

ALTAR SERVER AND CROSSBEARER DUTIES

FUNDAMENTAL POINTS

- Sit still, be calm and settle your nerves.
- Only speak when necessary.
- Respond with the congregation at the appropriate times.
- Do your best to enter into the spirit of the celebration - sing with God's family.
- Keep your movements smooth and slow (not sluggish though!).

POSTURE AND HAND MOVEMENTS

- Folded Hands in reverence when not actively engaged.
- Always do your best to sit up straight and to stand straight.
- Avoid doing any of these.
- No running anytime in Church, even when you're not serving.
- No chewing gum in church, even when you're not serving.
- No sitting in a slumped position.
- When seated, refrain from swinging your legs.

BEFORE MASS

- Sign-in at the Vesting Sacristy at least 15 minutes prior to mass.
- Check whiteboard for last minute instructions.
- Get vested in alb and cincture.
- Light candles on Altar and ambo. Light Paschal Candle only if noted on white board.
- Divide duties (Bells, book, Roman Missal, processional candles).
- Are there special duties? See white board or ask Father.

PROCESSION

- Crossbearer leads procession with candle bearers on either side
- Other altar servers process behind the cross.
- Lectors process behind servers
- Presider follows lectors
- Wait until everyone is at the altar, then bow and go to your chair.
- Excerpts from the Roman Missal. **Be Ready** with it to hold it for Father when he says "Let us pray".

PREPARATION OF THE GIFTS

- Following the prayers of the faithful, prepare the Altar with the Roman Missal and bookstand, Chalice, cups (the cups will have wine in them so be careful not to spill) and purificators. Layout both corporals and place the cups on one. Put the chalice next to the center purificator (see picture of altar setup).
- The Crossbearer leads the people with the gifts and returns crucifix to stand.
- Other Altar Server stand on either side of Father in front of the Altar to receive the gifts.

EUCCHARISTIC PRAYER

- Hand Father the water pitcher so he can put water in his chalice.
- Pickup Lavabo, the water bowl and white towel from the credence table and bring them to Altar and wait.
 - Turn the handle of the pitcher so that it faces Father.
 - Hand the pitcher to Father or Deacon.
 - Take the pitcher when it is returned to you.
 - Father will come for cleaning of the hands.
 - You will pour water over Father's hands and over the bowl.
 - Father will dry his hands with the towel and return it to your arm.
 - Return the pitcher, the water bowl and towel to the credence table.

• CONSECRATION

- Father will begin the Eucharistic Prayer and Consecration, you kneel at your chair after the Holy, Holy, Holy.
- Ring the bells once at the Epiclesis (when he holds his hands over the bread and the wine.
- Father will say the Words of Consecration for the bread, you ring the bells three times when Father lifts up the bread.
- Father will say the Words of Consecration for the wine, you ring the bells three times when Father lifts the wine.
- Father will then say "The Mystery of Faith", Stand and join the congregation in singing.

• THE COMMUNION RITE

- Father will lead the congregation in the Lord's Prayer.
- Put the bowls for the bread on the altar
- After you have received communion, clear the altar of the Roman Missal.
- Put the water pitcher on the altar
- Take cups, bowls and chalice off the altar after Father purifies them.

- Fold up the purificator and return it to the credence table.
- After the conclusion of communion, hold the Excerpts of the Roman Missal for the prayer after communion.

- **THE CONCLUDING RITES**

- When Father moves to the front of the Altar, Altar Servers make their way to the front of the Altar standing on the outside of the Lectors.
- The Crossbearer will pick-up the crucifix and proceed to stand behind Father in front of the Altar.
 - The group will bow together and recess out in the same way as the procession.
 - Servers and crossbearer will wait in the narthex for a blessing from Father.

- **AFTER MASS**

- Crossbearer return crucifix to stand.
- Altar Servers extinguish all candles.
- Hang your alb and cincture in the closet.