

## ALTAR SERVERS AT ST. MARTIN PARISH

- ❖ Dress Appropriately! Please DO NOT wear cut-offs, flip-flops, tank tops, or bright clothing that can be seen through your alb.
- ❖ Know what Mass you are supposed to be serving at; if you cannot be there, it is *your* responsibility to get a sub. Be in the sacristy at least 15 minutes before Mass begins. If this is your first or second time, let the deacon know, and he will help you.
- ❖ Know these items before you serve: (1) The basic outline of the Mass and who does what at what point; (2) The various service books (Sacramentary and Lectionary), vessels (cruets, lavabo pitcher and bowl, communion cups, chalice and ciborium or paten) and items used in the Mass (processional cross, corporal, pall, purificators, lavabo towel and occasionally, the censer, incense boat, and aspergillum [holy water sprinkler]), and items in the sanctuary (tabernacle, presider and deacon's chairs, altar and altar cloth, ambo, credence table); (3) How to properly make the sign of the cross and fold your hands. If you have any questions about this, please ask the deacon.
- ❖ Before Mass begins: (1) Put on a properly sized alb (it should reach to within 3 inches from the floor) and cincture of the correct liturgical color; (2) Light the proper candles at the altar (Easter candle during Easter time); (3) Once the Sacramentary is set, carry it out to the front pew; (4) Place the water cruet, the lavabo bowl, pitcher and towel, the chalice (purificator, pall and corporal over the top), and the two pre-filled wine cups (purificator over each one) out on the credence table.
- ❖ Line up in the back of church, with the cross bearer leading the other server. The other server's hands are folded as you process in. Once the music starts, cross bearer SLOWLY walks up the aisle, stops at the foot of the altar briefly (no head bow because you are carrying something), then goes to place the processional cross in its place. The other server gets to the foot of the altar, waits for the deacon, bows the head and moves to the next position. Both servers should be seated across in the front pews. Hands need not be folded while sitting. Your hands ARE folded when you stand, kneel or move.
- ❖ When the Gloria is ending, pick up the Sacramentary and walk toward the priest for the Opening Prayer. Put the Sacramentary on the altar when the priest has finished the prayer.

- ❖ After the General Intercessions are concluded, the deacon sets the altar. When the priest rises from his chair, one server stands next to him to receive the hosts from the deacon. The other server goes to get the water cruet at the credence table. The money basket will be placed by an usher.
- ❖ The server who got the water cruet goes to the altar to hand it to the deacon – wait until he needs it. Once handed over, the server returns to the table for the lavabo bowl and pitcher. The server with the hosts stands near the altar until the deacon reaches for them. Then that server gets the lavabo towel for the washing of the priest’s hands. After this, both return to their places.
- ❖ When the priest places both hands over the chalice, both servers should also kneel down, with folded hands, until the priest says, “Let us proclaim the mystery of Christ.” Then rise (deacon will rise at same time).
- ❖ After Communion is finished, help the deacon clear the altar. All items on the altar except the Sacramentary can be returned to the credence table.
- ❖ After Communion, bring the Sacramentary while the priest is saying “Let us pray.”
- ❖ As the sending forth song begins, cross bearer gets the cross and SLOWLY leads the way out.
- ❖ After the Mass is over, extinguish the candles, return the Book of the Gospels and the Sacramentary to the sacristy and be sure that only the altar cloth remains on the altar.
- ❖ THANK YOU for your service – you help make the Mass something special!