



# Altar Servers

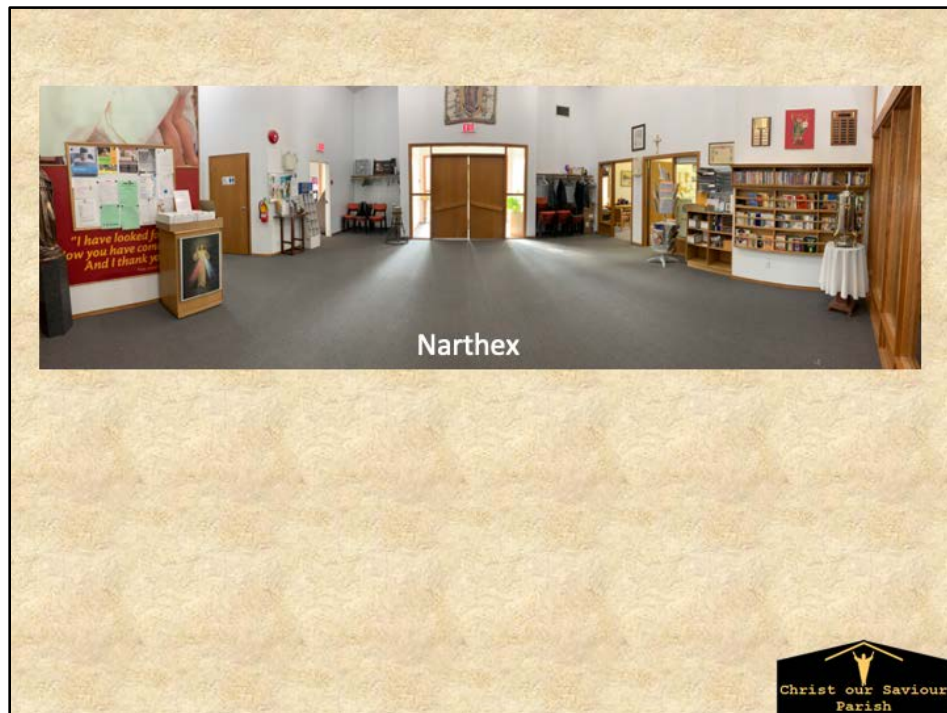
## Objectives

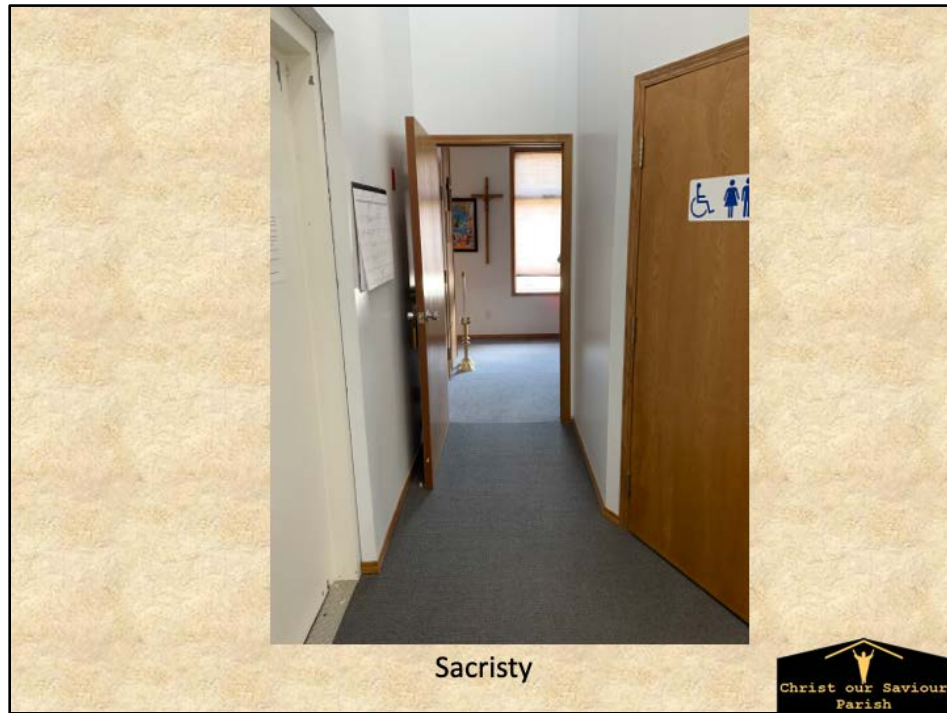
- Tell you the proper names of objects in the church
- To explain the responsibilities of the altar server



The objectives of this presentation are to:

- tell you the proper names of objects in the church and
- explain the responsibilities of the altar server





Sacristy



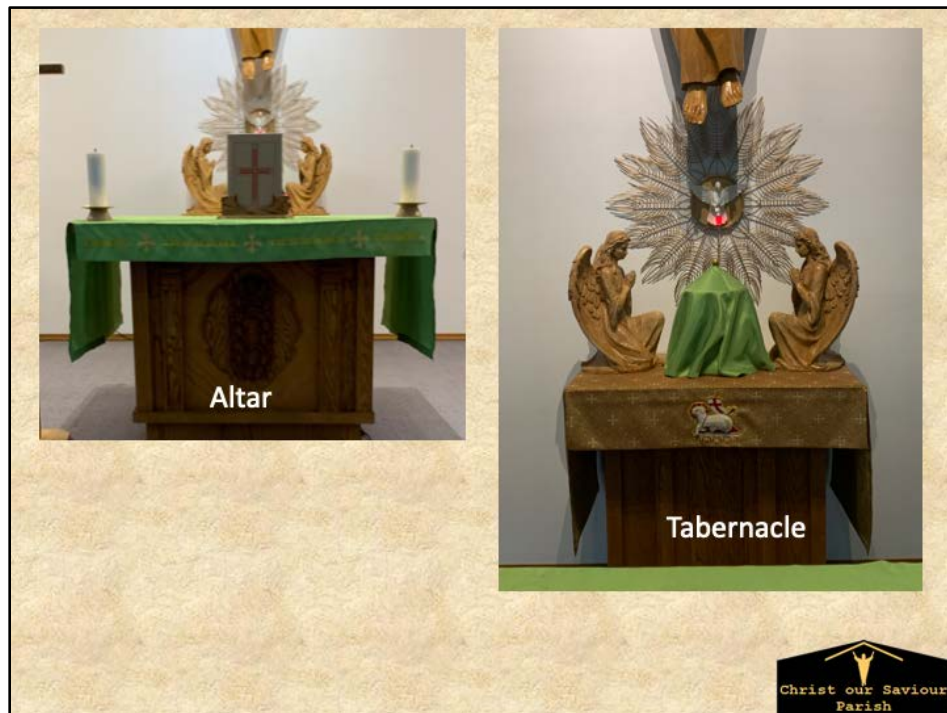


Nave





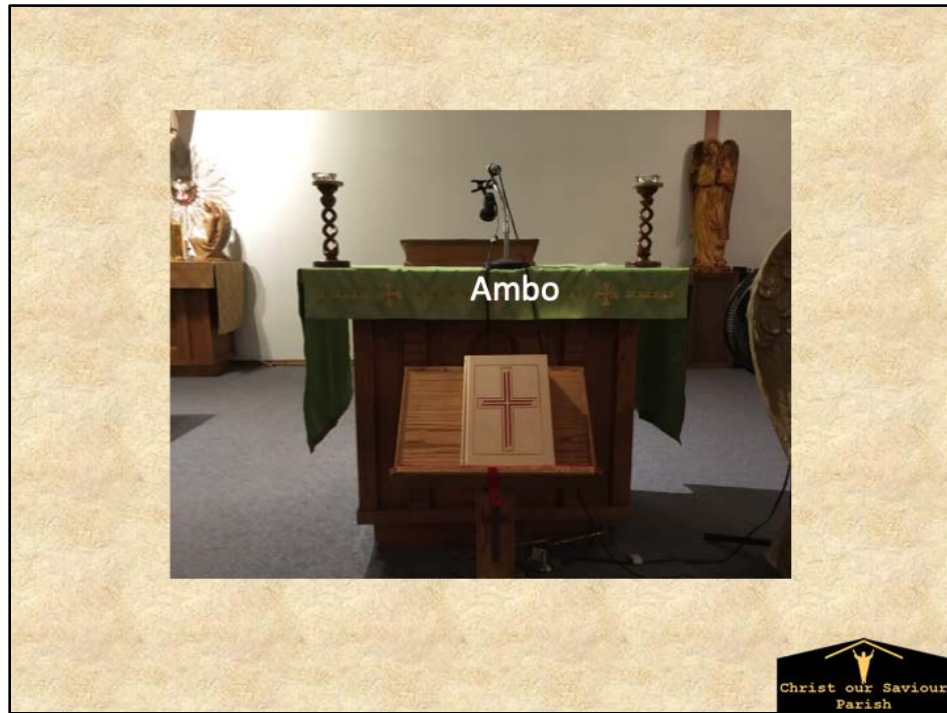




#### Proper terms of objects in the Sanctuary

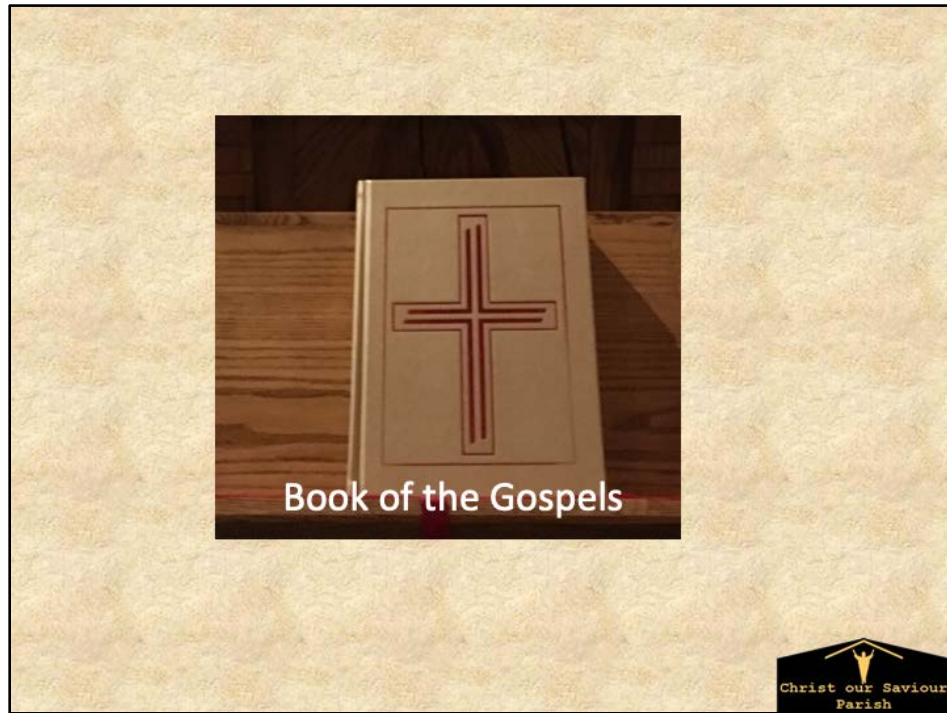
Before and after Mass, Jesus is present in the Tabernacle, as previously consecrated host. Therefore we genuflect to the tabernacle before and after Mass.

