

# ALTAR SERVER TRAINING

## PREPARATION

Dress neatly, wear dress shoes if you have them. Do not chew gum.  
Arrive **15 minutes early** and check off your name.

### Get vested:

- ✓ Pick out an alb that goes to your ankle.
- ✓ Cinctures (the ropes) can be tied two ways  
    The easiest way is a standard square knot. The doubled rope slipknot is also fine.  
    Let cincture hang on left side.
- ✓ Put on cross. Make sure it is under your hood.

Help Prepare for Mass:

- ✓ Light candles
- ✓ Bring gifts to back of church
- ✓ Make sure everything needed for Mass is on the credence table.
- ✓ Get assignments for Mass
- ✓ Pray the *Prayer for Altar Servers Before Mass*

Walk to the back of church. Line up quietly and wait for Mass to begin.

## ENTRANCE PROCESSION

Cross  
Candles  
Main Servers  
Readers  
Deacon  
Priest

- Please keep two pews behind the server in front of you.
- Keep a slow but comfortable pace.
- When you reach the sanctuary, go up the stairs, bow to the altar, and go to your seat.

## DUTIES OF EACH SERVER

### Cross Bearer:

- Lead the procession in and put the cross on its stand.
- Sit on tabernacle side.
- When priest says "let us pray" present Missal to celebrant.
- Ring bells during consecration
- After Universal Prayer (petitions) place missal on the altar and then get cross and go to back of church to lead in the gift bearers.
- After Communion, When priest says "let us pray" present Missal to celebrant.
- After the dismissal, get cross and move to the main floor and stand in the middle, waiting for the clergy.
- After the clergy bow to the altar and turn around, you turn and lead the recession reverently down the aisle.

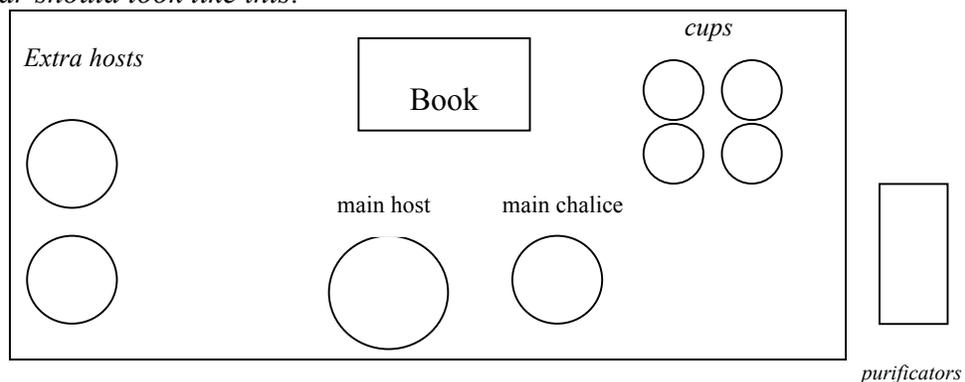
### **Candle bearers if only three servers**

- Follow cross up the aisle and place candles on stands.
- Go behind the high altar to your seats next to credence table.
- After the Universal Prayer, Set Up the Altar by removing the wooden book stand. Then bring items from the credence table to the altar.
- Help the celebrant to receive gifts.
- After bowing with the celebrant to the people presenting the gifts, take the wine and water to the deacon at the altar and wait until the deacon hands the cruets back to you.
- For the washing of hands, server who presented water will hold the bowl and pour the water. The one who presented the wine will hold the towel.
- After distribution of Communion help the deacon clear the altar. Take items back to sacristy.
- If there are five servers, you are only involved in the processions and recession and will sit next to the cross bearer.
- At the end of Mass, go behind the altar to get the candles and line up On either side of cross bearer. Bow when clergy do and follow cross down the aisle.

### **Main Servers: If there are five servers**

- Line up behind candle bearers.
- Bow and go to seats new credence table.
- Set up altar by removing wooden bookstand. Then bring items from the credence table to the altar.
- Assist the celebrant in receiving the gifts.
- After bowing with the celebrant to the people presenting the gifts, take the wine and water to the deacon at the altar and wait until the deacon hands the cruets back to you.
- For the washing of hands, server who presented water will hold the bowl and pour the water. The one who presented the wine will hold the towel.
- After distribution of Communion help the deacon clear the altar. Take items back to sacristy.
- At the beginning of the Recessional Hymn, go to the floor of church and stand next to the candle bearers. Procession follows out in the same order that it came in.

*Altar should look like this:*



Before investing after Mass, put cross and candles in stand and all the vessels, (chalice, cups, ciborium and purificators) back in to sacristy. DO NOT put purificators into cups but carry them separately.