



St Bernadette Roman Catholic Parish
 Letter of Instruction
 For
 ALTAR SERVER GUIDELINES

Effective: 13 February 2008
 Revised: 25 January 2010

GENERAL INFORMATION

- By agreeing to serve, you have made a commitment. You are responsible to attend your scheduled Liturgy. If you are unable to do so, it is your responsibility to find a substitute. Failure to do so will result in your being removed from the schedule.
- If you are attending Liturgy but not scheduled to serve, please let the Sacristan know that you are available to serve if needed. Once Liturgy begins do not get dressed and join the other Altar Server(s). If you are late, you don't get to serve.
- Always be respectful. Walk slowly (no running). Do not wave to friends or otherwise draw attention to your self or become a distraction. Stand up straight. Fold your hands. No talking. Pay attention!
- Remember you are an important part of the Liturgy!
- We genuflect to the Tabernacle---we bow to the Altar or Cross.
- Before Mass nothing should be on the Altar, but the Candles and Crucifix.
- We bow during the Creed--- (when we say the "by the power of the Holy Spirit)
- We bow during the Eucharistic prayer when the Priest genuflects. (Twice: once after the Body is presented and once after the Blood is presented.)
- The Cross Bearer will be Altar Server 1 (Server 1) and will be responsible for the Sacramentary. Altar Server 2 (Server 2) and Altar Server 3 (Server 3) will be responsible for the Candles and the Altar.

BEFORE LITURGY

- Arrive 15 minutes before Liturgy.
- Sign in with the Sacristan.
- Check with Sacristan to see if there is anything-special happening (i.e. Baptisms).
- Get dressed. Boys wear black cassocks and square collared white surplices. Girls wear purple cassocks and round collared white surplices.
- You should wear dress shoes and socks—no sneakers, open toe shoes, or sandals.
- Place song sheets on your chair so you can pray with the Assembly during the Liturgy.
- Light Candles. A lighter will be on the small table by Credence Table or in the Sacristy in one of the drawers. Ask the Sacristan for help if you cannot find a lighter.
- Make sure that what you need is on the Credence Table (water, towel, etc.). (See Figure 1.)



Chalice Ciborium Cups Cruet of Water Bowl & Towel Purificators

Figure 1. Layout of Credence Table.

- Server 1 is responsible for the Cross--remove the processional Cross (or big cross if you can manage it) from holder and go to back of the worship area. Server 1 is also responsible for the Sacramentary. Servers 2 and 3 are responsible for the two Candles for processing the gifts at the Offertory at all Sundays Masses, and the Candle for the Children's Liturgy of the Word (CLOW) at the Sunday 10AM Masses.

PROCESSING IN

- Line up. Cross Bearer (Server 1) goes first. Servers 2 and 3 line up behind Server 1 and will carry the Candles.
- As singing begins, process in slowly with the Cross held above your head. (Use the Big Cross if you can manage it.) the Cross Bearer will stop in the front center of the Altar, bow, then put the Cross in its stand. Servers 2 and 3 will stop, genuflect (if they do not have Candles), and then process to their seats. If they have Candles, they will bow, then place the Candles on the small table next to the Credence Table and process to their seats. Once at their seats, all Altar Servers will remain standing.

OPENING PRAYER

- The Cross Bearer --Server 1--will be responsible to hold the Sacramentary. Listen for "Let us pray" or Father's nod. Walk slowly up to the Presider with the Sacramentary; hold the Sacramentary at the bottom facing the Presider.
 - Allow the Presider to open the book to the appropriate page.
 - Hold the Sacramentary against your chest at an angle so that it is easy for the Presider to see. Hold it still!
 - At the end of the prayer (amen), close the Sacramentary carefully, and carry the Sacramentary back to your seat with you and be ready to listen to the Word.

LITURGY OF THE WORD

CLOW (Sunday 10AM Masses only)

- Listen for the Presider to call the children to the front of the worship area.
- Server 2 will carefully pick up a Candle from the small table next to the Credence Table.
 - Stand in the center aisle facing the Altar.

- After dismissal prayer, turn and slowly lead the CLOW group down the center aisle.
- Remain with group until dismissed.
- Walk up side aisle and return the Candle to the small table next to the Credence Table.
- Join the other Altar Server(s).