During Mass, the altar is sacred, the center of the celebration, its where transubstantiation happens, and Jesus is present in the bread and wine. Therefore altar servers should then bow to the altar during Mass.

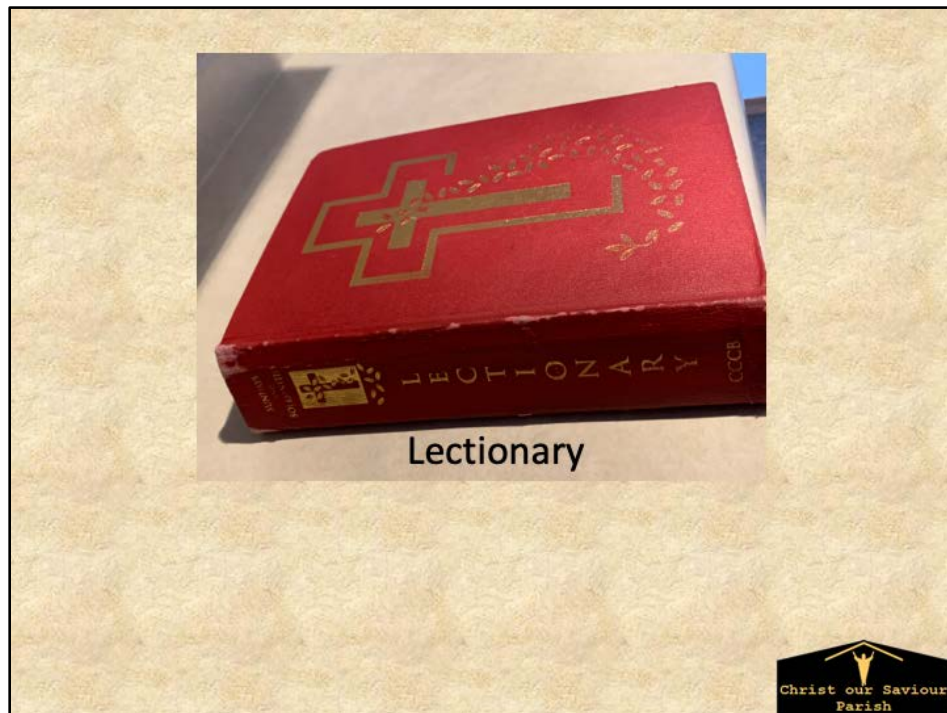


Ambo is where the lector reads from.

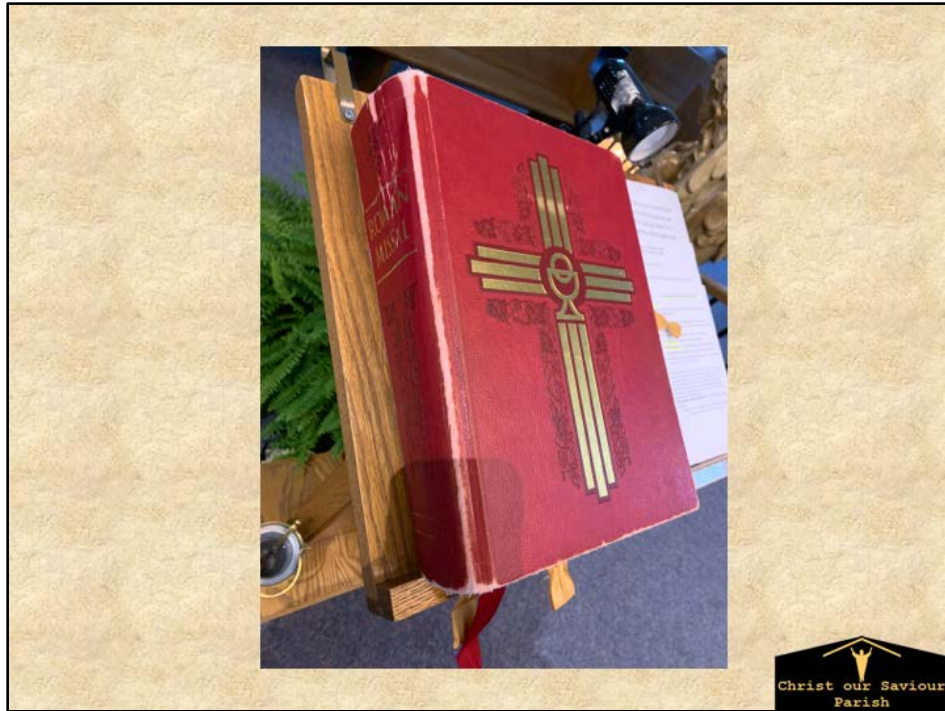




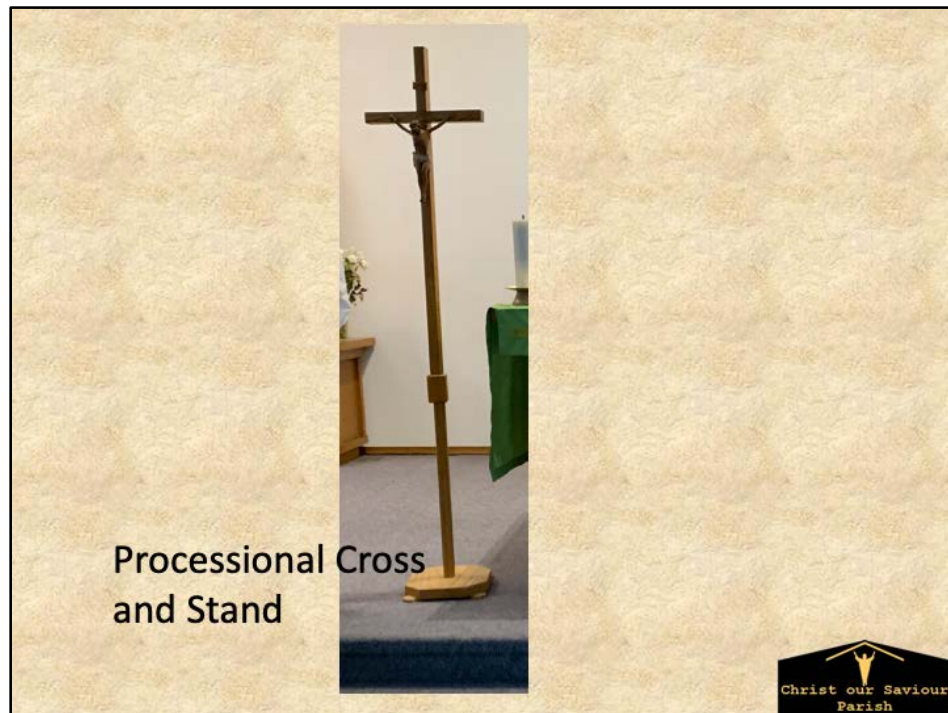
Book of the Gospels, the gold book, contains readings from the Gospels.



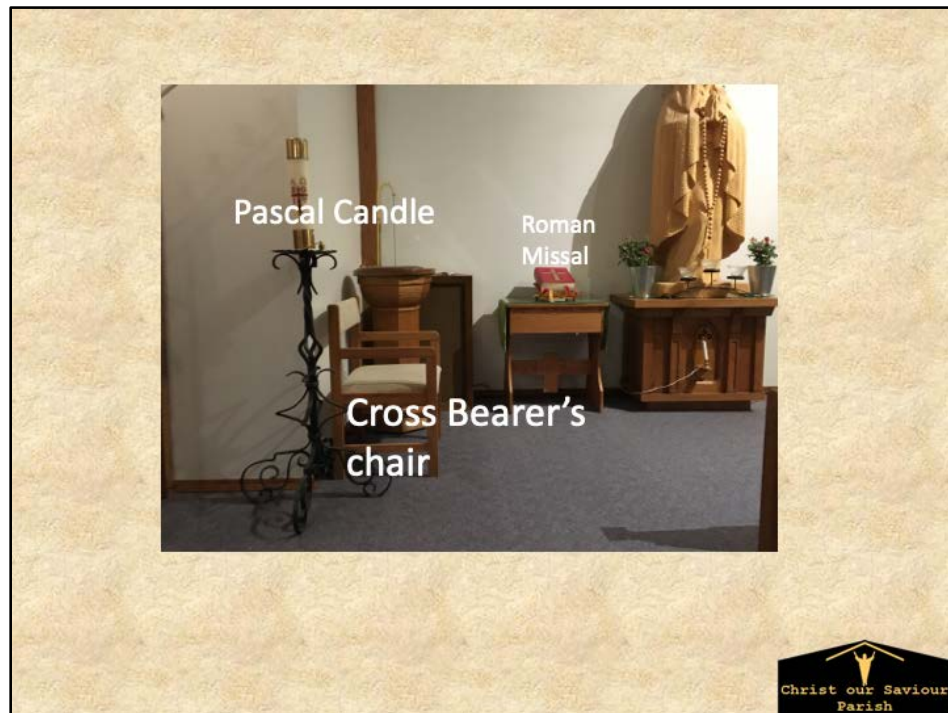
The Lectionary looks like the Roman Missal in size and color. It is found on the book stand on the ambo. It contains the Sunday readings.



