

THE MINISTRY OF ALTAR SERVERS

(Parents please read & review with child.)

Ministry means SERVICE. An altar server serves God and his people by assisting the priest at Mass. Why? There are items to carry, bells to ring, and other ways to be helpful.

PREPARATION

1. Check your schedule with a parent. Wear shoes and Church clothes and be in the sacristy 15 minutes before Mass starts. Choose a robe that does not drag on the floor. Altar Server #1 or #2, lights the candles.
2. Altar Server #2 set the necessary items on the credence table near the sacristy door. These items include the chalices (3), purificators (4), corporal, water, wine, etc.
3. When you are ready, meet Fr. Antipas and the other servers at the back of the church.

THE MASS - SERVING STEPS

PROCESSION

1. Join the priest for the entrance procession. Altar Server #1, your hands must be in the flat prayer position, fingers pointing up. This is a sign of reverence. You will process side by side in the following order:
 - Altar Server #2 (Cross Bearer) on left Altar Server #1 on right
 - Fr. Antipas



2. When you reach the Altar:

Altar Server #2 move slightly to the left and Altar Server #1 move slightly to your right to make room for Father Antipas in the center

- Bow to the Crucifix behind the Altar
- Turn slightly to face the Tabernacle and bow to the Tabernacle

Altar Server #2

- Allow Father Antipas to pass by you so he can proceed to the Altar
- Place cross in the holder along the wall next to the credence table
- Walk up on the left side of the Altar and stand in front of your chair (the right side of Father's chair). Make sure you stand facing the congregation.

Altar Server #1

- Walk up on the right side of the Altar and stand in front of your chair (the left side of Father's chair). Make sure you stand facing the congregation.

INTRODUCTORY RITES & LITURGY OF THE WORD

All Altar Servers

- Stand for the prayers, sit for the readings; stand for the Gospel. Sit and listen to the priest's homily; remember **everyone** can see you!
- When sitting you may sit with your hands flat on the top of your legs or you may sit with your hands folded on your lap.
- When standing you **must** have your hands in the flat prayer position, fingers pointing up. Remember, this is a sign of reverence.



After the Homily when Father returns to his chair

Altar Server #1

- Take the booklet with the readings and Profession of Faith (creed) and hand it to Father
- After the Profession of Faith (creed) hand Father the notebook holding the Prayers of the Faithful and take the booklet from Father and return it to the table.
- After the Prayers of the Faithful take the notebook holding the Prayers of the Faithful and return it to the table.

LITURGY OF THE EUCHARIST

After the Prayer of the Faithful, Father and the congregation will sit down. The greeters will start taking the collection and the choir will sing. While this is happening you have the following duties:

Altar Server #2

- Prepare the Altar for Father.
- Go to the credence table near the door of the sacristy. Take the large chalice that has the paten, host and corporal and purificator on top of it. Place it on the corner of the altar.
- Place the corporal in the middle of the Altar. Unfold it properly.
- Place the paten, with the host on it, in middle of the corporal.
- Place the purificator on the left side, towards the front of the corporal.
- Place the large chalice behind the paten
- Take the two smaller chalices from the table and place them on the back corners of the corporal
- Take the two purificators from the table and lay them on the left side of the altar
- It should now be time for the presentation of the gifts.

Presentation of the gifts

- Altar Server #2 allow Father to pass you and follow him to the front of the Altar standing on his right
- Altar Server #1 walk down the right side of the Altar and stand on Fathers left side

- After you receive the gifts, Altar Server #2 allow Father to pass by you and follow him to the left side of the Altar.
- Altar Server #1 follow Altar Server #2 to the left side of the Altar

Depending on which of the gifts you have received place it in the following locations:

- Ciboria: place it on the Altar
- Vessel of Wine: place it on the Altar
- Basket: place it under the credence table

Altar Server #2

- Place the cruet of water on the corner of the altar for Father to add to the wine
- Return to the table and bring the glass tray and small pitcher of water for Father to wash his hands

Altar Server #1

- Take the purificator open it up then holding it by the corners, stand to the left of Altar Server #2 and hand it to father to dry his hands on.

Altar Server #1 and #2

- When Father is done drying his hands return the tray and purificator to the credence table
- Fold the purificator back the way it was

NOTE: A video has been posted on our website that shows the complete setting of the altar. Visit our website at www.stwenceslaus-scappoose.com. The video appears on the lower right-hand side of the home page.

When it is time to kneel for the Consecration:

Altar Server #2

- Kneel next to the bells

Altar Server #1

- Kneel just beside Altar Server #2 on the left side

Ring of the bell – **this has changed!**

Altar Server #2

- The first ringing of the bells takes place when Father prays to the Holy Spirit to change the gifts of bread and wine into the Body and Blood of Jesus Christ. This will be within the first few lines of the prayer. Shake the bell with a continuous shake for a short time.
- The second ringing of the bells takes place when Father lifts the Eucharist in the air to present the Body of Christ. This ring needs to be three separate shakes.
- The third ringing of the bells takes place when Father lifts the chalice containing the Blood of Christ. This ring needs to be three separate shakes.

COMMUNION RITES

Stand for the Lord's Prayer. Servers shake hands for the exchange of the Sign of Peace. Fr. Antipas will also shake hands with the servers during the exchange of the Sign of Peace.

Be ready to receive the Eucharist and the Cup, or stand back if not taking Cup. Quietly and reverently stand to the side and watch the Communion Procession. This is NOT a time to talk or be silly. Remember, you are on the altar.

After Communion, the priest will clean the vessels.

Altar server #1 and #2

- Take turns alternately taking things from Father as he finishes with them and return them to the credence table.
- Once Father Antipas is done and the Altar has been cleared return to your chairs

When Fr. Antipas sits for quiet meditation, all Altar Servers will also sit.

THE CONCLUDING RITES

THE RECESSIONAL HYMN

Altar server #2

- Take the cross from the cross holder on the side of the Altar and move down in front of the altar facing the Crucifix and wait.

Altar server #1

- Proceed down to the front of the Altar and wait facing the Crucifix and leaving a space for Father between you and Server #2

After Father kisses the Altar he will move down between the two Servers

- Bow to the Crucifix
- Turn Slightly and face the Tabernacle and bow to the Tabernacle
- Alter Servers #2 and #1 process out in front of father side by side.

AFTER MASS

1. Return to the sacristy.
2. Altar Server #1 will return to the altar to put out the candles.
3. All altar servers are to hang up their robes.

Thank you for serving! If you have any questions, please don't hesitate to ask Janell Greisen, Joe Louie or Fr. Antipas. We are all here to help you.