

GUIDELINES FOR



ARRIVE 20-25 MINUTES BEFORE THE START OF MASS

Preparation: Brush teeth; comb hair; shower; clean hands and nails; no gum

Clothing: Comfortable, unbulky clothing; no shorts; appropriate shoes

Attitude: Respect, Reverence, Service

BEFORE MASS

- Check in with Father.
- Wash hands.
- Put on alb, cincture, and cross.
- Join prayer circle in the Vestry (where Father, Deacon, and you put on/take off albs and vestments)
- Get processional cross for the procession.

- Check in with Father.
- Wash hands.
- Put on alb, cincture, and cross.
- Be sure 2 candles in the sanctuary are lit (ambo and credence table)
- Join prayer circle in the Vestry (where Father, Deacon, and you put on/take off albs and vestments)

PROCESSION

- Line up in the aisle just behind the left side's back row of seats.
- Have a "Prayerful Attitude" of reverence.
- Hold the processional cross facing the altar.
- Begin to **slowly** walk after the first few words of the entrance song.
- As you get closer to the sanctuary steps, watch for the spot half-way between the baptismal font and the steps. Make a sharp right at this part of the aisle.
- Stand facing the altar so you are lined up with the step in the sanctuary next to the altar servers chairs.
- Wait for Father to bow with ministers.
- Walk up the side of the sanctuary & put Cross in its stand, making sure it faces the people.
- Return to your chair.

- Line up 3-5 steps behind Server 1.
- Have a "Prayerful Attitude" of reverence.
- Follow Server 1, keeping distance.
- Continuing to Follow Server 1, make a sharp right where they do.
- Stand next to Server 1 facing the altar.
- Bow and genuflect with Father (unless you are holding something)
- Walk up the side of the sanctuary and stand at your chair.

OPENING RITES

- After Father's greeting of the assembly, follow him down the steps to meet and greet the people.
 - If Father does not go to meet the assembly, you do not go either, instead remain standing at your seat.
 - Watch Father and return to the sanctuary with him if you are meeting and greeting the assembly.
 - Stand at your chair with hands folded.
- After Father's greeting of the assembly, follow him down the steps to meet and greet the people.
 - If Father does not go to meet the assembly, you do not go either, instead remain standing at your seat.
 - Watch Father and return to the sanctuary with him if you are meeting and greeting the assembly.
 - When Father invites the congregation into prayer, bring the binder to him and hold it for him

GLORIA AND PENITENTIAL RITE

- Pray with the Congregation as you stand at your seat.
 - Sit down at the same time.
- Hold Father's binder for him until he closes the book to dismiss you; when he does, bow, turn around and walk back to your chair.
 - Sit down at the same time.

LITURGY OF THE WORD

GOSPEL READING

- When the Deacon steps in front of Father for the blessing, walk across the sanctuary to get the candle from the credence table; carry it forward to stand slightly behind his shoulder.
 - When he turns and begins to walk, walk forward to the ambo and stand on the side near the altar, facing the wall.
 - Hold the candle so that your breath will not blow it out and make sure it is level when possible.
- Stand at chair with hands folded.

SERVER 1

SERVER 2

- After the Gospel reading, the Deacon will hold the Book of the Gospels up to the assembly. Stand in place until he begins to turn, and then when he turns, return the candle to the credence table.
 - Cross the sanctuary with reverence and return to your chair.
 - Sit down at the same time.
- Sit down at the same time.

PRAYERS OF THE FAITHFUL

- Stand at chair with hands folded.
- Take the binder to Father.
- When he closes the binder to dismiss you, bow, then return to your chair.

LITURGY OF THE EUCHARIST

DRESSING THE ALTAR

- Cross the sanctuary with Server 2 near the altar.
 - Place the book stand at the back of the credence table and walk the chalice with corporal to the Deacon who will stand at the altar. Bow to him when he bows to you.
 - Walk back to the credence table and take one of the items listed below to the Deacon as Server 2 walks back toward you.
 - Continue to bring the items to the Deacon at the altar with Server 2.
 - Return to the credence table when you are done. If you are first back and there are no more items to bring to the altar, wait for Server 2 with hands folded.
 - Walk together across the sanctuary & sit down together at your seats.
- Cross the sanctuary near the altar with Server 1.
 - Grab the book stand off the altar as you pass. Place the stand on the credence table.
 - Light the taper, then light the altar candles (ambo side first).
 - When you have finished, return to the credence table to put the taper away and take one of the items listed below to the Deacon. Bow to him when he bows to you.
 - Continue to bring the items to the Deacon at the altar with Server 1.
 - Return to the credence table when you are done. If you are first back and there are no more items to bring to the altar, wait for Server 1 with hands folded.
 - Walk together across the sanctuary & sit down together at your seats

SERVER 1

SERVER 2

These items need to be brought to the Deacon at the Altar. As long as all of the items get to the altar, it does not matter which one you grab first. Always bow to the Deacon when he bows to you.