The Roman Missal contains prayers, chants and instructions for the celebration of Mass



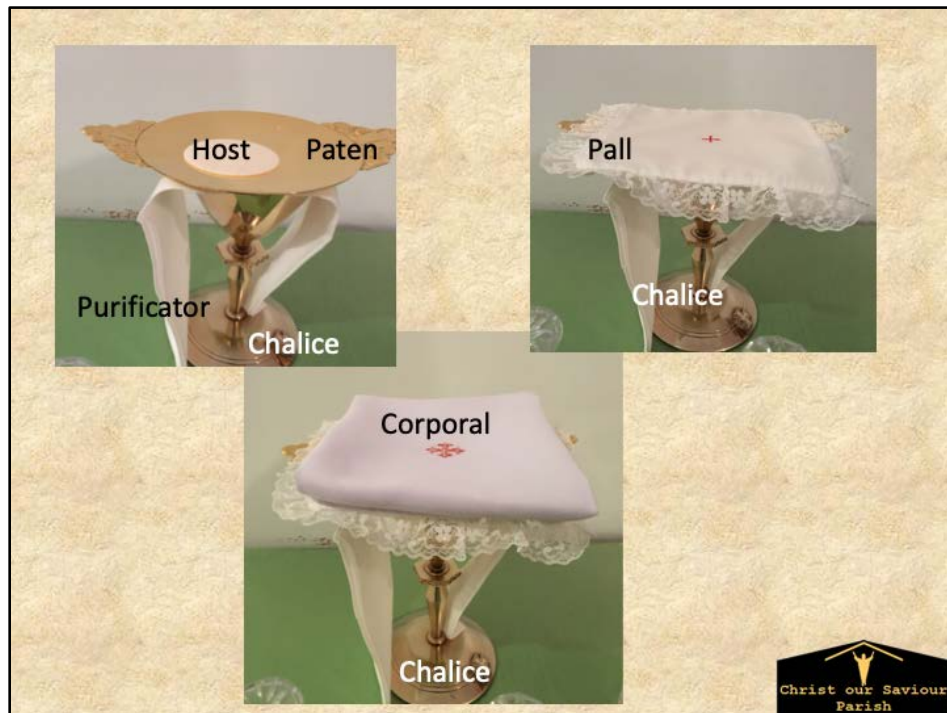
The processional Cross



The Pascal Candle is lit during Easter and special masses such as baptisms and funerals.







On the Credence table you will find:

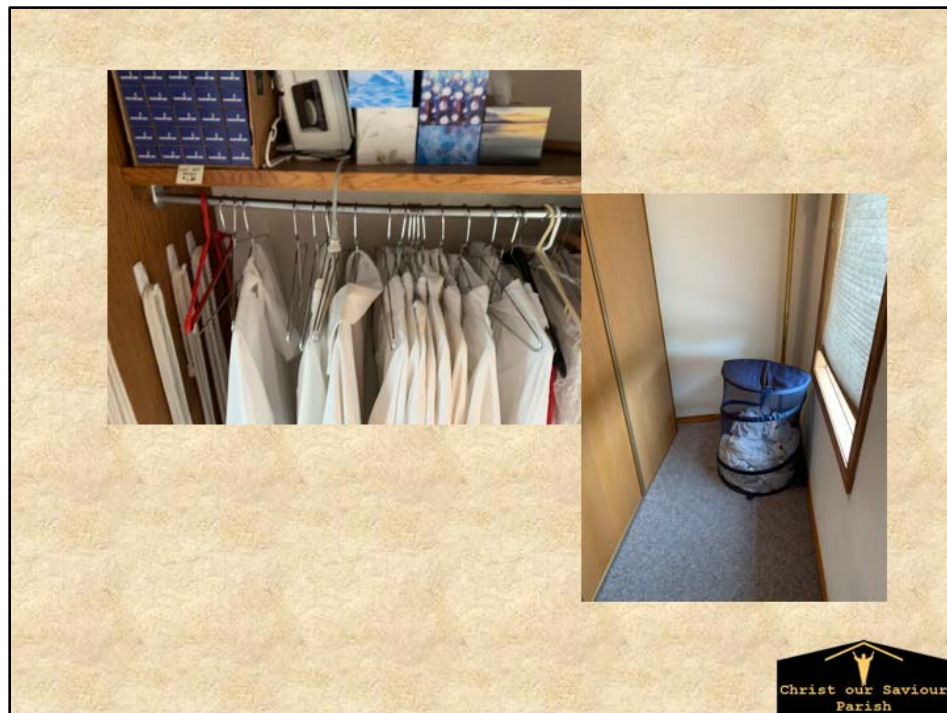




Things to check prior to Mass:

- lavabo, water pitcher, towel
- priest's chalice, purificator, paten, host, pall, two corporals
- 2 or 4 chalices depending on the Mass you are serving at
- 2 or 4 purificators for the eucharistic ministers, same number as chalices
- 2 purificators for altar servers for during distribution of communion

What is wrong with this credence table? What should you fix before Mass?



In the Sacristy closet, you find the albs and ropes hung on the wall.

The correct practice is, if you alb is clean after mass, hang it back up neatly.

If your alb needs washing, put it in the laundry basket.



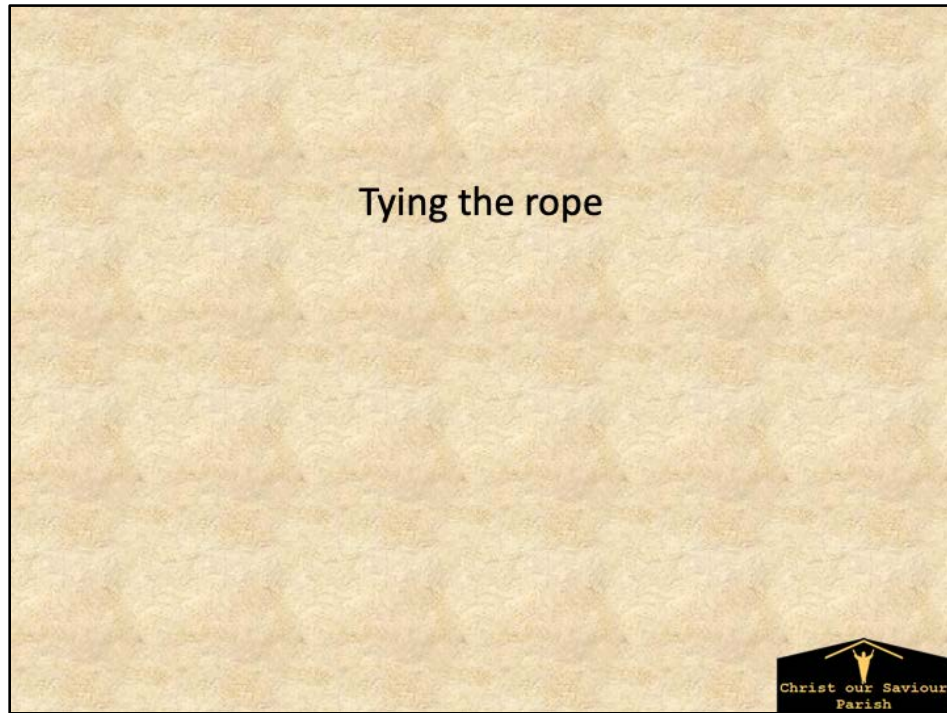


#### Alb sizing

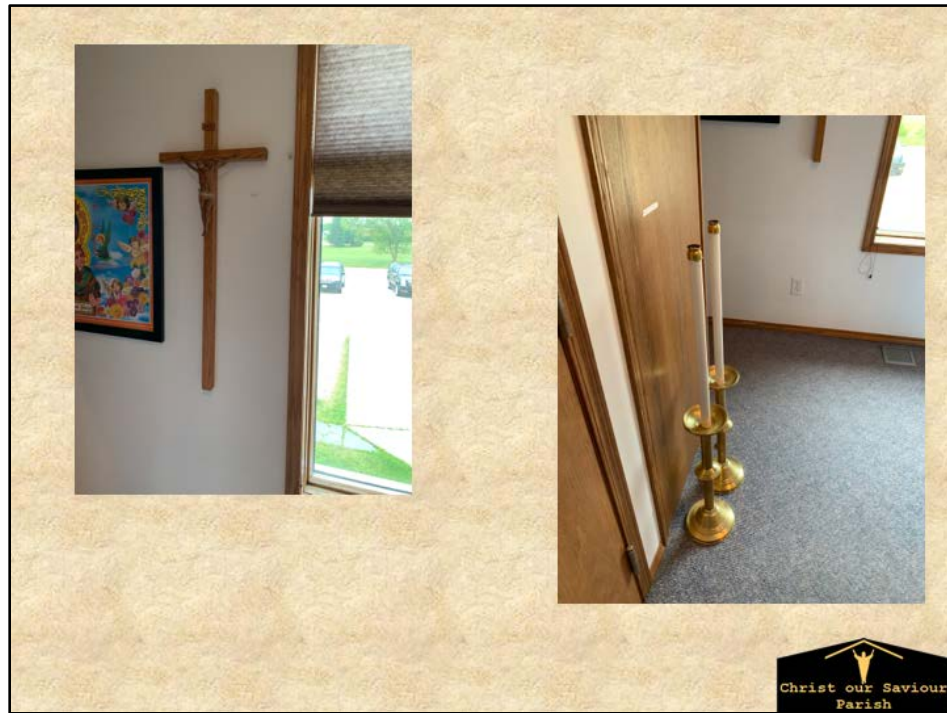
- the correct size is to your wrist, and
- above your footwear
- if it is too long, tie your belt, and lift up your arms so the alb fits over

