



## Altar Server Procedures

### Before the Liturgy:

- Arrive at least 15 minutes early.
- Dress in a robe that comes to top of shoes.
- Check for cord color notice on the large mirror.
- Light altar candles and others as instructed. An adult will light the Paschal Candle. Bow to the tabernacle when passing by to light candles.
- Cross bearer get the cross.
- Pray with the other ministers.

### Procession: Reverence (bow to) the tabernacle before the liturgy.

- (Incense), cross bearer, other servers, lector, and priest.
- Cross bearer and one server to the right of the priest behind the chair.
- The other server stands to the left of the tabernacle, leaving space in front of the tabernacle for the priest.
- Cross bearer and other servers who are carrying anything stand upright while servers without anything in their hands genuflect or bow accordingly to the action of the priest.
- Go the chairs and stand.

### During the liturgy, reverence the altar (bow to the altar) anytime you cross in front of or behind the altar. Introductory Rites:

- When the priest says, "Let us pray" – bring the Sacramentary (red book) to him.
- Hold the book steady as he reads. When he is finished, return the book.

### Presentation of Gifts (when the family brings up hosts, wine, and basket):

- Remove the bookstand from the altar and put it on the table.
- Take the Sacramentary (red book) from the table to the altar.
- Put chalices on the altar.
- Go to the steps to receive gifts.
- Put bread in the center of the altar, the wine on the right side by the cup.
- Collection basket goes just in front of the altar except at 10/10:30 where it is handed to the money counters in the south sacristy. If money counters are not there leave collection basket on the floor between the doorway so it can be watched from the sanctuary.
- Two servers bring water, dish, and towel to priest.
- Third server returns to chair and sits.

### Eucharistic Prayer:

- Ring bell once when priest elevates host.
- Ring bell once when priest elevates cup.

### After sign of peace:

- One server put the Sacramentary (red book) on the table.
- After Communion, priest will be seated. When he stands, and says, "Let us pray," bring the Sacramentary (red book) and hold so priest can read. When finished, return book to table.

### Recessional: After the liturgy, reverence (bow to) the tabernacle.

- When priest moves to the tabernacle, get the cross.
- Servers stand on each side of priest.
- All reverence the tabernacle (cross bearer simply stand upright, others genuflect.)

GENTLY blow out candles and hang robes up neatly before leaving.