2011 – 2012 Catholic Community of Pleasanton
Altar Server Instructions

Before Mass

1. Use the ministry schedule that is mailed to you to find out when you are scheduled to serve. Please mark your calendars for all of the days that you are scheduled. You will be assigned to a "team" of ministers, so it should be easy to determine when you'll be scheduled.
2. Arrive at least 15 minutes before mass. If you are not there 10 minutes before mass, another altar server may take your spot and you will not get credit.
3. Once you arrive, go straight to the Sacristy and put on an alb. Your alb should be brushing the tops of your ankles, not longer, not shorter.
4. Make sure that you have all the supplies you need for mass, such as: the pitcher (with water), the bowl, the towel, the chalice, the purificator, the Sacramentary, the candle snuffer, and the small cruet of water. If you cannot find any of these things, ask the Liturgical Coordinator (or presider) for them.
5. Ask the Liturgical Coordinator (or the presider) if there is anything special happening at the mass. If there is, ask how you are involved in it, and how you can help.
6. Ask your fellow altar server if they would like to be "book server" or "candle server" and who will be the cross bearer for the procession. "Candle server" should light the candles around the ambo and altar.
7. Wait in the Sacristy for the presider to pray with you and the other ministers before mass.
8. The procession assembles in the vestibule, after prayer in the Sacristy (St. Augustine) or Vestibule (SES).

Order of Entrance Procession:

1. Thurifer carrying boat and thurible (special days)
2. Cross bearer
3. Other Altar Servers
4. Lectors
5. Concelebrants (if present)
6. Candle bearers (if present)
7. Deacon
8. Presider

Procession:

1. Once the entrance hymn begins, the Thurifer carrying the boat and Thurible (if in use) and cross bearer process up the main aisle. Once at the first step of the Altar, stop briefly and proceed to their places (those carrying objects do not bow).

2. The Cross bearer places the processional cross in the Sacristy (St. Augustine) or vestibule stand (SES). The boat and Thurible (if used) are given to the Liturgical Coordinator who will be waiting in the Sacristy (St. Augustine) or near your pew (SES).
3. If the Thurible and boat are not being used during the procession, the altar server(s) not carrying anything stops at the first step of the altar (St. Augustine) or at the right side of the altar as you see it while processing into the church (SES).
4. Wait for the presider and deacon to process in. All of you should bow in unison. The presider and deacon will process to the Altar and reverence it (kiss the top), and move to their chairs. Do not follow them (unless instructed to do so before mass). You should process to the reserved altar server seats. Do not attempt to pass your fellow altar server. The "book" should be on the end of the pew.

During Mass:

Opening Prayer:

1. During the "Lord Have Mercy" prayer, "book server" should prepare to take the Sacramentary to the presider. However, do not leave your seat, yet.
2. When the presider says, "Let us pray," leave your seat, bring the Sacramentary to the presider, while holding open to the correct page (if you don't know the correct page, the presider will open to the correct page. Make sure to find the correct page before mass by asking the presider), then return to your seat.

Before Communion

Candle server: (If you are book server, ignore this.)

1. Bring the chalice, purificator and Corporal (SES) to the altar. Open the Corporal and place it flat on the altar where the priest stands. Place the Chalice and purificator on the altar and to the right of the Corporal
2. When "book server" hands the small cruet of water to the presider, put the towel on your left arm, and hold the bowl in your right and wait.
3. Once the "book server" picks up the pitcher of water proceed with the "book server" to the altar to wash the presider's hands.
4. Place the bowl and towel on the second shelf of the credence table and return to your seat.

Book server: (If you are candle server, ignore this.)

1. Bring the Sacramentary and place it on the altar when the music for collection starts.

2. Pick up the small cruet of water and bring it to the presider (after he turns to you) presenting the handle first.
3. Return to the credence table and pick up the pitcher of water.
4. Proceed with the "candle server" to the altar to wash the presider's hands.
5. Place the pitcher on the second shelf of the credence table and return to your seat.

End of Mass

1. After you have received communion, clear the altar of everything except the corporal. The Sacramentary should be placed on the presider's chair, but everything else should go on the bottom shelf of the credence tables. Return to your seat.

2. Once the presider begins reading the announcements, the cross bearer goes to the Sacristy (St. Augustine) or vestibule (SES) to retrieve the processional cross. Once the presider sends us forth "in peace" and the final hymn begins the cross bearer stands at the fourth pew of the center aisle (St. Augustine) or midway between the altar and ambo (SES). The other altar servers assemble at the first step of the predelum (St. Augustine) or around the altar (SES) and bow with the presider and deacon.

3. Once the presider turns and faces the congregation, the cross bearer turns and slowly leads the procession out of the church.

4. Go back to the Sacristy, remove your alb, and place it on the correct hanger. Do not throw on the floor. Cross bearer, please place the cross back in its stand, "Candle server" should snuff the candles with candle-snuffer before leaving (please do not blow the candles out because molten wax will get everywhere and it is very hard to clean up).

5. Assist the Head Eucharist Ministers by carrying any pitchers, cruets, towels, corporals, and purificators to the Sacristy.