#### the belt

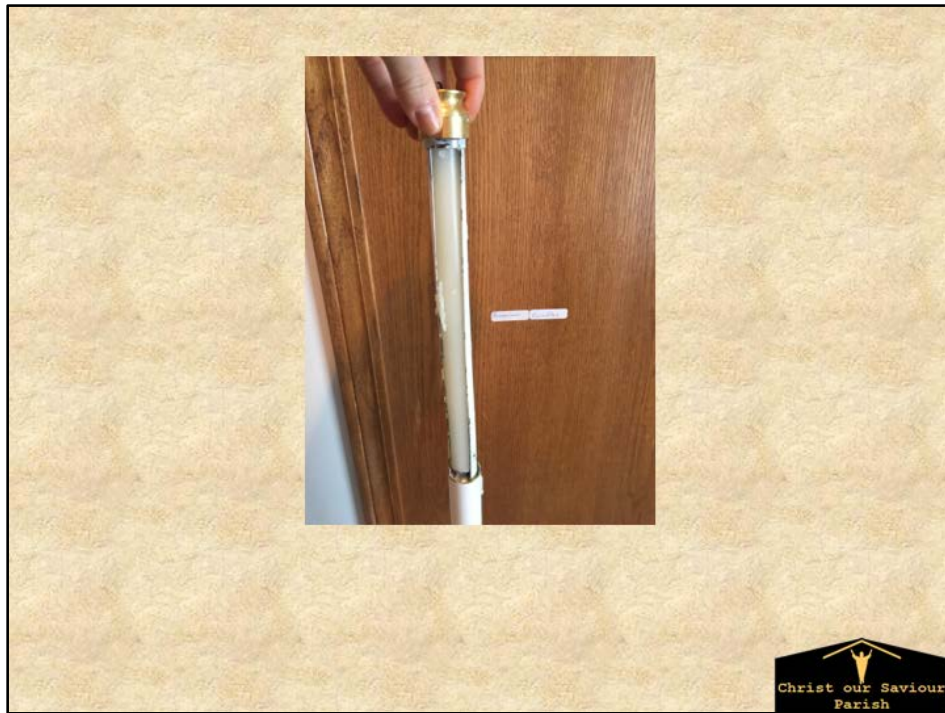
- too long and you risk tripping, especially on the stairs



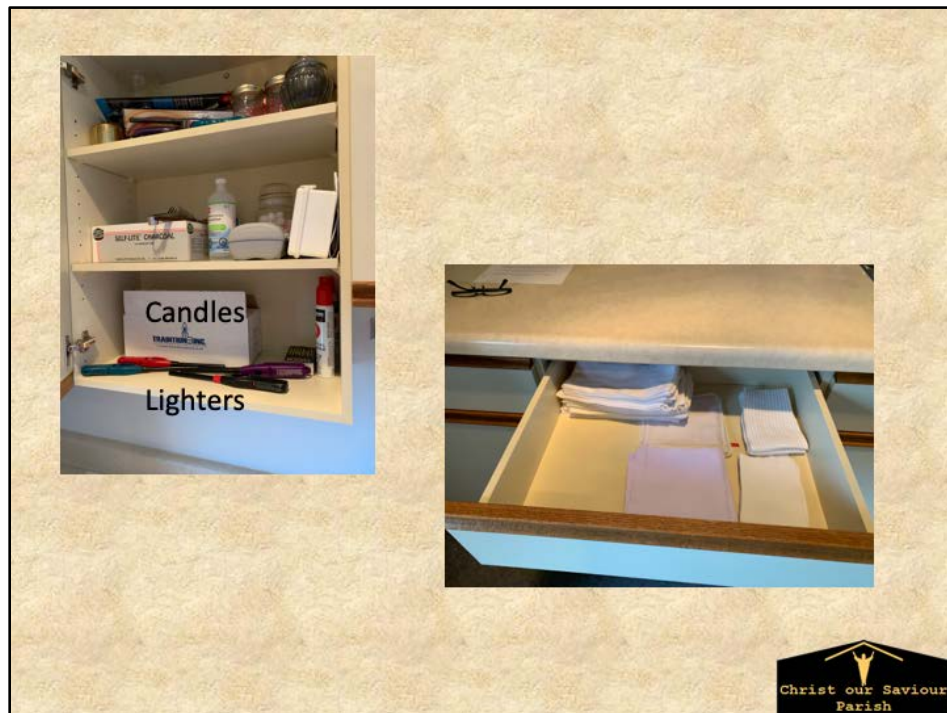
Jason to illustrate this



In the sacristy, you will also find the processional cross and candles



Before Mass begins check to see how much candle is left inside. If it is 4-6 cm or less, change the candle (or ask to have it changed).



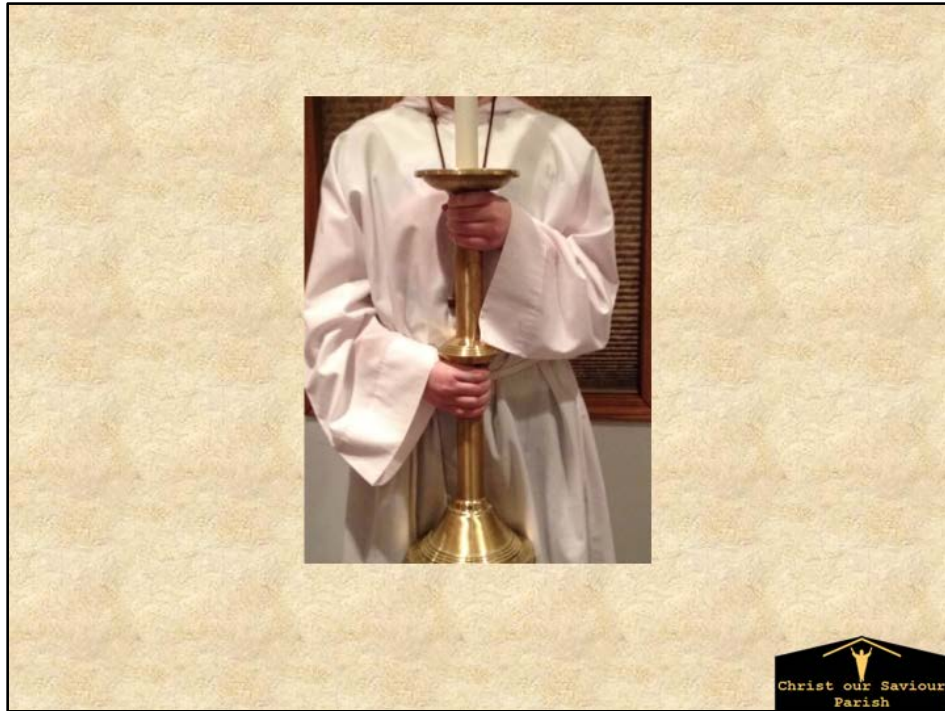
If you need to change candles, they are in the sacristy in the upper cupboard to left of the sink.

If you need to get more purificators, they are in the sacristy in the drawer to the left of the sink.





After you are dressed, have checked the candles and the credence table, take time to pray before Mass.  
There is a before and after mass prayer on the wall in the sacristy.

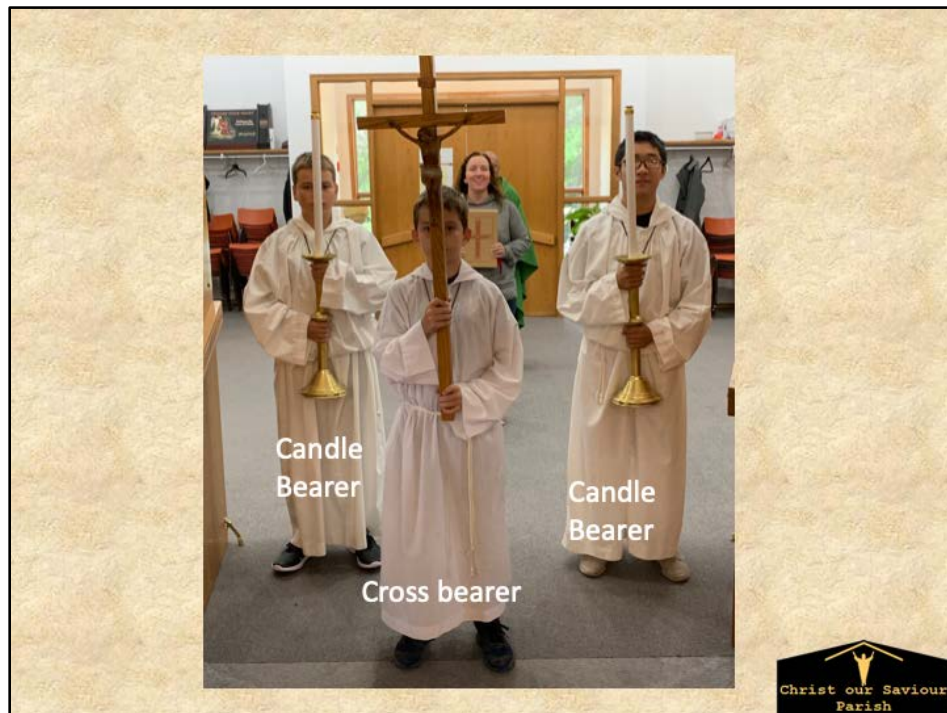


Correct way to hold the Processional Candle

Note the hand positioning



You can see in these pictures how hand placement on the candle is essential in keeping the candle straight and preventing liquid wax from spilling on yourself or your alb.



During the Processional:

- The cross bearer leads
- Two candle bearers follow the cross bearer.

