

CHURCH OF THE RESURRECTION

ALTAR SERVERS' MANUAL

INTRODUCTION

- Always get a substitute if you are unable to serve at your assigned Mass.
- Be at church 15 minutes before your assigned Mass.
- Wear your correct robe size (*robe should cover ankles*), wear dress shoes, and comb your hair.
- Be certain the Missal is placed on the table near the priest's chair.
- Check with the priest for possible additional directions.
- Get the processional candles from near the altar and wait in the Gathering Area for the entrance procession.
- Always behave in a dignified, prayerful manner. Never rush.

ENTRANCE PROCESSION

An adult will light the candles for the servers in the Gathering Area.

*An adult cross bearer leads the procession. When the cross bearer reaches the baptismal font, Servers follow with **Server 1** on the right and **Server 2** on the left (staying about 5 feet behind), walking slowly and keeping pace with one another. **Server 1** passes the right side of the font and then the ambo, while **Server 2** passes the left side of the font and ambo. The cross bearer and servers move to place the cross and candles in their proper stands. The servers then proceed to their seats and remain standing.*

***Server 1** takes the first seat (closest to the priest's chair). **Server 2** takes the second seat (next to the aisle).*

OPENING PRAYER

After the introductory rites, the priest says the opening prayer.

When the priest says, "Let us pray," **Server 2** brings the MISSAL to him and stands on the floor level in front of him, holding the book.

When the priest brings his hands together, **Server 2** closes the MISSAL, returns with the MISSAL to his/her seat, and sits after placing the book in its proper place.

READINGS, HOMILY, CREED, PRAYERS OF THE FAITHFUL

Sit when people in the congregation are sitting. Stand when they are standing.

Before the reading of the Gospel, sign yourself with the cross, along with the priest.

PREPARATION OF THE GIFTS *(refer to the chart)*

1. After the General Intercessions, the priest and congregation sit, while the **Servers** prepare the altar.
2. **Server 2** remains standing at his seat, while **Server 1** gets the altar cloth from the credence table and takes it to the altar to cover the table top. Server 2 assists with this.
3. **The Priest** then gets the large chalice, two corporals, and purificator. **Server 1** unfolds one corporal in the center of the altar and **Server 2** unfolds the second corporal to the right of the first corporal. The large chalice and purificator are placed to the right of the center corporal.
4. **Server 1, Server 2,** and the Priest bring the six empty cups from the credence table to the altar and place them on the second corporal (see diagram).
5. **Server 1** brings the MISSAL and places it just below the center corporal on the edge of the altar (see diagram). **Server 2** goes with the priest to receive the gifts. **Server 2** will be given the pitcher of wine and will place it on the altar.
6. **Server 1 and Server 2** then go to the table behind the choir area. **Server 1** brings a bowl and towel. **Server 2** brings a pitcher of water. They walk up the steps and stand next to the priest, holding these items.
7. The priest will take the water and pour some into the chalice. He will then bow to the altar and turn to the servers to wash his hands. **Server 2** pours some water over the priest's hands. He will then take the towel from Server 1, dry his hands and return it to the server.
8. After the priest washes his hands, the servers return the pitcher and bowl to the table where they originally were. Server 1 takes the empty glass pitcher from the altar and returns it to the credence table. Both servers return to their seats. They remain standing, facing the altar with hands folded.

EUCCHARISTIC PRAYER

Remain standing.

When the priest closes the MISSAL, **Server 2** takes it from the altar back to its proper place. *(If the Sacramentary remains on the altar during communion because there is a guest priest, Server 2 returns the book when the communion rite is finished.)*

RITE OF PEACE

During the Sign of peace, the **Servers** greet each other.

Both Servers go to the credence table. **Server 1** gets the stack of communion plates and **Server 2** gets the stack of purificators. **Both Servers** take these to the priest at the altar.

Both Servers share a sign of peace with the priest.

Both Servers return to their seats.

COMMUNION

When all the Eucharistic Ministers have gone to their stations, **Server 2** goes to join the priest, and holds the plate for him. **Server 1** joins the lay minister at the other side of the same aisle and holds the plate for him/her. *(The priest or lay minister should be to your right.)*

When the priest or lay minister has completed distributing communion to their section of the community, you will receive communion.

Server 1 then returns to the altar, folds the corporal carefully so crumbs remain on it and takes it to the credence table along with the large chalice.

Server 2 goes to the altar *(if there is a guest priest)* to get the Sacramentary.

Both Servers return to their seats and sit down.

POST COMMUNION PRAYER

When the priest says, "Let us pray," **Server 2** brings the MISSAL to the priest, holding the book so that he can read it *(as during the opening prayer)*.

When the priest brings his hands together to indicate he is done with the book, **Server 2** closes the MISSAL, returns the book to its place, and remains standing.

BLESSING AND DISMISSAL

After the blessing, and as the music begins, the adult cross bearer brings the cross to the center aisle and faces the altar. **Both Servers** move to stand on either side of the cross facing the altar.

When the priest begins to walk up the steps to kiss the altar, **Both Servers** and the cross bearer and proceed down the main aisle. The lector and then the priest follow.

AFTER MASS

After Mass, **Both Servers** go to the altar, fold the altar cloth, and return it to the credence table.

Both Servers collect any papers left on the chairs in the church and hang up your albs in the Sacristy.

Thanks for making an important difference!