

ALTAR SERVER TRAINING

Arrive at least 15 minutes prior to start of Mass.

Put on appropriate sized alb (robe), correct color cincture (cord), and a medallion. Please make sure the alb (robe) is buttoned all the way up and looks neat.

Check the altar to make sure a purificator is on the altar to the right of the corporal (white cloth on altar). Also check that the chalice, water cruet and bowl filled with water, towel for celebrant to dry hands, and tray with wine cups are all set prior to mass. If there is a small bowl filled with gluten free hosts, please place it on the tray with the wine cups to be brought up to the altar.

If you need help bringing the tray of wine cups to the altar during the setting of the altar at the Liturgy of the Eucharist, please ask a Reader prior to mass.

Help hand out hymnals and greet parishioners. Server handing hymnals out on left side facing the altar will bring the Roman Missal to Presider during mass; server on right will bring the chalice and water cruet to the altar when preparing for Liturgy of the Eucharist.

At verse 2 of entrance song, lead procession into church. Carry song book and sing as process in. Wait at ends of steps and bow when Presider bows, then go stand in front of pew on left. Participate fully in the mass. Please do not play with the cincture (cord) or the alb during mass. You are serving at the Lord's table.

Bring Roman Missal to Presider at last verse of Gloria, "For you alone are the holy one,...". Presider will open Roman Missal to correct page. When holding Roman Missal, rest against your chest. NOTE: If we are signing the Gloria, wait to go to the Presider until the final refrain of the Gloria.

Setting of the Altar prior to Liturgy of the Eucharist:

NOTHING gets placed on the Corporal (small white cloth on the Altar).

Place Roman Missal to left of Corporal.

Place Chalice, water cruet, and tray with cups of wine on right side of corporal. (All liquids go to the right of the corporal)

When the altar is set, both servers go to front of Altar (at the same time) with Presider to help receive gifts from Gift Bearers.

Place bread to be consecrated (in ceramic bowls) on left of Corporal.

Hand paten to Priest.

Place cruet of wine on right of Corporal.

Return to get bowl of water and towel for hand washing. Stand on side by step until Priest holds host and chalice up. Then one server (server who holds the Roman Missal during mass) brings bowl of water and other server brings hand towel up. Server who has the

towel, brings water cruet and empty wine cruet back to table. The Priest will place the towel on the arm of the server holding the bowl. Both servers then stand by pew during remainder of Liturgy of the Eucharist.

Communion:

Stand in back of sanctuary behind priest to receive communion along with Eucharistic ministers.

Wait in sanctuary until after communion is distributed to parishioners sitting in the side pews.

Then the server who has been taking care of the Roman Missal brings Roman Missal back to the pew.

The other server brings the empty tray back to the table.

The Chalice remains on the altar, in the middle of the corporal.

The water cruet is brought back to the altar and placed to the right of the corporal, near the chalice. (Make sure the chalice, water cruet and purificator are on the altar for the priest/deacon to purify the chalice after communion.)

Sit in pew and pray, be attentive to what is happening during the communion distribution.

After communion distribution, the priest/deacon will purify the chalice. BOTH altar servers return to the altar to bring back the water cruet, chalice, paten, and purificator to the table. (Clear the altar from the priest)

Post Communion Prayer:

Presider will give a signal when to bring him the Roman Missal for the post communion prayer. Rest Roman Missal on chest while prayer being read. Return to pew with Roman Missal.

Announcements are made:

Remain sitting in pew.

Recessional:

When priest kisses the altar and starts to move toward the front, then you move toward the front too. Face the altar, bow when the presider bows and then turn to lead recessional.

After Mass:

Take alb off and place on correct color hanger. Place medallion on hook behind albs and cincture around door handle where albs are hung.

Note: If you would like assistance with the tray and wine cups, please ask one of the readers before mass starts.