

2014 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 Missal, 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 (side-by-side)
4. Lectors
5. Concelebrants (if present)
6. Candle bearers (if present)
7. Deacon
8. Presider

Procession:

1. Once one verse of the Entrance Hymn has been sung, the Thurifer carrying the boat and Thurible (if in use) and cross bearer process up the main aisle. The Thurifer (StA) moves directly up the steps and stands behind the altar on the 1st step of the Tabernacle. The Thurifer (SES) moves directly to the aisle near the credence table.

2. The Cross bearer does NOT stop (StA) but moves directly into the Sacristy to place the Cross in its stand (StA) or passes the altar and moves up the side aisle and around the back of the church to place the Cross in its stand (SES).
3. Other server(s) process in, following the cross. Once at the foot of the altar, they stop, bow to the altar and move directly to their pew.

During Mass:

Opening Prayer:

1. During the "Lord Have Mercy" prayer, "book server" should prepare to take the Missal (Red Book) to the presider. However, do not leave your seat, yet.
2. When the presider says, "Let us pray," leave your seat, bring the Missal to the presider, while holding it upright and open to the correct page (if you don't know the correct page, the presider will open to the correct page).
3. When the presider has completed the prayer, he will close the Book and you can return to your seat.

Before Communion (during the Collection)

1. Bring the chalice, purificator and Corporal 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. Return to your seat and pick up the small cruet of water and stand, waiting for the presider. Bring it to the presider (after he turns to you) presenting the handle first.
3. Return to your station with the empty wine cruet and water cruet and pick up the pitcher of water, bowl and towel. After the presider has elevated the cup and bowl, proceed 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.

Lord's Prayer & Sign of Peace

1. Once the presider has introduced the Lord's Prayer, move to either side of him and hold his hand.
2. After the Lord's Prayer has finished, take 1 step back and wait for the Sign of Peace.
3. After the Sign of Peace, return to your pew.

Communion & End of Mass

1. After you have received communion, clear the altar of everything except the corporal. Return to your seat.
2. After Communion, there will be a short period of time before the presider needs you to bring the Missal to him and hold it so that he can read the Prayer after Communion. He will give you a nod when it is time.
3. Once the presider begins reading the announcements, the cross bearer goes to the Sacristy (St. Augustine) or vestibule (SES) to retrieve the processional cross and stands at the fourth pew of the center aisle (St. Augustine) or midway between the altar and ambo (SES). The other altar servers assemble between the Cross and Altar and bow with the presider and deacon.
4. Once the presider turns and faces the congregation, the cross bearer turns and slowly leads the procession out of the church.
5. 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, other server(s) 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).
6. Assist the Head Eucharist Ministers by carrying any pitchers, cruets, towels, corporals, and purificators to the Sacristy.

At ALL Times

1. Keep your eyes focused on the presider and deacon. They will give you cues as to when you are needed.
2. Participate in all of the singing and responses.