

Normally, 4 servers are scheduled per Mass.

BEFORE MASS: PRAY:

**Oh Jesus, my King and Lord,
by the grace of the heavenly Father
and the power of the Holy Spirit,
guide me in all righteousness
as I serve You today at the Altar
so I may be always worthy of Your presence.
If I happen to make an error, may it be a lesson
so my service will be perfect tomorrow.
Jesus, I love you with all my heart. Amen.**

**CATHEDRAL OF ST. JOHN BERCHMANS
ALTAR SERVERS**

8/29/09

BEFORE MASS:

- ❖ Arrive 10 –15 minutes before Mass and sign in.
- ❖ Make sure you are dressed properly (the cassock should NOT touch the top of your shoes//the surplice should be on properly) DO NOT ALLOW CASSOCK TO TOUCH GROUND).
- ❖ The first server dressed will lights the Candles. Carefully take off the Glass Covers (hot).
- ❖ Check with Sacristan and Priest to see if there are any special instructions.
- ❖ 5 minutes before Mass, when the bells ring, together, Pray the Hail Mary and Glory Be, then say: St. John Berchmans, Pray for us... then, proceed to the back of the church (outside)
- ❖ The Team Leader will go out and find a substitute for any server that has not shown up.
- ❖ Once a substitute has been selected he or she serves (even if the late server shows up).
- ❖ If the Team Leader is not there, then the oldest server takes #1 responsibilities.

THE PROCESSION:

[if incense is used, bring the thurible & boat now]

- ❖ Candle bearers wear white gloves
- ❖ Carry candlesticks to front of the church
- ❖ Light the candles
- ❖ Stand on both sides of the processional cross
- ❖ Stop at the bottom of the steps in front of the altar, (do not bow)
- ❖ Let the Cross bearer go first (put cross in stand and get Sacramentary)
- ❖ Candle bearers: Go left: take candles to the credence table
- ❖ Stand at your chairs
- ❖ Hands together, pointing toward heaven
- ❖ Book bearer brings open Roman Missal to priest when he sings or says: “Let us pray”
- ❖ Book is placed near credence table

AS THE ALLELUIA BEGINS (after 2nd rdg)

[if incense is used, thurible & boat to priest now]

- ❖ # 2 and # 3, get candles
- ❖ go to places in front of altar
- ❖ when the Priest or Deacon turns toward the ambo, you turn
- ❖ Go to your places, holding the candles high
- ❖ After the Gospel reading, put the candles back onto the Credence table

- ❖ Go back to your chairs
- ❖ Take off gloves
- ❖ Sit quietly and look toward the one preaching

–

AFTER GENERAL INTERCESSIONS:

(when ushers start collection)

Prepare the Altar (Nothing on small corporal)

- ❖ Corporal, Priest's Chalice and Roman Missal to the altar (walk together)
- ❖ Chalice to the right of the corporal ... Roman Missal to the left of the corporal
- ❖ Step back together, bow at the waist and return to the Credence Table
- ❖ Get the four cups and place them two and two on the altar
- ❖ Step back together, bow at the waist and return to the your chairs.
- ❖ If there are Ciboria (with hosts) on the Credence Table, also take them to the altar at this time.
- ❖ Go to Credence Table

PRESENTATION OF THE GIFTS:

- ❖ When the Priest goes to the bottom step in front of the altar to receive the Gifts, one server stands to his right
- ❖ The Priest will hand you the gifts (wine)
- ❖ When the priest turns back toward the altar,
you turn, and put the gifts to the proper place:

(not on the corporal)

❖ Hand wine to the Priest/deacon

[if incense is used, bring the thurible & boat now]

❖ Take Water / Bowl and Towel together

to the edge of the altar

#2(towel)

#1(water) Priest



❖ The Priest/Deacon will take Water, pour it into the wine and hand it back

❖ When Priest puts his hands over the Bowl, pour the Water over them

❖ He will take the Towel, dry his hands, and give the Towel back – then bow at the waist and return to the Credence Table

❖ Take your position at the chairs

-

EUCCHARISTIC PRAYER: (holy, holy, holy)

During the Holy Holy Holy,

[if incense is used,

Thurifer leads the way to cushions]

❖ Kneel and pay attention to the Priest

- ❖ Hands folded
- ❖ Ring bells four times
 - at consecration
 - at elevation of Host
 - at elevation of Chalice
 - when priest drinks from Chalice.

-

OUR FATHER - SIGN OF PEACE –

LAMB OF GOD - COMMUNION:

-

- ❖ Hands folded pointed to heaven at the Our Father
 - (do not hold or raise hands)
- ❖ Shake hands with one another
- ❖ Kneel after the Lamb of God
- ❖ As the priest drinks from the Chalice, ring bells, take your place to receive Communion
- ❖ After you receive Communion, return to your kneeler and pray
- ❖ Get the priest's chalice, pall and purificator off the altar, (not the hosts or full chalice)

AFTER COMMUNION:

- ❖ Stand at Credence Table
- ❖ Take vessels to the sacristy when the priest hands them to you (two at a time)
- ❖ The Cross Bearer gets Roman Missal ready

❖ As soon as prayer is concluded, get the Processional Cross

—

END OF MASS:

❖ Cross Bearer goes FIRST to 1st pew (on marble)

❖ Candle bearers stand next to Cross Bearer

❖ Turn around and face the altar

❖ When the Priest turns around to leave, you turn around & walk slowly and reverently

AFTER MASS:

❖ Put out the candles

❖ Hang up your cassock and surplice up neatly

and any cassock / surplice that has fallen

(report damaged cassocks / surplices)

❖ Say a prayer of thanksgiving!

Remember... You are serving God and His Church and the priest... You are to be very attentive and very reverent while serving. It is an HONOR and a PRIVILEGE to serve. Keep your hands folded (fingers pointed up) and sit up straight and proud!