

Altar Servers Step-by-Step Instructions
St. Nicholas of Myra Catholic Church

WHEN YOU ARRIVE:

- 1) Let Father know that you are here.
- 2) Dress in an alb and cincture (rope).
 - After cincture is tied, alb should touch top of shoes. (Be long enough)
- 3) Light the candles.
- 4) Come to the Gathering Space for the Entrance Procession.
 - Book Server is also Cross Bearer
 - Altar Servers are Candle Bearers

AT THE BEGINNING OF MASS:

- 1) As the singing begins, Father will give the cue, and the cross bearer leads the procession (if present, incense leads the procession) to the front and fans out to the left, the other two servers carry candles side by side and fan out making enough room between them for the Deacon and Father. All wait as Father bows, then move to put your items away.
- 2) Cross Bearer returns the Cross to the Sacristy, Candle Bearers return your candles to the (old triangle) Credence Table. Then all go to your chairs and remain standing.
- 3) The cross bearer retrieves the missal from the credence table and takes it to Father about halfway through the Gloria.
(There is no Gloria in Lent. When there is no "Gloria," the Missal should be taken to Father during the closing prayer of the Penitential Rite.)
- 3) The server holds the Missal open for Father while he says the Opening Prayer.
- 4) The server returns to his / her chair with the Missal after the "Amen."

GOSPEL PROCESSION

- 1) After the second reading is complete, candle bearers immediately go to retrieve the candles and bring them up to the altar on either side of the deacon.
- 2) When the deacon turns to walk with Gospel book to the ambo, the servers turn as well, one walking in front and one walking behind the deacon. When the servers arrive at the ambo face each other with the ambo in the middle.
- 3) After the gospel is over take your candles back to the triangle credence table and return to your chairs.

AFTER THE PRAYERS OF THE FAITHFUL:

Give the items to the Deacon when one is present.

- 1) Two servers go up to the altar, take the bookstand from the altar, and walk over and place it on the credence table.
- 2) The two servers go to the credence table and get the priest's chalice with the five purificators and the water vessel and bring them to the altar.
- 3) The two servers go back to the credence table and bring the four wine cups to the altar, putting them on the altar.
- 4) The two servers go back to the credence table and get the water, bowl, and towel for washing Father's hands, and they wait there until time to wash Father's hands.
- 5) The third server brings the Missal to the altar and stands beside Father, waiting for the presentation of the offertory gifts.
- 6) When the money basket is brought forward, the third server takes it and places it in front of the altar. ***(At 11:00 a.m. Mass, the basket will be taken to the sacristy).***
- 7) The third server joins the other two servers, who are standing at the credence table,

ready with the water, bowl, and towel for the washing of Father's hands.

AT THE PRESENTATION OF THE GIFTS:

- 1) As soon as father presents the gift of wine to God, the three servers proceed together to the altar with the water, bowl, and towel.
- 2) Father's hands are washed.
- 3) The three servers take the water, towel, bowl, and wine carafe back to the credence table.
- 4) The three servers return to their chairs and stand at the foot of the step facing the altar.

AFTER THE HOLY, HOLY, HOLY:

- 1) The three servers kneel on the bottom step of the sanctuary after the "holy, holy, holy" is sung.
- 2) One server rings the bell a single short ring at the epiclesis (when father extends hands flat over the gifts on the altar.)
- 3) Server rings the bell with three short bursts (pause in between) at the elevation of the host and elevation of the chalice. (Short ring...pause...short ring...pause...short ring.)
- 4) The three servers stand at the "Amen."

AT THE SIGN OF PEACE:

- 1) The three servers offer a sign of peace to Father.
- 2) The two other servers immediately go to the credence table and get three Communion bowls.
- 3) The two servers take the three Communion bowls to the altar. Give them to the Deacon if one is present.
- 4) The third server remains at the chair while the other two take up the communion bowls.

AFTER COMMUNION:

(After communion, as Father is standing at the altar, one server brings the water to be poured over Father's fingers until he says "stop".)

AT THE PRAYER AFTER COMMUNION:

(The Eucharistic Ministers return to their seats in the assembly.)

- 1) As Father stands, the cross bearer takes the Missal to Father for the final prayer of Mass.
- 2) The server holds the Missal open for Father while he says the prayer.
- 3) The prayer ends with "Amen," and the server returns to his/her chair with the missal and places it on the credence table.

AT THE END OF MASS:

- 1) When Father gives the signal the Cross bearer gets the cross and the candle bearers retrieve their candles and come down to the center in the same formation as at the beginning of Mass. Wait for Father to bow then turn and process out with the cross leading the way and candle bearers immediately behind the cross.

AFTER MASS:

- 1) Put out the candles.
- 2) Hang up your alb in the closet in the sacristy.

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