

DUTIES OF THE ALTAR SERVER

Before Mass Starts:

1. Put on white robe (alb).
2. 15 minutes before Mass starts, light the 4 candles in the sanctuary. Use the candle lighter. During the Easter Season or when there is a Baptism, light the Paschal candle.
3. Check the liturgy sheet for the hymnal to use for the gathering song. Be sure to take enough hymnals for both servers and Father.
4. Go to the gathering space with Father to prepare for the opening procession.
5. Servers walk in front of the priest in procession.

During Mass:

1. Servers are responsible for the celebrant's folder (Server# 1) and the Sacramentary (Server# 2). Server 2 brings the Sacramentary to the altar **AFTER** the opening prayer.
2. The servers sit/stand with the congregation.

Offertory:

3. Father takes the "gifts" (chalice, cruet containing water, wine in decanter, 2 plates with bread-one with a large host) from the gift bearers in the congregation.
4. Father hands the servers the water cruet and wine decanter lid, which they take. Servers follow Father to the altar. Keep lid as Father takes wine and water cruet and decanter.
5. Servers then bring the lavabo dish and cloth to Father. Father washes his hands. Servers return the dish and cloth to the credence table.
6. Servers take carpet squares (located below the credence table), to bottom step, bow together, then separate. Place the carpet square, quietly, on the step in front of where you are standing. When the congregation kneels (after the "Holy, Holy") servers kneel on the carpet squares.

Sign of Peace:

7. Servers greet Father and each other. Replace the carpet squares under the credence table. Server 1 brings cup and 3 purificators to the altar from the credence table. Server 2 gets the other 2 cups from the credence table and brings them to the altar.
8. Servers receive Communion, standing with their backs to the chair by the credence table.

After Communion:

9. Server 2 holds the Sacramentary. Place on chair after use.
10. Servers pick up the hymnal for the concluding song and accompany the priest out, following the lector, in the procession.

After Mass:

1. Servers remove their albs, hand them *neatly* in the closet, return their hymnals to the sanctuary. **EXTINGUISH CANDLES!** Straighten books in racks—binding side facing the congregation.
2. Check with Father about preparations for Baptisms that may follow Mass.

A good server knows what to do and how to do it right. But there is more to being a good server is *reverent* and *responsible*. To be reverent means to stand in wonder before something that is beautiful and great and important and holy. To be reverent means to feel love and show respect for someone who is beautiful, great, important and holy. To be reverent, we have to use our minds, our hearts and our bodies.

A good server is not only reverent. A good server is also responsible. Being responsible means:

- You come to practice and learn how to serve.
- You know when you are scheduled to serve.
- You find a sub when you cannot come.
- You come on time: 20 minutes before Mass begins.
- You come ready to serve God with gladness.
- You know what to do and ask when you don't.
- You help the other servers do a good job.