

How to be an Outstanding Altar Server at Saint Cecilia Church

Preparing for Mass

- Dress properly. No shorts. Wear dress shoes and socks.
- Arrive at least 10 minutes prior to Mass. Consult the server schedule on the bulletin board in the narthex, and write your initials next to your name.
- If for any reason you are unable to serve at your assigned day or time, *it is your responsibility* to find a replacement. Just posting a request for a substitute is not sufficient.
- The normal number of servers for any Mass is 3 (4 if incense is being used). Exception: at the 7:30 Sunday Mass, only one (1) server will be scheduled.
- If 10 minutes before Mass you do not see any servers then please come to the sacristy and check with the priest or deacon to see if you can serve.
- Be sure the altar candles are lit

Entrance Procession

- Candles stand just behind and on either side of the Cross
- Wait until the congregation has sung the first verse of the entrance hymn
- Walk very slowly
- All servers together: When you reach the altar steps, stop, and together bow your head.
- Walk up the stairs, then put cross and candles in their places near the credence table.

Liturgy of the Word

- When the priest says “Let us pray,” Cross bring the Missal to him.
- During the 2nd reading, Candles rise, get their candles, and wait.
- When the “Alleluia” (during Lent: other gospel acclamation) is sung before the Gospel, Candles move to stand in front of the altar, in line with the altar corners, facing the altar.
- The deacon (or priest) will get the Book of the Gospels. When he turns to go to the ambo, the 2 Candles will proceed to either side of the ambo, then turn to face each other. When the Gospel is over and all say “Praise to you, Lord Jesus Christ,” Candles return to the table, passing *behind* the altar, and leave candles on table.
- During the Creed, after the words “I believe in the Holy Spirit....” Cross will bring the binder to the priest and stand in the same

place as when holding the Missal. After the concluding prayer, close the binder and go and get the Missal as the altar is being prepared for the Liturgy of the Eucharist.

Liturgy of the Eucharist

- Cross brings the missal stand and Missal to the altar; at same time Candle brings the chalice and hands it to the deacon. Candle 2 brings ciboria.
- Candles, together, bring the wine and water at the same time.
- Hand the wine cruet to the deacon (or priest), then have the water cruet ready for him to take.
- After wine cruet is returned, get the bowl and towel for the washing of hands. Cross will remove the chalice veil and burse from the altar.
- After washing the priest's hands, bow before turning away.
- When the Sanctus (Holy, Holy, Holy) is sung, Candles get their candles. All servers move to the floor level of the church, in front of the altar. Candles should be aligned with the two corners of the altar. Cross to their right, where the bells are.
- Kneel at the beginning of the Eucharistic Prayer
- When the priest extends *both* hands over the bread and wine (and the deacon kneels), ring bells once.
- When the priest elevates the Host, ring bells three times. When he elevates the chalice, ring bells three times.

Communion Rite

- After the Great Amen, stand up. Candles put candles away, then go down steps and stand together with Cross. When the priest says, "Behold the Lamb of God," kneel together with congregation.
- When Holy Communion is brought to you, stand to receive. After receiving Communion, return to your seats. Cross removes Missal and missal stand from the altar.
- After Communion, once the priest has returned to the altar, Candle 1 will bring water cruet. Candle 2 will assist with removing vessels from altar.
- When the deacon/priest returns the Eucharist to the tabernacle, stand, facing tabernacle, and genuflect together with him.
- When priest stands and says "Let us pray" Cross brings Missal.
- Following the Prayer after communion there may be announcements. If there are, be prepared to hold the binder.

- After final blessing and dismissal, all servers go to get the candles and cross. Then stand in the center aisle, Cross in line with third pew, Candles in line with second pew, all facing the altar.
- After priest genuflects, turn and process out. The pace is slightly faster than the entrance procession but not rushed.

Other changes from previous procedure

When not in use the Roman Missal will be closed and laid on a chair, not on the credence table.

Processional candles stay on the table next to the “credence niche.”

Processional cross next to the table.

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