Take a moment to look at the albs and how well they fit the altar servers.

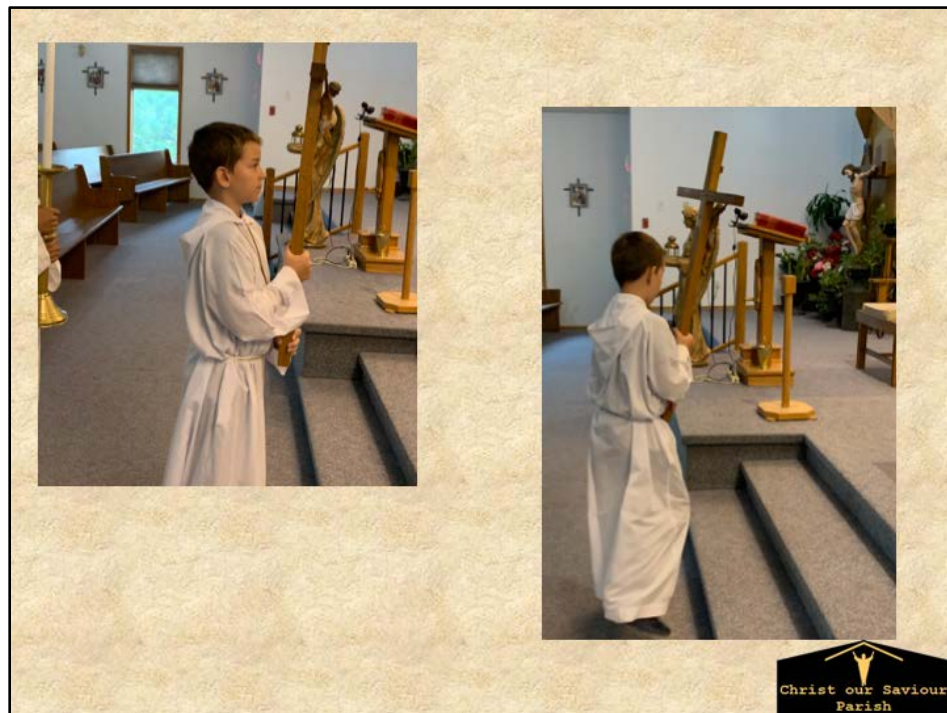
There isn't always a perfectly fitting alb. Take time to get the best size.

Do not take albs from the laundry

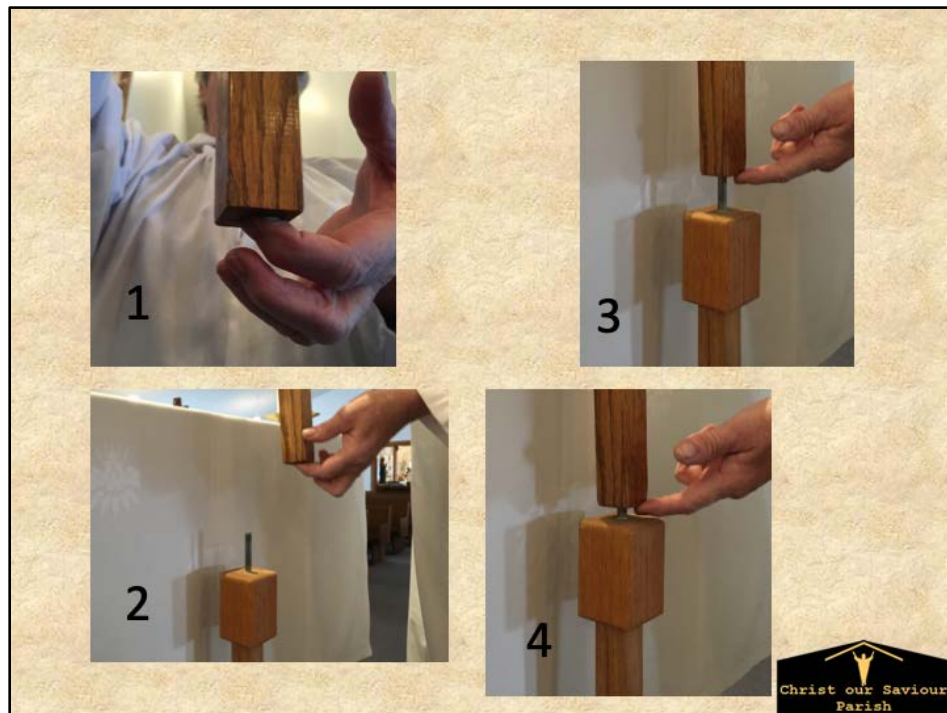


Walk slowly when the entrance hymn begins





The Cross bearer stops before the steps, pauses to a count of 3, and then walks up the steps  
No bow



To place the cross on the stand

- locate the hole at the bottom of the cross
- put a finger over the hole, and then place it over the stand, guiding the hole over the metal stem of the stand
- keep your finger there to prevent the cross from slamming down on the stand



The Candle bearers arrive at the steps, pause, bow their head – KEEPING THE CANDLE STRAIGHT

The server on the right side proceeds first – then the server on the left.

Making sure that your alb is the right size (length to the top of your shoes) will ensure you can walk up and down the stairs safely.



Put the candles on the credence table, taking great care to keep the candles straight so that HOT wax does not drip on you or anywhere else.



Stand with your hands folded in front of you and turn to watch the Priest!  
You are there to serve the Priest and not look at the congregation.

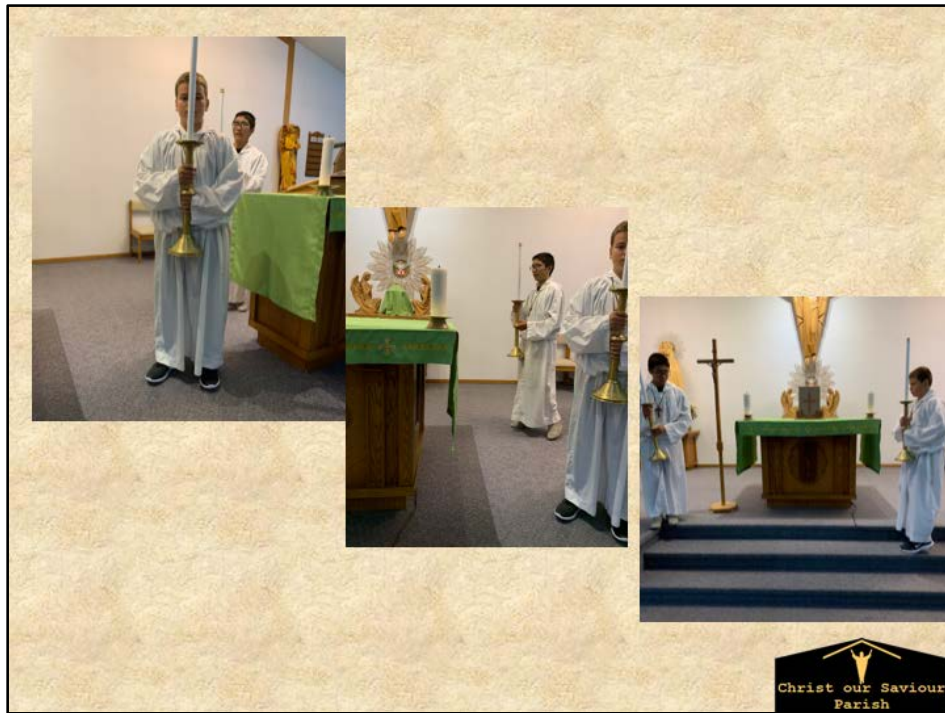




The first prayer of the Mass is called the Collect.

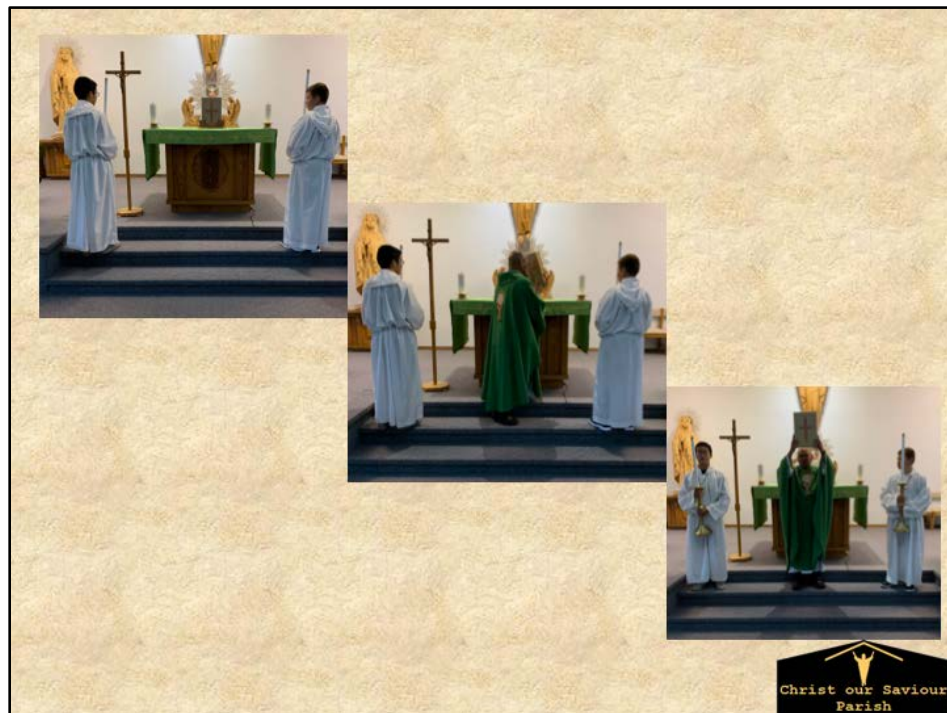
- If there is a cross bearer, Fr will want the cross bearer to bring him the Roman Missal to pray the Collect

