the sins of the world, have mercy on us; you take away the sins of the world, receive our prayer; you are seated at the right hand of the Father, have mercy on us.

For you alone are the Holy One, you alone are the Lord, you alone are the Most High, Jesus Christ, with the Holy Spirit, in the glory of God the Father. Amen.

Preface

Priest: The Lord be with you.

All: And with your spirit.

Priest: Lift up your hearts.

All: We lift them up to the Lord.

Priest: Let us give thanks to the Lord our God.

All: It is right and just.

HOLY

Holy, Holy, Holy, Lord God of Hosts.
Heaven and earth are full of your glory.
Hosanna in the highest. Blessed is he who comes in the name of the Lord. Hosanna in the highest.

Words And Definitions For Servers

Study these terms and know what they are. These are all the proper names for the items that are used at Mass. It is good to know these terms and items because if the Priest sends you after something during Mass You Will Know What He Wants!

- Sacristy-Room where Priest and servers dress and where the chalice, patens, hosts, bowls, purificators, corporals etc. are stored
- Alb -This is a long white garment worn by Priests, Deacons, servers.
- Cincture-A thin rope tied around the waist over the alb.
- Lectionary-Book used at Mass with the Scripture readings and Gospel.
- Roman Missal-Book of prayers used by Priest.
- Book Bearer- The server who holds the Sacramentary. (Server B)
- Host -The altar breads that are consecrated into the Body of Christ.
- Ciborium--A sacred vessel for holding consecrated Hosts.
- Paten- The plate(s) that the large Host (and small Hosts) is placed on.
- Chalice- The cup used for consecration of wine.
- Purificator-White cloth (napkin) the Priest uses with the Chalice.
- Pall- The large cloth which is placed over the casket at funerals. Also the stiff piece of cloth used to cover the Chalice and cups filled with wine.
- Cruets- The glass containers that hold the water and wine for Mass.
- Corporal- The square, white cloth that is placed over the altar table cloth that the wine and Hosts are placed on during Mass.
- Finger Bowl & Towel-Used for washing Priest's hands at Mass.
- Charcoal-the round black item that is lit to burn the incense.
- Incense- The grains that are burned in the thurible to produce a fragrant smell.
- Boat- The container that holds the incense.
- Sanctuary -The raised area around the altar.
- Tabernacle- The sacred place where the Blessed Sacrament is reserved.
- Sanctuary Lamp-A candle is always kept burning near the tabernacle when Jesus is present.
- Credence Table-A side table in or near the sanctuary, where all the objects used for Mass are placed before they are used.
- Ambo -The stand where the Scriptures are read and where the homily is given
- Offertory Table-the place where the bread and wine are placed before they are brought to the altar.
- Cross Bearer - The Senior Server that carries the processional cross.(Server C)

PRAYER FOR SERVERS

Lord I thank you for the privilege
of serving You.

Grant me the graces that I need to serve
You faithfully and wholeheartedly

May nothing I do by action or attitude
take away from the beauty and blessedness
of this Sacred action.

Be with me as I stand at Your Table
so that my attitude and behavior
may be filled with respect and reverence.

This I ask through Jesus Christ.
Amen.

