

Altar Server Guidelines

(Updated February 2017)

At Home

- Dress appropriately. No jeans, sneakers, or other casual wear.

Before Mass

- Check the bulletin board and sign in at least 15 minutes before Mass.
- Make sure the altar candles and candle sticks are lit.
- Go to the back room. Find the right size robe. It should reach ankle.
- Tie the rope around your waist. The knot goes to your right. Do not wear the hood.
- Leave the room and pick up a candle or a cross. (Tallest server takes the cross.)
- Sit on the bench just outside the sanctuary.

Entrance Hymn

- For the entrance procession, the cross bearer leads, flanked by two candle bearers.
- Altar servers process directly to the archway to repose the candles and cross.
- During mass, stay still and silent with hands folded.

Presentation Hymn

1. When the music begins, the cross bearer takes the cross to the back of the sanctuary.
2. Another server brings the tray to Father. Hold the tray as he removes the vessels, then return it to the side table.
3. When Father comes down to receive the gifts, one server stands on each side of him.
4. The cross bearer processes the gifts up to the front and continues, without stopping, to return the cross to the archway.
5. The altar servers beside Father receive what he hands them.
6. Servers carry the gifts up with Father and walk to the left of altar.
7. The bread bearer places his vessel on the altar and returns to the side table.
8. The wine bearer hands his vessel to Father *and remains until he hands it back*.
9. Another server brings Father the small water cruet *and remains until he hands it back*.
10. 1-2 servers position themselves at the ambo with the hand-washing vessels and towel. They approach when he nods.
11. Pour the water when Father presents his hands and stop when he pulls them away.
12. Return the vessels and towel to the side table.
13. Lay out the pillows and bells. Kneel and remain silent and still.
14. When Father blesses the gifts, ring the bells once.
15. When he elevates the host, ring the bell three times. Repeat for the chalice.
16. When the "Lamb of God" begins, bring the other bread vessels to the altar.
17. For Holy Communion, line up on the stairs, to the right side of the railing.
18. Return to the pillows and remain still and silent with hands folded.

After Communion

- When Father returns to the altar, bring him the small water cruet and *remain until he hands it back*.
- Put away the pillows and bells.
- Continue returning to the altar until Father stops handing you things.

Closing Hymn

- When Father gives the final blessing, retrieve the cross and candles from the archway.
- Line up facing the altar, candle bearers in front of the cross bearer.
- Watch for Father to turn and cue everyone to process out.

After Mass

- Return the candles and cross to the arch.
- Blow out the candles.
- Return your garments to their hanger.