- Bring the Roman Missal to Father closed and he will open it and place it in your hands as in the first picture
- the picture on the left demonstrates the correct way to hold the Roman Missal
- stand to Father's left side but mostly in front of him
- Father will close the Roman Missal when the prayer is over and place it in your hands



### **Alleluia and Gospel Reading**

- all servers stand and join in the singing of the Gospel Acclamation
- candle bearers pick up their candles
- proceed to either side of the altar, facing the front



- Fr will pick up the book of the Gospels, turn around and face the congregation
- at this time, the candle bearers will turn with him

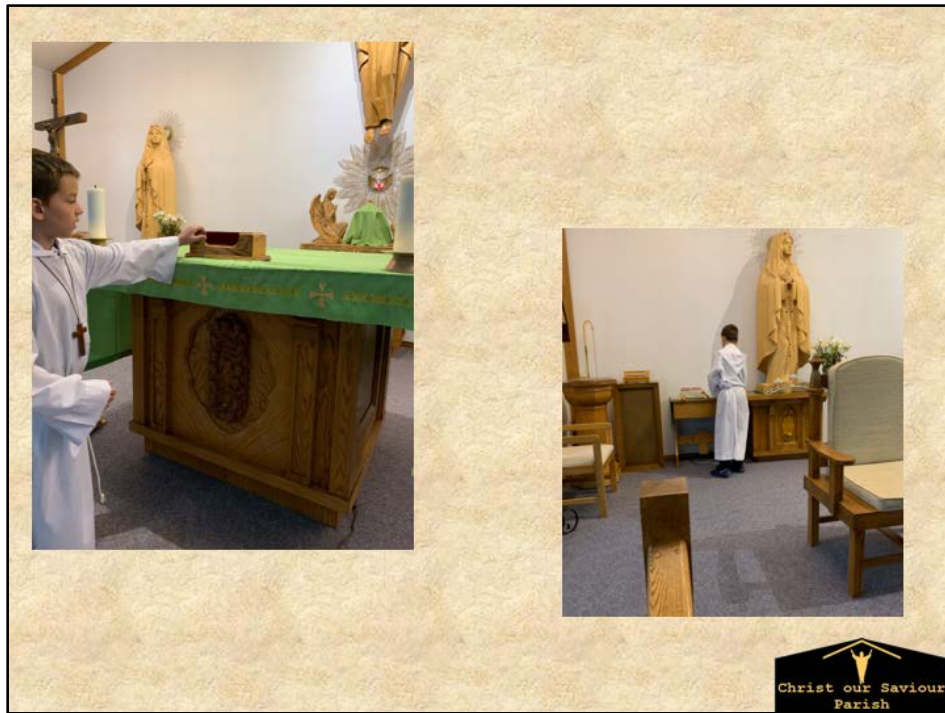


- The server to Father's left side, will then turn and lead the way over to the ambo



- stand at the sides and behind the ambo
- keep both hands on the candles (do not cross your forehead, lips and heart)
- remain here until the Gospel is finished being read
- at the conclusion of the Gospel, place your candles on the credence table  
and return to your chairs (keep candles straight)



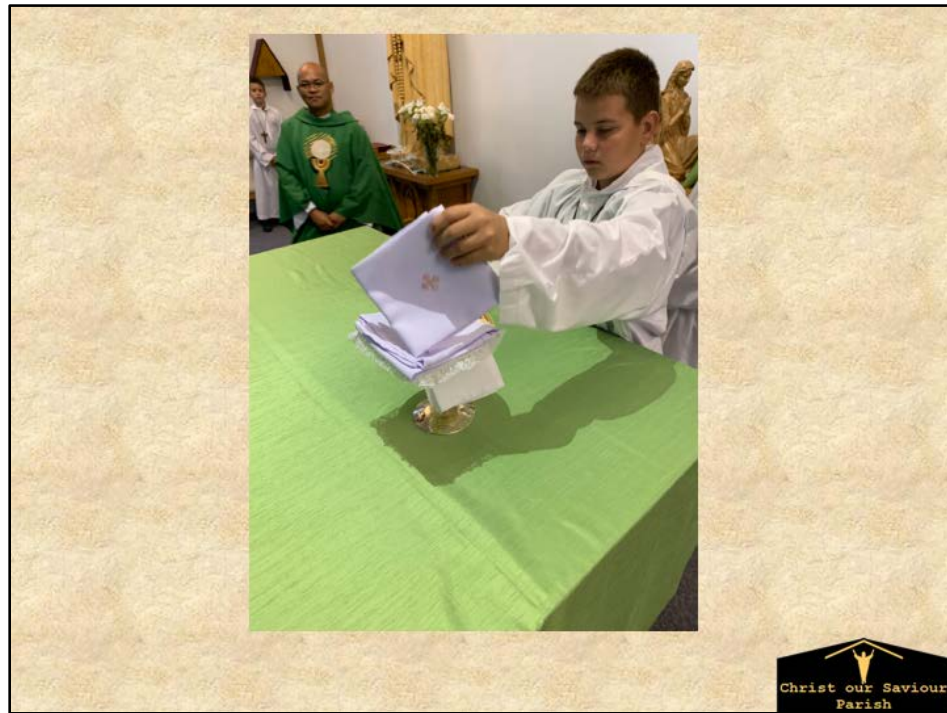


During the Offertory

- the cross bearer will remove the stand for the book of the Gospels from the altar and place it on the credence table



- the candle bearers will then begin to prepare the altar for the Eucharist
- Notice how Jack is caring the chalice and his other hand is over the paten to hold it all in place.



- the first candle bearer brings this to the altar
- opens the first corporal on the altar



- Notice the methodical way of opening the corporal – DO NOT ‘SHAKE’ IT OPEN!!

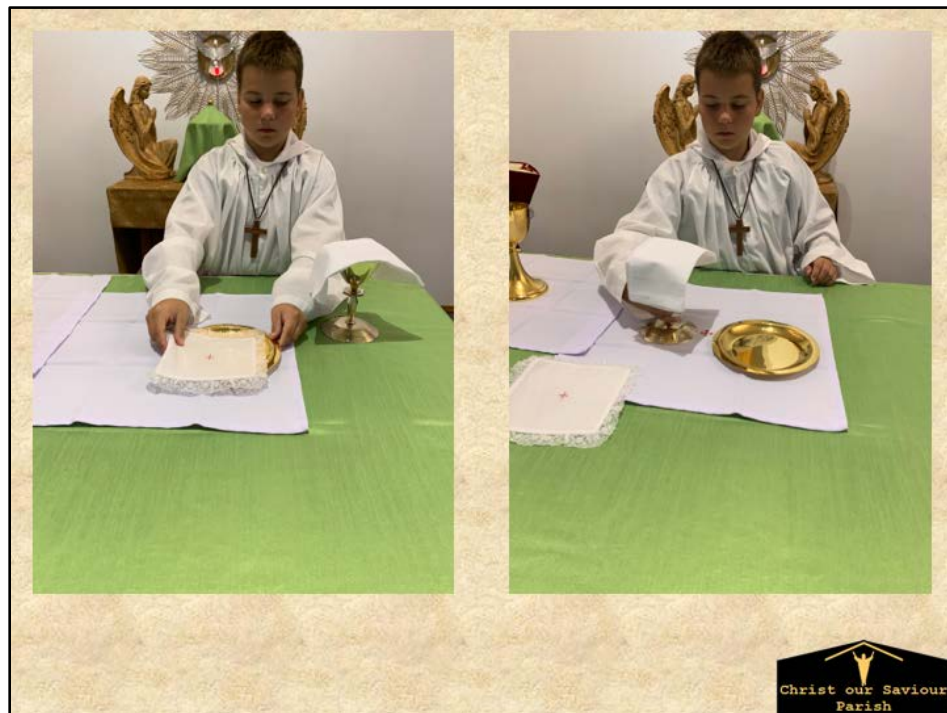


- The second candle bearer begins to bring the chalices, be careful not to spill





- Notice the staggered placement of the corporals on the altar, I'll explain why in a slide coming up
- The chalices can go on the altar first while the corporals are being opened, and then finally placed on the corporals



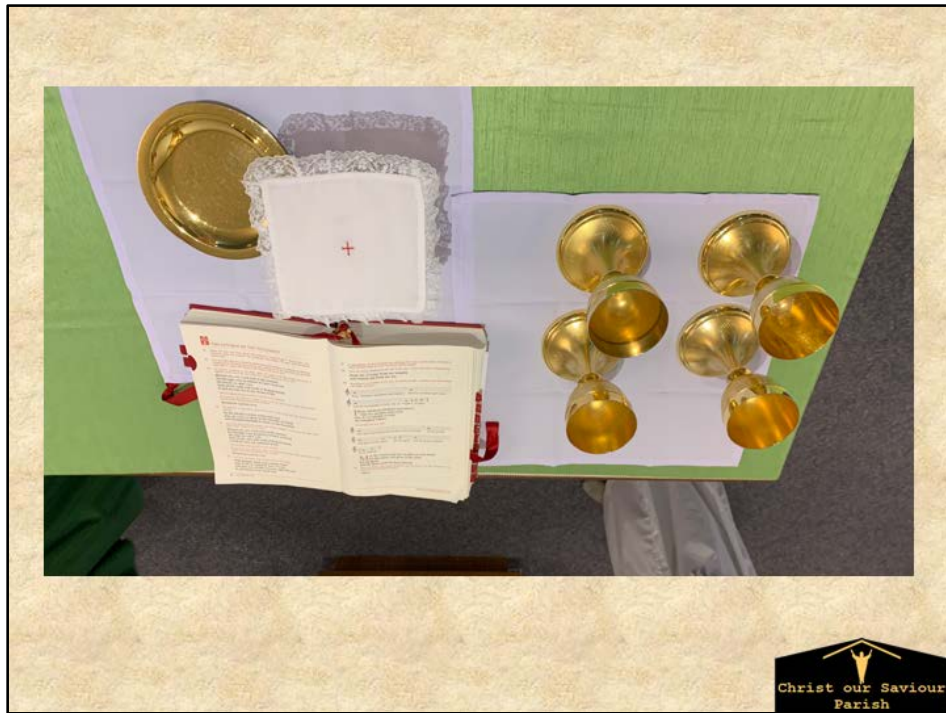
- Finish preparing the altar by placing
  - the paten on the other corporal, removing the pall
  - the chalice



