

## One Page Summarized Responsibilities for Altar Servers (updated 1/19/20)

|                            | "Cue"  | Server Activities   |
|----------------------------|--|---|
| Prior to Mass              |  | <ul style="list-style-type: none"> <li>Get dressed and light the candles; Confirm cross is at back of church</li> <li>Check side table for chalice, purificator, pitcher, towel, and bowl</li> <li>Get OW's; Introduce yourself to Presider and Assisting Sacristan</li> </ul>  |
| Start of Mass              | Assisting Sacristan informs servers to walk up the aisle   | <p><b><u>Processional</u></b></p> <ul style="list-style-type: none"> <li>Walk in close together, slowly; <b><i>Use Order of Worship</i></b>, and sing with the congregation during processional; Stand on either side of the foot of the altar</li> <li>Server on left goes up on left side; server on right goes up on right side</li> <li>Turn and wait for presider to kiss the altar</li> <li>Turn and walk to seats; remain standing; Make large sign of the cross with congregation</li> </ul>  |
|                            | Priest says "Let us Pray."   | <p><b><u>Prayer</u></b></p> <ul style="list-style-type: none"> <li>Cross Bearer (CB) holds book for prayer</li> </ul>   |
|                            |  | <p><b><u>Readings:</u></b></p> <ul style="list-style-type: none"> <li>Sit down together for the readings; Stand for Gospel; Sit for Homily; Stand for Creed and Prayers of the Faithful (Overall, sit/stand based upon what the congregation is doing)</li> </ul>   |
| Preparation /Present Gifts | <p>Music starts; Baskets are being passed through the congregation</p> <p>Assisting Sacristan comes to the credence table</p>                  | <p><b><u>Set the Table</u></b></p> <ul style="list-style-type: none"> <li>Servers should not sit after Prayers of the Faithful</li> <li>All 3 servers should go to the side table</li> <li>2 servers walk as a unit to set the table; <b><i>one takes the Presider's book and places it to the center of corporal; one takes the chalice and white purificator and places them to the right of Presider's Book on the altar</i></b></li> <li>Return bookstand to the side table (glass shelf underneath)</li> <li>CB carries wine cups with Assisting Sacristan to altar</li> </ul>   |
|                            | <p>People start carrying the gifts down the aisle</p> <p>Order: 1<sup>st</sup> water<br/>2<sup>nd</sup> bowl<br/>3<sup>rd</sup> open towel</p> | <p><b><u>Gifts:</u></b></p> <ul style="list-style-type: none"> <li>Two servers walk in single file, bring up water pitcher, bowl, and towel for the presider immediately (don't wait for cross bearer)</li> <li>If deacon, bring up items when gifts are being brought up</li> <li>CB joins the two servers after providing tray to assisting sacristan OR returning tray to sidetable; takes/unfolds the towel the towel; holds by top corners</li> <li>"Move in" to wash hands; pour enough water to "wash" hands; return items to side table</li> <li>Server with water pitcher brings small wine pitcher back to the side table</li> </ul>  |
| After Gifts Preparation    | Immediately after returning items back to side table   | <p><b><u>Eucharistic Prayer</u></b></p> <ul style="list-style-type: none"> <li>Walk single file and stand on the floor at the steps by the back candle</li> </ul>   |
|                            | Great Amen is finished   | <p><b><u>Our Father/Sign of Peace</u></b></p> <ul style="list-style-type: none"> <li>Go toward presider, single file, to hold hands for Our Father; 1st person to presider's right, 2<sup>nd</sup> and 3<sup>rd</sup> person to presider's left</li> <li>Sign of Peace to presider and other servers.</li> <li><b><i>CB provides sign of peace to congregation as he/she walks to tabernacle, meets Assisting Sacristan, &amp; brings basket for sick to credence table. 2<sup>nd</sup> &amp; 3<sup>rd</sup> server take Presider's Book off altar and places it on Presider's chair. 2<sup>nd</sup> and 3<sup>rd</sup> server each take 3 stacked communion bowls from credence table and places them on altar.</i></b></li> </ul> |
|                            | Presider returns to the altar and Lamb of God is playing   | <p><b><u>Communion</u></b></p> <ul style="list-style-type: none"> <li><b><i>Return to right side of the altar, same as Eucharistic Prayer, but standing on 1<sup>st</sup> step</i></b></li> <li>Receive communion (remember not to eat it right away)</li> </ul>  |
|                            | Presider and Eucharistic Ministers are off the altar   | <p><b><u>Clear Altar</u></b></p> <ul style="list-style-type: none"> <li>CB sits down. The two servers, as a unit, remove items from altar, largest to smallest; Leave tiny glass bowl and silver ciborium (straight-sided bowl)</li> <li>Do not remove anything that has wine/hosts in them</li> <li>Take book and put in side of presider's chair; Bring up communion for the sick basket; return to chairs and sit down by the cross bearer</li> </ul>  |
|                            | Presider/Deacon talk about communion for the sick  | <p><b><u>Communion for the Sick</u></b></p> <ul style="list-style-type: none"> <li>CB stands by the ambo. Once all the packets for communion for sick are distributed and the unused hosts are being carried away, CB takes basket and walks with the Assisting Sacristan to the tabernacle; returns to seat</li> </ul>   |
| End of Mass                | Presider stands and says "Let us Pray"   | <p><b><u>Closing Prayer/Announcements</u></b></p> <ul style="list-style-type: none"> <li>Sit/Stand as presider/congregation does</li> <li>Normally sit during Closing Prayer. If Presider stands during Closing Prayer, CB holds book</li> </ul>  |
|                            | Presider leaves altar  | <p><b><u>Recessional</u></b></p> <ul style="list-style-type: none"> <li>CB gets cross and stands in the aisle by 2<sup>nd</sup> pew – facing altar</li> <li>Two servers walk as a unit, one on either side of the altar</li> <li>Two servers bow (not CB) when presider bows; Servers walk close together, slowly up the aisle; use OW to sing with congregation</li> </ul>   |
|                            | After Mass   | <ul style="list-style-type: none"> <li>Servers snuff out candles with snuffer; Servers hang up/snap server albs</li> </ul>  |