- ✓ **Purificators**
- ✓ **Four (4) Cups (take 2 at a time)**
- ✓ **Two (2) bowls**
- ✓ **Sacramentary**

THE GIFTS

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| <ul style="list-style-type: none">• When Father stands, you stand.• Father will pass in front of you.• Let Server 2 follow him to the steps in front of you.• Stand next to Father.• He will give you the tray of hosts.• Bow and walk up the steps, around the altar, and place the hosts in the center of the corporal.• Go to the credence table, unfold the hand cloth and get ready to hand the hand bowl to Server 2. | <ul style="list-style-type: none">• When Father stands, you stand.• Father will pass in front of you.• Follow Father to the root of the altar.• Stand next to the Deacon.• Father will give you the basket.• Bow and walk up the steps, set the basket next to the altar. |
| <ul style="list-style-type: none">• Stand with Server 2, step forward with them as they wash Father's hands.• Give Father the towel.• Bow to Father when he bows.• Return the towel to the credence table. | <ul style="list-style-type: none">• Go to the credence table and get the cruet of water. Present it to the Deacon so he can bless it. He will take the water and give it back to you.• Stand with Server 1 and take the bowl from them. Step forward to Father and wash his hands. |
| <ul style="list-style-type: none">• Reverently return to your chair and join the assembly in prayer. | <ul style="list-style-type: none">• Bow to Father when he bows.• Return the bowl and cruet to the credence table.• Reverently return to your chair and join the assembly in prayer. |

CONSECRATION

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| <ul style="list-style-type: none">• Father will put his hands over the Host while praying. While he is doing that, ring the bells while counting to three (3).• When he raises the Eucharist after the consecration, ring the bell while counting to five (5). Do the same for the Cup. | <ul style="list-style-type: none">• Remain kneeling and prayerful. |
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OUR FATHER & SIGN OF PEACE

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| <ul style="list-style-type: none"> • After the Amen, go up to the altar. • Stand next to Father and take his hand. • After the “Our Father”, take a step back and let him continue the prayer as you fold your hands in prayer. • Give Father, the Deacon, and Server 2 the Sign of Peace. • Go into the congregation and extend the Sign of Peace. Keep an eye on Father, and return to your chair when he goes to the altar. | <ul style="list-style-type: none"> • After the Amen, go up to the altar. • Stand next to the Deacon and take his hand. • After the “Our Father”, take a step back and fold your hands in prayer. • Give Father, the Deacon, and Server 1 the Sign of Peace. • Go into the congregation and extend the Sign of Peace. Keep an eye on Father, and return to your chair when he goes to the altar. |
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COMMUNION

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| <ul style="list-style-type: none"> • When the Eucharistic Ministers receive communion, stand with them to receive as well. • When you receive communion, return to your seat and stand with hands folded. • Wait for the lines to begin forming for communion in the aisle, then walk to the altar together. | <ul style="list-style-type: none"> • When the Eucharistic Ministers receive communion, stand with them to receive as well. • When you receive communion, return to your seat and stand with hands folded. • Wait for the lines to begin forming for communion in the aisle, then walk to the altar together. |
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The following need to be done before you can sit and pray:

- ✓ ***Ciborium put in the middle of the corporal with lid next to it.***
- ✓ ***Sacramentary and Chalice with purificator returned to the credence table.***
- ✓ ***Basket needs to be moved in front of the ambo.***
- ✓ ***Announcements binder taken from the Lectionary/Homily shelf and put on the ambo.***

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| <ul style="list-style-type: none"> • Once these are done, return to your seat and sit or kneel together. • Watch the Eucharistic Ministers, if they do not put away the corporal from the altar before they leave the sanctuary, get up and fold it, and then put it on the credence table. | <ul style="list-style-type: none"> • Once these are done, return to your seat and sit or kneel together. |
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FINAL BLESSING AND DISMISSAL

- After the announcements, when Father stands, you also stand up with hands folded.
- When the music begins, get the cross and walk down the side of the sanctuary, stand in the middle of the aisle facing the altar.
- When Father, the Deacon, Server 2, and the other ministers bow, you do **not** bow because you have the cross.
- When they turn around, you turn as well. Count to three, and begin walking slowly down the aisle. This gives Server 2 time to catch up to you.
- After the announcements, when Father stands, you stand, and take the binder to him. When he is finished, he will close the book. Bow, and return to your chair.
- When Father passes you to leave the sanctuary, follow him down the steps and stand next to him (also a step behind him).
- Bow and genuflect with Father, the Deacon, and the other Ministers.
- When Father turns, you turn and walk behind Server 1 down the aisle.

AFTER MASS

- When you get to the Entryway, put the processional cross in its stand in the Vestry.
- Hang your alb, cincture, and cross up.
- After the exit procession, walk up the side of the church to the sanctuary (**do not cut through the seats**). Snuff the candles with the taper.
- Hang your alb, cincture, and cross up.

This is a very important ministry where we get to serve Christ through the Priest, the People, and the Eucharist.

When you do your job with reverence, it is as if you're providing dance moves that add to the solemnity of the mass.

You are a blessing to our parish, and Mass would not be the same without you!

Thank you for being an Altar Server at St. Peter.