- The second altar server added the purificators for the Eucharistic ministers
- the first altar server finishes by removing the purificator from the priest' chalice and placing it by the chalice



- And the cross bearer brings the Roman Missal and places it on the altar between the edge of the altar and on the corporal.
- This is why the corporals are staggered in placement.
- Father does not want to obstruct the view of consecration







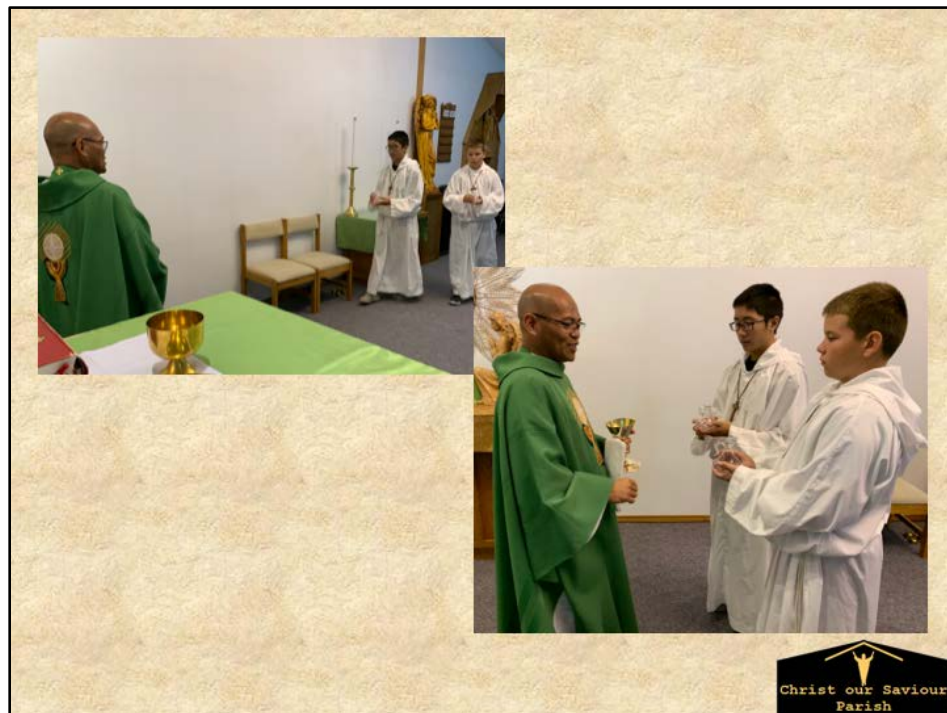
As the gifts are brought forward, the altar server to Fr's left will be handed the wine. Take it from Fr and go place it on the credence table.



These hosts should be placed on the altar



-remove the cruet caps and place on the credence table



As Fr turns to the Credence table, bring forward the water and wine.

Note that Fr wants you to have the handles turn towards him, so he can pour – NOT the altar server.





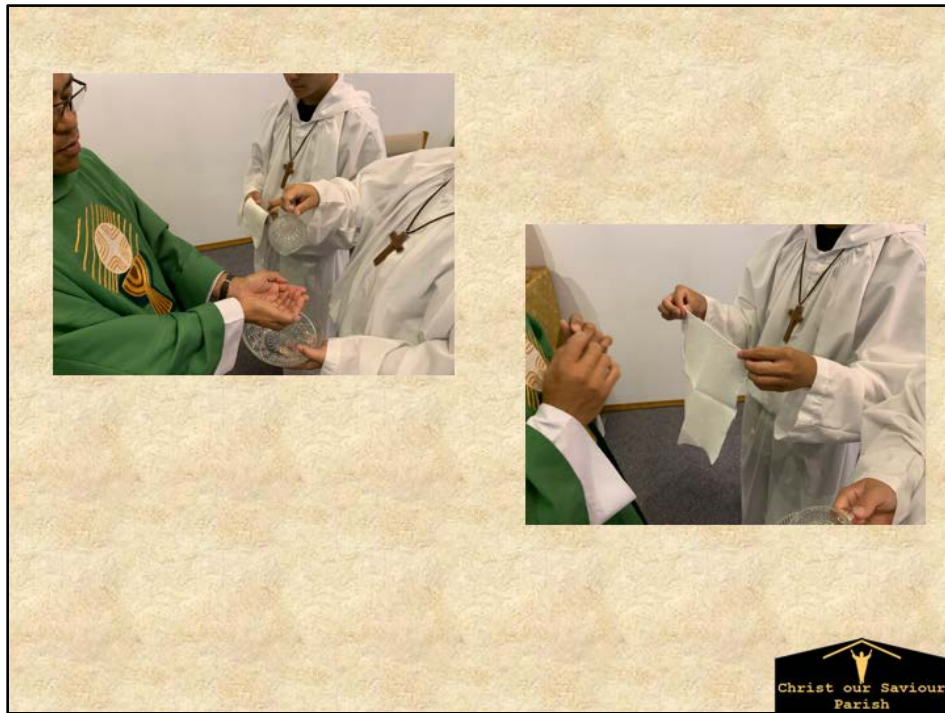




Once Fr has completed pouring the wine and water into his chalice, bow towards Fr,  
...



and return the water and empty wine cruets to the credence table.



- one candle bearer will then pick up the pitcher of water and the lavbo (finger bowl)
- the second candle bearer will pick up the finger towel (open it and hold it at the edges, or between two fingers)
- when Fr is ready and turns toward you, proceed to the altar
- pour water over Fr's hands with the bowl underneath



- bow towards Fr when the 'washing' is completed, as he bows toward you
- return the lavabo, pitcher and towel to the credence table, then turn towards Fr





- Between the credence table and the chair, on the floor, are the bells



### **Eucharistic Prayer**

- All servers kneel at the prayer of Consecration
- As Fr raises the host for consecration,



- ring the bells when the bread is consecrated (or raised up)
- three short rings



As Father raises the chalice of wine for consecration...



- ring the bells when the wine is consecrated (or raised up)
- three short rings





-When Fr elevates both species, we begin the Grand Amen



- With the start of the A of amen, until the amen finished being sung, ring the bells loudly and constantly

Stand at the Memorial Acclamation (bring one foot up and place on the floor, lean on this knee and stand up)

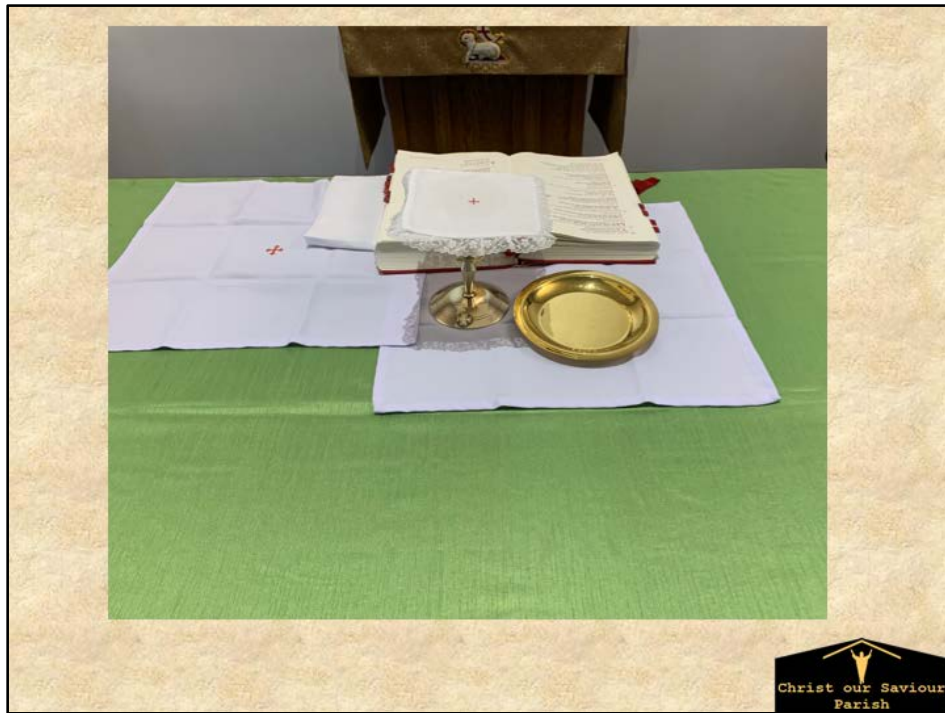


To receive Holy Communion

- line up side by side, to the left of the altar, facing Fr
- if you are unable to receive communion, cross your arms in front of yourself
- if you choose not to receive the cup (personal preference or because you have a cold) take one step back, and cross your arms in front of yourself



- when Fr and the communion ministers proceed to distribute, the candle bearers should stand fairly close to Fr and the bread minister to be present to assist them
- they are also responsible to pick up any hosts (the body of Christ), that may be dropped by accident (if this happens, hold these until communion is over, and return to Fr when he has returned to the altar)
- Fr how do you want the servers to hold this?
- following the distribution of the Eucharist, return to the credence table, with the altar servers first, followed by Fr and the communion minister



While Holy Communion is being shared, the altar will look like this.

