

Altar Servers – Weekend Mass

Before Mass

1. Servers should arrive at church at least 10 – 15 minutes early.
2. Once at church, servers should immediately vest.
 - a. Servers vest (get dressed) in the server sacristy (behind the main church altar).
 - b. All servers will wear an alb, cincture, and cross.
 1. Alb – is a white baptismal garment.
 2. Cincture – is a rope like cord worn around the waist.
 3. Cincture and crosses are found in drawers in the counter in the server sacristy.
3. After vesting, servers should light the altar candles (lighter is found in the back sacristy).
4. All servers should gather near the baptismal font.
5. At any given Mass there are generally three servers.

Rule of Thumb –

- Server #1 focuses on the cross (and incense if used).
Server #2 focuses on the book.
Server #3 focuses on the altar.

During Mass

1. Mass begins with the opening hymn/song.
 - a. The procession from the back of the church will begin with Server #1 carrying the processional cross. Server #1 will lead everyone into the church.
 - b. Servers #2 and #3 will follow the cross carrying a music book.
 - c. Behind Servers #2 and #3 are the lector, deacon, and presider.
 - d. Servers #1, #2 and #3 will process into the church and together form one line in front of the altar evenly spaced apart (remain on the church floor). Together the servers bow to the altar.
 - e. Server #1 takes the cross to the sacristy. Servers #2 and #3 proceed directly to their seats. **Remain standing.**
 1. Servers sit on the stools beside the presider's chair.
 2. If a deacon is assisting with the mass, leave the stool nearest the presider's chair for him.
 - f. When the presider says, "Let us pray," Server #2 comes to him with the Sacramentary for the Opening Prayer. (**Sacramentary** – is the big red prayer book used by the presider.)
2. After the readings, homily, and general intercessions, the servers help to prepare the altar. The cantor or choir will be starting the offertory song.
 - a. Server #2 will place the Sacramentary on the corner of the altar.
 - b. All servers then bring the small chalices, purificators, and the large chalice and place them on the altar. Servers then return to their seats. (**Chalice** – the cup used at Mass.)
 - c. When the presider (or deacon) goes to receive the gifts (bread, wine, and offering), all servers accompany him to receive the gifts (if incense is used Server #1 would bring it at this time if directed by the presider or deacon).
 1. The basket with the offering is immediately placed at the foot of the altar table.
 2. The Servers wait to bring the gifts to the altar until the presider or deacon is ready to go to the altar.
 - d. Servers wait for the presider or deacon to take the gifts from them, and wait for the empty wine cruet to be handed back to them. Then they return the empty wine cruet to the credence table and return to the presider for the hand washing with the water cruet, glass bowl, and towel.
 - e. After the hand washing, return everything to the credence table and then proceed as a group to the church floor on the presider's right side. **Remain standing.**
3. During the Eucharistic Prayer, servers kneel on the steps of the altar (this will be after the "Holy, Holy, Holy"). (**Eucharistic Prayer** – the church's great prayer of thanksgiving.)
4. At the end of the Eucharistic Prayer, when everyone stands to say the "Our Father", the servers stand and return to the altar and stand in front of the pulpit.
5. After the Sign of Peace, the servers bring the communion bowls to the altar and Server #2 removes the Sacramentary from the altar table and places it at their seat.

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6. The servers will then stand in front of the pulpit, the Eucharistic Ministers will line up on either side of the servers. The Precious Blood ministers will be to the right of the servers, while the Precious Body ministers will be to the left of the servers. The servers will receive communion along with the Eucharistic Ministers; once they have received they can return to their seats to pray or sing the communion hymn.
7. When the deacon or presider finishes distributing communion and returns to the altar.
 - a. Server #1 brings the cruet of water to the priest (or deacon) at the altar; Servers #2 and #3 also come to the altar although they are empty handed. (The deacon or presider will have a Eucharistic Minister return the Blessed Sacrament to the tabernacle.)
 - b. Servers #1, #2 and #3 then clear the altar returning everything to the credence table and then they return to their seats.
8. After communion, Server #2 comes to the presider with the Sacramentary when he says, "Let us pray."
9. Mass ends with the closing hymn/song.
 - a. Server #1 goes to the sacristy, takes the cross, and stands at the door until the presider goes to the altar.
 1. When the presider goes to the altar, Server #1 stands in front of the presider chair on the main floor.
 - b. Servers #2 and #3 stand with the presider on the lower sanctuary platform.
 - c. At a cue from the presider all bow to the altar.
 - d. In the procession out of the church, Server #1 is lead, followed by Servers #2 and #3, and then the lector(s), deacon, and presider.

After Mass

1. Server #1 should return the cross to its stand.
2. All candles should be extinguished.
3. Anything else needing to be returned should be returned.
4. Albs should be hung-up and cinctures returned to their place.