

## Altar Server Manual

### Holy Spirit Parish-Newman Center

Revised July 2016

#### **Before Mass**

1. Arrive 30 minutes before Mass begins, no later than 20 minutes before Mass starts.
2. Notify Hospitality Ministers and Priest that you are the altar server for the Mass.
3. Place a check mark next to your name on the altar server schedule which is thumb tacked on the inside of first closet door in the sacristy.
4. Check the credence table for the following:
  - Altar Cloth (on a roll)
  - Corporal (a folded white cloth with an embroidery cross)
  - Small Crucifix (to be placed on the altar)
  - Hand Towel (a white cloth without any embroidery)
  - Cruet of Water (to add to the wine by priest/deacon)
  - Ceramic Bowl containing water (for priest to wash his hands in)
  - Chalice (large cup used by priest) with Purificator on tray
  - Make sure that only the **priest's chalice and communion cups** are on the tray. **NO bowls!**
5. Check table between server's chair and priest's chair for the Roman Missal (Red Book), three ring binder containing the Petitions, a bulletin, and a hymnal.
6. Light the candles next to the ambo and crucifix 10 minutes before Mass.
7. Dress in an alb and wear the appropriate cincture.

Note: Different colors are used for different liturgical seasons.

Purple - Advent and Lent.

White - Christmas and Easter Seasons

All feasts of the Blessed Virgin Mary

Weddings and Funerals

Green - Ordinary Time

Red - Good Friday

Feasts of Martyrs

**Your liturgical ministry is very important because you are assisting our community at worship, be a good example. Often the congregation depends upon you to show them the proper times for kneeling and standing. Please kneel, stand, and sing with the congregation during Mass.**

## **During Mass**

### **1. Entrance Procession**

- Lead the procession by carrying the processional cross and place it in the stand near the stained glass window. (See attached diagram)
- Proceed to your seat next to the priest.

### **2. Opening Prayer**

- After the Gloria the priest will say “**Let us pray**”. Standing in front of the priest you will hold the Missal for him until the end of the prayer.
- Return the Missal to the side table between the priest’s chair and server’s chair.

### **3. Universal Prayer/Petitions**

- When the priest returns to his chair after the homily, hand him the three ring binder.
- He will hold the binder for himself until the closing prayer. When the priest adds the intention you will hold the binder for him and he extends his hands.

### **4. Preparation of the Altar**

- After the Universal Prayer/Petitions return the binder to the side table. Take the Missal to the credence table, place the corporal and small crucifix on it. Leave the Missal on the credence table for now.
- Carry the altar cloth on the roll to the altar, unroll it on top of the altar. Place the empty cardboard roll on the shelf near the credence table.
- Take the Missal, Corporal, and Small Crucifix to the altar.
- Unfold the corporal, place it in the middle of the altar with the red embroidery cross on the front edge of the altar. (See Diagram)
- Place the crucifix above the corporal on the back edge of the altar. (See Diagram)
- Place the Missal on the left of the corporal. (See Diagram)
- Return to the credence table and carry the silver tray to the altar.

- When a deacon is assisting at Mass you will hold the tray for him, he will place the chalice, communion cups and purificators on the altar.
- When a deacon is not assisting at Mass place the chalice to the right of the corporal. Place the communion cups in a row next to the chalice. If the purificators are in the communion cups remove them and stack them in front on the priest's chalice. (See Diagram)

## **5. Liturgy of the Eucharist**

### **Presentation and Preparation of the Bread and Wine, Washing of Priests Hands**

- Return to the credence table and have the cruet of water ready. (Not the hand washing bowl).
- Once the priest has returned to the altar with the bread and wine go to the right corner of the altar. The priest/deacon will turn to you; approach him handing him the cruet with the handle turned toward him. The priest/deacon will add water to the chalice. Take the large glass pitcher and cruet back to the credence table.
- **Unfold** the hand towel and open it, and place it over your arm, or hold the hand towel by one of its corners between your index and middle finger. Take the hand washing bowl to the right hand side of the altar and hold it for the priest while he washes his hands.
- Return the bowl and hand towel to the credence table. Fold the towel and return to your seat.

## **6. During Communion**

- The priest will give you communion. Receive standing up, if the priest forgets to give you communion receive from the Eucharistic Ministers.
- After you have received communion remove the Missal from the altar, place it on the side table located between the server's chair and the priest's chair. Remain in your place until everyone has received communion and the ciborium is carried out.

