

Altar Server Instructions

Basics

- **Dress appropriately**, your lower legs and feet are still visible under the vestments
- **Yes, flashy shoes do draw people's attention away from the Mass towards your feet**
- **Be ready 20 minutes prior** to start of mass
- Light all the candles by the ambo & altar only, 10 minutes before mass
- If you are not sure, ask Fr. Tim
- Remember, the Mass is the meeting of Heaven & Earth, therefore, this is important

Procession/Opening

- The Cross leads, followed by candles
- Bow at the foot of the sanctuary
- Line up behind altar until Fr. Tim kisses the altar {candle-cross-candle}
- Put away cross & candles (by tabernacle), then go to chairs and stand
- Bring Roman Missal when I say "Let us pray"
- Take book back & sit down

Liturgy of the Word

- During readings and homily stay in chair and don't fidget because others can see you
- Hold the binder for Fr. Tim during the intercessions

Liturgy of Eucharist

- When the intercessions are done, set the altar with corporal centered on edge; Roman Missal & book stand on left corner at a slight angle; chalice & distribution cup with purificators on right side, and water
- Two servers come with Fr. Tim to receive gifts and bring to altar
- Wash Fr. Tim hands
- Kneel after the *Holy, Holy, Holy*
- Ring bell once at *epiclesis* and 3 times for each elevation of the host & chalice
- Sign of peace – greet other server(s) and Fr. Tim only
- After you receive communion remove Roman Missal from altar and bring water to altar; do not remove the rest until I purify the vessels

Closing

- Bring Roman Missal for closing prayer
- Get cross and candles after final blessing
- Line up facing altar after Fr. Tim goes to kiss the altar
- Candle bears side-by-side closer to altar and the Cross bearer closer to entrance
- Bow heads and processes out
- Extinguish all candles
- **Hang up cassocks & surpluses neatly**