

ALTAR SERVERS
ST. FRANCIS OF ASSISI PARISH

We appreciate your willingness to serve at the altar at St. Francis of Assisi. Your ministry is intended to help the Mass to proceed more smoothly and thus help all the people in their prayer. This should also be your time for prayer. Sing the songs and respond to the prayers. Remember: when you are in front of the congregation, the whole congregation sees what you do and don't do. Be a good example of prayer when you serve. Please note carefully the dates and times when you are assigned to serve. If you are unable to serve, please request a sub on the scheduler program. Sometimes we are in need of servers for Mass. **When you come to church for Mass, check with the Mass Coordinator to see if they need help.**

DRESS

We have albs for the Mass servers. They are located in the closet in the sacristy. Please find one that fits you well (the bottom of the robe should be about four inches off the floor). The cincture (cream belt) should have the knot on the left side of your body.

Remember to hang up the alb as you found it, not on the floor.

Do not wear flip flops in the summer or boots in the winter. Dress shoes and pants are the preferred dress for altar servers. Because the cuffs of your pants and shoes aren't covered by the alb, wear dress pants and dress shoes. (i.e. black or brown colors)

BEFORE MASS

Please arrive at least 20 minutes ahead of time (**30 minutes is IDEAL**) and sign in with the Mass Coordinator on duty. There will be three servers: the cross bearer, the book bearer, and the candle lighter. After putting on your albs, you need to light the two candles by the ambo and take the plate of hosts and the decanters of wine to the large table (Gathering table) in the gathering space.

PROCESSION

Unless directed otherwise, the procession order will be:

Altar server with Cross

Altar Servers

Lectors

Priest/Deacon

When the Priest tells you, process to the base of the altar platform and move to the right.

When the priest bows, all bow with him (except for the cross bearer). We will continue to stay in place until the Lector places the Book of the Gospels on its stand. The cross bearer then takes the cross to the right of the altar platform and places it in the holder. The other 2 servers then take their places in the seats reserved for them in the front row. Please stand or sit during Mass the same as the congregation.

When the priest introduces the opening prayer, the book bearer takes the Missal (red book) to the priest and holds it for the opening prayer. At the close of the prayer, return to your seat. Place the Missal on the side table (credence table).

PRESENTATION OF GIFTS

While the collection is being taken up, all servers help prepare the altar.

The cross bearer and candle lighter place the white altar cloth on top of the cloth that is already on the altar.

(Revised May 2017)

The book bearer places the three corporals on the altar, two of them for the communion cups and one for the bread and wine. The two corporals for the communion cups should be put in place first.

The candle lighter then lights the candle lighter from the lit candles next to the ambo, lights the two candles by the altar, and then extinguishes the candles by the ambo.

After returning the candle lighter to its place, assist the other servers with setting the altar. Meanwhile, the cross bearer and book bearer place the vessels on the altar-- the chalice, cups, purificators, the small pitcher of water and the missal.

After the altar is set, the cross bearer takes the cross to the door of the church and leads the gift bearers to the altar. Meanwhile, the candle lighter goes with the priest/deacon to receive the gifts.

As soon as the bread and wine are placed on the altar, the book bearer and candle lighter will bring the water, the dish, and finger towel to the altar for washing the priest's hands. The cross bearer will come with them. They will stand on the main floor near the altar until the priest turns towards them. Then step up onto the altar platform. After the priest washes his hands, return the items to the table. The cross bearer will take the empty wine decanters back to the table.

HOLY, HOLY, HOLY

While the congregation is singing the Holy, Holy, Holy, proceed to the kneeling pads on the steps. When everyone else kneels, you kneel at the same time.

SIGN OF PEACE

After receiving the sign of peace from the priest, the cross bearer will bring the communion plates to the altar for communion and place them in the middle of the altar. Then all servers stand to the back of the altar. You will receive communion from one of the communion ministers.

AFTER COMMUNION

After you have received communion, clear the altar (except for the white altar cloth) and return to your seats via the handicapped ramp.

After communion is completed, the cross bearer and the candle lighter return to the altar to fold the altar cloth and return it to the table. The book bearer needs to make sure he/she has the Missal for the final prayer and takes the Missal to the priest for the final prayer.

RECESSION

When the final song begins, the cross bearer picks up the cross from its stand. As the priest moves toward the altar, the servers take their places just as they did for the entrance. The cross bearer carries out the cross. After all bow, the three servers lead out followed by the lectors and the priest.

AFTER MASS

Return to the sacristy and put away the items you are carrying. The server who lit the candles returns to the altar and extinguishes them.

Hang up your server albs in the correct numbered closet.