



Altar Servers' Procedures

1. Be in the sacristy at least 15 minutes before Mass.
2. Make sure your hands and face are clean and your hair combed. Do not wear shorts or flip flops to serve Mass.
3. Place the sacred vessels and the water and wine on the credence table. For weekends and Holydays place the wine and two ciboria on the gift table in the back of the church.
4. Light the candles: 2 altar candles and the 2 candles near the tabernacle. During the Easter Season light the Easter Candle. Ask for help if you need it.
5. Wait quietly in the sacristy for Mass to begin. Pray quietly to prepare yourself.
6. After the church bells have rung, the prayer is said by the organist, and the opening hymn is announced ring the bells by the door. Begin the procession when the people begin to sing the words of the opening hymn.
7. Process to the steps of the altar; genuflect or bow following the lead of the priest. Go up the steps only when the priest does.
8. Go immediately to put the cross and candles in their place and then to your chairs.
9. After the petitions the 2 servers by St. Joseph take the book and sacred vessels to the altar. When the priest and deacon go to the steps to receive the gifts from the people go with them; one on the right and the other on the left. The server on the priest's left take the collection basket and places it on the bottom shelf of the credence table. The server on the right takes the wine and goes to the credence table.
10. The servers near the Blessed Mother take the torches and go to the back of the church to lead the gift procession.
11. The servers at the credence table take the water and wine (without the tops) to the priest at the altar.
12. The same two servers return to the credence for the bowl, water, and towel and go back to the priest at the altar to wash his hands.
13. the servers remain at your chairs until the sign of peace. Kneel at your chairs after the Holy, Holy is sung. The bells are rung by one of the servers near the credence table. The bells are to be rung three short times when the priest elevates the host and three time when he elevates the chalice.
14. At the sign of Peace go to the priest and Deacon to exchange the sign of peace and then go to get the patens for communion.

15. Line up with the communion ministers to receive Holy Communion. After you receive Holy Communion go to your station with the paten.
16. at the end of communion give the paten to the communion minister and follow him to the altar. When the paten is cleaned off take it from the communion minister and return it to its place at the credence table.
17. Remain standing until after the Tabernacle is closed. After the tabernacle is closed fold up the corporal and remove it and the book from the altar to the credence table.
18. When the priest says, "Let us pray," bring him the book at the chair.
19. When the priest and deacon kiss the altar go to get the torches and cross and assemble at the steps of the altar. After the priest genuflects or bows to the tabernacle the cross bearer leads the procession followed by the torches and the fourth server.
20. When you get back to the sacristy the priest will give you a blessing for serving Mass. Afterwards bring all the sacred Vessels back to the sacristy and extinguish the candles. Neatly hang up your alb and ask the priest or deacon if there is anything else to be done. Then you may leave.

Gospel Book Procession

Sometimes there may be a procession with the Gospel Book.

At the end of the Second Reading the two servers on the Blessed Mother's side go to the candles on either side of the altar. After the Priest or Deacon picks up the Gospel book the servers go and stand on either side of him. When he turns to go toward the ambo walk in front of him and then stand on either side of the ambo. At the end of the Gospel after the priest or deacon kisses the Gospel book take the candles back to the altar and return to your chairs.