Fr wants the candle bearer to come to the altar

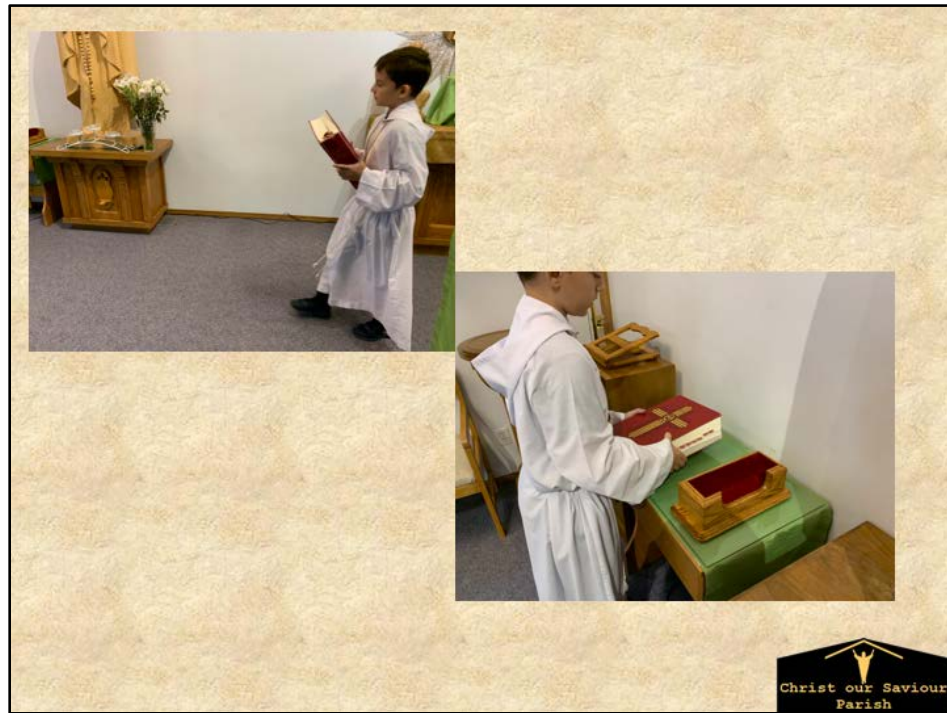




Remembering to bow to the altar each time you come to it,



- And begin to clean it up
- close the Roman Missal and



Return it to the table beside the Statue of Mary



- Begin to fold the first corporal that had chalices on it. Fold it according to the ironed creases



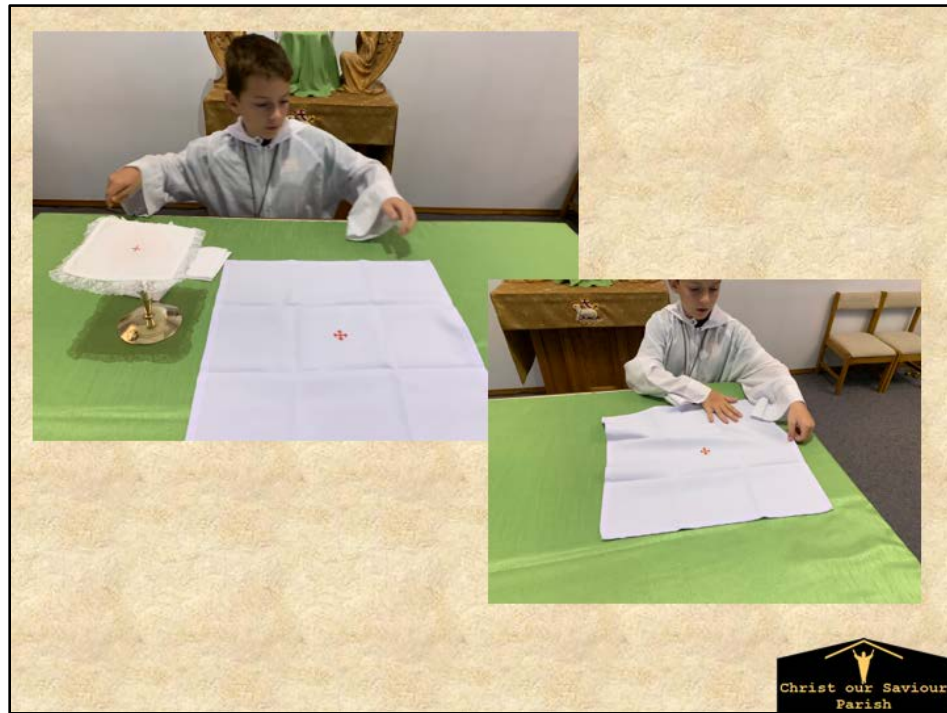




- Return the first corporal to the credence table
- Then remove the chalice, paten and purificator off the second corporal



- Being careful at all times not to accidentally drop off any crumbs (Jesus) off the paten



- And move this corporal to the far left corner of the altar



- Then replace the chalice, paten and purificator on the corporal



Once Holy communion is over

- stand at the edge of the credence table facing Fr and ready to serve him
- one server should have the cruet of water ready to bring to Fr when he indicates he wants it
- pour into the chalice until Fr lowers the chalice which indicates he wants you to stop pouring
- (this time you pour not Fr)
- while Fr is purifying the chalice, return to the credence table with the cruet
- stand again watching Fr when you are done





-note the priest's hands, this indicates he wants the altar servers to clean the altar – a visiting priest may do this

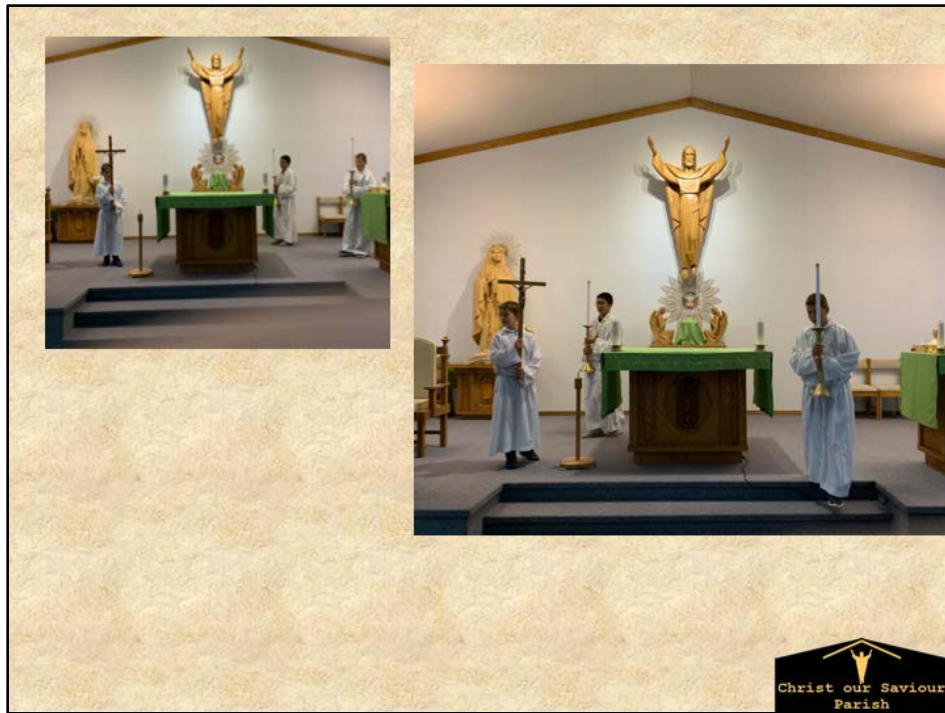
ASK A EUCHARISTIC MINISTER TO 'CLEAN UP'



- Fr will hand the empty ciborium and hand to the altar server – go retrieve it
- once Fr has purified the paten and chalice, folded all the linen, go retrieve it too and put it on the credence table.



- Note again, how Jack has secured the chalice, paten and linens



**Prayer after Communion** is said

When the final hymn begins:

- cross bearer takes the cross from the stand and proceeds to the center aisle 3 pews from the front and stops, turn to face the altar
- the candle bearers pick up the candles and proceed to the center aisle and stop at 2nd row of pews, and face the altar



- after Fr genuflects to the Altar and Tabernacle and turns to leave, so do the cross and candle bearers
- proceed to the entrance of the Church slowly







Pray the prayer after Mass in the Sacristy

## Servers at the Mass

- You should be at church 15 minutes or more before the start of the mass
- Altar servers should be careful with their vestments and choose the correct size



Some general 'rules' of being a volunteer altar server at Christ Our Saviour are:

- you should be at church 15 minutes or more before the start of the mass if you are serving. This gives you enough time to prepare both physically (going to the bathroom) and spiritually.
- altar servers should be careful of their vestments: zipper it up carefully, try not to spill anything on your vestments. Ideally wear the proper size vestment (the alb should come to your shoe tops and arm length to where your wrist and hand join).

## Servers at the Mass

- clean clothes and clean footwear
- Clean hands and fingernails
- Participate in the mass
- refrain from talking with the other altar server or with family/friends in the pews
- Listen and be attentive



- dress with clean clothes and clean footwear when you come to mass.
- hands and fingernails should also be clean.
- participate in the singing, responses and sharing the sign of peace.
- during mass, refrain from talking with the other altar server or with family/friends in the pews.
- listen to the readings and the homily, watch Father if he should need you



## Servers at the Mass

- Keep your hands on your lap or together in front of you if standing
- Both feet should be on the floor (legs should not be crossed)
- If you must yawn, cover your mouth
- If you do need to tend to bodily needs (bathroom, runny nose, cough etc.) let the other server know you will return, and leave quietly and return quietly



- keep your hands on your lap or together in front of you if standing.
- both feet should be on the floor (legs should not be crossed).
- if you must yawn, cover your mouth.
- if you do need to tend to bodily needs (bathroom, runny nose, cough etc.) let the other server know you will return, and leave quietly and return quietly.



## Servers at Mass

- you are responsible to replace yourself.
- A list of volunteers is with the schedule
- Once you have found a replacement, let the mass coordinators for those dates, know of the changes



-if for some reason you cannot serve the day you have been scheduled, you are responsible to replace yourself. There is a list of volunteers with the schedule so you can contact other servers. Once you have found a replacement, let the mass coordinators for those dates, know of the changes.

*Many thanks to:  
Father Edgardo,  
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and Andrea Leppelmann  
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*Barb Therrien November 2019*