## **7. Closing**

- Remove the crucifix and corporal from the altar and place them on the credence table.
- Reroll the altar cloth onto the cardboard roll. It is important to start rerolling on the Baptismal Font side of the altar which is the left hand side

of the altar. **(If you should notice any pieces of Consecrated Host on the corporal or altar cloth reverently consume them).**

- Return to your chair for the closing prayer. When the priest says “Let us pray” hold the Missal for him.
- The priest will most likely get the binder for the announcements, if he does not, hand it to him at the conclusion of the “Prayer over the People”.
- Have a songbook open and ready to hand to the priest for the closing hymn. The priest will tell you or gesture for you to go and get the processional cross. Carry the cross out by the same route you took coming in.
- Stop and turn around facing the altar between the first and second set of rows and wait for the priest and deacon to bow. As they bow and turn around you should also turn around and proceed out.
- Lead procession out and place the processional cross in the stand in the lobby.

### **After Mass**

- After Mass extinguish the candles, and hang up your Alb and Cincture in the sacristy closet.

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- Birgitta Jennings schedules altar servers and assigns them to serve a particular Mass. If you are not able to serve your scheduled Mass please contact Birgitta at [birgittajennings@gmail.com](mailto:birgittajennings@gmail.com) or call 859-312-7298 or Text

- Wayne Moore is the altar server trainer. If you have any questions concerning server responsibilities please contact Wayne at [moorewayn@gmail.com](mailto:moorewayn@gmail.com) or call 859-255-6368.

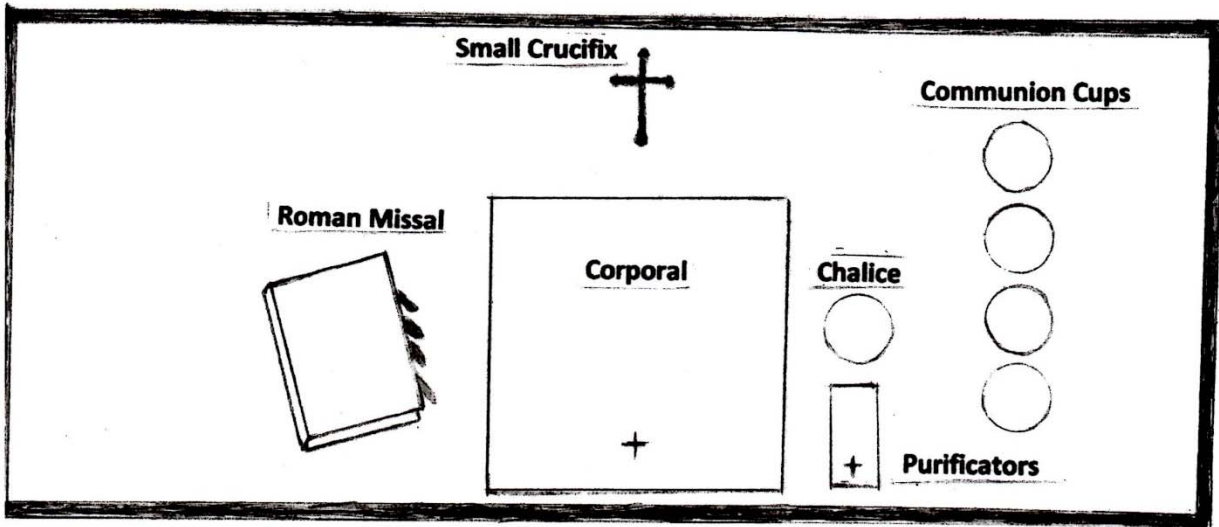
For any questions or concerns, feel free to contact Birgitta and Wayne.

(From the words of Pope Francis, Aug. 6, 2015)

God's call is a call to go out and share God's mercy and the joy of faith. It cannot be lived or protected "in an underground bunker to which we flee in difficult moments."

Serving at the altar is a privileged way to draw closer to Jesus, which in turn "enables you to open yourselves to others, to journey together, to set demanding goals and to find the strength to achieve them."

"The closer you are to the altar, "the more you will remember to speak with Jesus in daily prayer; the more you will be nourished by the word and body of the Lord, the better able you will be to go out to others, bringing them the gift that you have received, giving in turn with enthusiasm the joy you have received.



# Entrance Procession & Floor Plan