PREPARATION OF GIFTS

- Listen for the end of the Prayers of the Faithful. Watch for the Ushers to begin the collection and the Assembly to be seated.
- Server 1 approaches the Altar from the rear. Place the Sacramentary on the Altar and return to your seat. (DO NOT set the Sacramentary on the microphone!!)
- Servers 2 and 3 place all the chalices (with a corporal and purificator), the Ciborium, and the Cups on the Altar. Place the Cups in a line from back to front on the right side of the Altar. DO NOT CARRY MORE THEN TWO CUPS AT A TIME!
- Once the Chalice, Ciborium, and Cups are on the Altar, Servers 2 and 3 will take the Candles and proceed through the Chapel Door by the Statue of the Blessed Virgin to the back of the Church.
- When directed by the Sacristan, Servers 2 and 3 will lead and process the Gift Bearers to the Altar.
- Once Servers 2 and 3 reach the Altar, they will bow and return together to the Credence Table, remain standing by the Credence Table and wait until the bread and wine are brought to the Altar.
- If there is no Deacon, Server 1 will go with Father to receive the gifts.—Father will receive the bread and wine and will hand one of them to Server 1. Server 1 will then place it on the Altar and wait until Father hands him/her the covers to the Bread and Wine. Return the covers to the Credence Table.
- If there is a Deacon, Server 3 will go to the Altar and receive the covers for the Bread and Wine from the Deacon and bring them to the Credence Table.
- Server 2 will bring the cruet of water up to the Presider or Deacon immediately after the Gift Bearers have left the predella. Wait for the Priest or Deacon to pour a little water into the wine and then return the water to the Credence Table.
- Server 2 will wait at the foot of the stairs until the Priest or Deacon has finished filling the Cups—Server 2 will then remove the pitcher.
- Server 1 and Server 3 will bring the towel, cruet of water, and basin to the Presider (at the back of the Altar) for the washing of his hands.
- After the Presider hands the towel back, return the cruet of water, basin, and towel to the Credence Table.
- Server 1 and Server 3 then return to their seats together.

LITURGY OF THE EUCHARIST

- When the Presider takes the Bread and raises it saying, “Take this, all of you, and eat it” . . . the Presider will genuflect (coming down on one knee). If the Deacon is there, the Deacon makes a profound bow. We will also make a profound bow with the Presider’s genuflection and Deacon’s bow.
- When the Presider takes the wine, raises it saying, “Take this, all of you, and drink from it.” The Presider will genuflect (coming down on one knee). If the Deacon is there, the Deacon makes a profound bow. All Altar Servers will also make a profound bow when the Presider genuflects and Deacon bows.

OUR FATHER AND SIGN OF PEACE

- When it is time for the Our Father. Stand, hold hands, and join the Assembly singing or saying the Our Father.
- At the Sign of Peace, offer a sign of peace to each other. Then get in Line in front of the EMs to receive Communion.
- Before joining the EM and Altar Server Communion line, Server 2 will bring the remaining purificators to the Altar. If there is a Deacon hand them to him. If not, place the purificators on the right side of the Altar. Then join the other Altar Servers in the Communion line.
- After receiving Communion and after the EMs go to their Communion stations, Server 1 will go to the Altar, close the Sacramentary, and return to his/her seat with the Sacramentary.
- After receiving Communion and after the EMs go to their Communion stations, Servers 2 and 3 will
 - Take all but the cruet of water to the Sacristy.
 - Leave the Chalice and one purificator on the Altar.
 - Place the veil, burse, and pall on the Altar along with the cruet of water.
- Altar Servers will then return to their seats and sit during the rest of Communion.
- After the Assembly has received Communion. Servers 2 and 3 will stand at the back of the Altar to receive the purificator, Ciborium, Chalice, and cruet of water. These items will be placed and left on the Credence Table—not brought back to the Sacristy.

CLOSING PRAYER

- Listen for the Presider to stand up and say, “Let us pray.”
- Server 1 will approach the Presider with the Sacramentary, again holding it at the bottom facing the Presider.
- Allow the Presider to open the book to the appropriate page.
- Hold the Sacramentary against your chest at an angle so that it is easy to see. No wiggling!
- After the prayer, close the Sacramentary and return with the Sacramentary to your seat. After the Prayer for the Priests, put the Sacramentary on your seat, go get the Cross, and stand ready to process out.

- At the same time, Servers 2 and 3 will get the Candles and then wait behind the Cross Bearer to process out..

SENDING FORTH

- After the closing song begins. The Cross Bearer and the Candles Bearers move to the red line on the center aisle tile and turn to face the Altar. Father will come down from the Altar—genuflect and bow—and then turn. Cross Bearer and Candle Bearers will then bow, turn, and process out. If Candles are not used, the Altar Serves (not the Cross Bearer) will genuflect when the Presider does. Then turn and proceed out.

AFTER LITURGY

- Wait in the back of the Church until the closing song has ended!
- Return the Cross to stand. Return the Candles to the small table by the Credence Table---blow out the Candles—watch out for the hot wax.
- Take all the items on the Credence Table to the Sacristy.
- Except after the Sunday 8AM Mass, put out the Altar Candles. Leave the Altar Candles lit after the Sunday 8AM Mass.
- Check with the Sacristan to see if anything else is needed.
- Return to Sacristy. Remove your cassock and surplice, and neatly hang them up.