

Altar Server

Saint Mary Parish, Norway

Please read all the text carefully to ensure you are properly following the duties.

I want to thank you for your willingness to serve in the capacity that you have chosen. It is important that we all take seriously the responsibilities that come with the ministry that we are involved in.

Altar Servers

- ❖ Altar servers are reminded to always come early and to secure a replacement if sick, when out of town or otherwise unable to fulfill your scheduled time. Altar servers are encouraged to wear good shoes. If you are not scheduled but are present at a Mass where there are not enough altar servers, make yourself available. Always be ready to assist when needed.
1. Servers are reminded to come at least 15 minutes early to serve Mass.
 2. Have your hair combed and dress neatly.
 3. When serving at the altar you are reminded that you are to serve not seeking to draw attention to yourself and away from those things and people to which the attention of the people is to be directed.
 4. Servers will light all the candles 10 minutes before Mass **and** extinguish the candles before disrobing after Mass.
 5. Never begin to disrobe until you get back to the room where you dressed.
 6. Servers are reminded to always have their hands folded with fingers pointing toward the heavens, when they are not carrying something or receiving something.
 7. When you depart from the priest at the altar you are to **bow your head in respect** as you depart.
 8. Stand straight and have your focus on the altar, the priest or the lector at the appropriate times. When you are looking somewhere else other than where you should be you draw the attention of those in the pews elsewhere as well.
 9. When you set the altar, you are to place the corporal, square on the altar; do not lift, flip, turn or shake the corporal off the altar, but unfold it so that the embroidered cross is at the **bottom and centered (against the back edge of the altar)**. If the cross is not at the bottom, refold the corporal and unfold it again so that the corporal is on the bottom. Place **the chalice in the middle portion of the corporal**.
 10. After placing the corporal, **place the sacramentary, with book stand, at the top left of the corporal, turned at a 45-degree angle**. The **communion cups will be placed to the right of the corporal and chalice**, in a line left to right (chalice, two gold communion cups). The **chalice pall will be placed in the lower right-hand quadrant of the altar**, to be used later for covering the chalice. The **purificators will be placed to the right** alongside the corporal.
 11. After assisting in receiving the bread and wine, the altar server who receives the bread will place it on the altar in the lower center of the corporal. The altar server who receives the wine will proceed to the credence table and remove the stopper from the wine decanter; the altar server who places the ciboria/bread on the altar will proceed to the credence table to retrieve the cruet of water. The two altar servers will then proceed immediately to the altar with the wine and water for distribution to the chalice and communion cups. Return to the credence table. After the priest comingles the water and wine and distributes the wine to the chalice and communion cups the altar servers will return to the credence with the decanter and cruet. Servers will then **retrieve the empty hand washing bowl, cruet of water and hand towel. Please**

pour the water over the priest's hands and wait to receive the hand towel back before returning to the credence table.

12. **Servers will ring the bells three times; the first time is a single ring at the Epiclesis (calling down of the Holy Spirit). Listen for the words, "*And so Father, we bring you these gifts...*" and the priest extends his hands over the bread and wine. The next two times are triple rings when the priest elevates the host and at the elevation of the chalice.**
13. Servers are expected to pray the prayers and to sing the songs with book in hand.
14. During the homily the altar servers are to remain in their normal seats.
15. **After communion, as the priest and/or deacon purify the sacred vessels, please shuttle them back to the credence table.**