



St Bernadette Roman Catholic Parish

Letter of Instruction

For

ALTAR SERVER PROCEDURES DURING CHRISTMAS SEASON

Effective Date: 22 December 2009

Revised 25 January 2010

- I. Procession into Church:
- a. Altar Server with incense will be first in line. Keep Thurible in the right hand moving and also carry the boat of incense in the left hand.
 - b. Altar Server with Cross will be second in line.
 - c. Third (and Fourth) Altar Server(s) with candles will follow behind the Altar Server with the Cross.
 - d. On Christmas Eve and Christmas Day, the Priest will bless the manger. At these Masses, the Altar Server with incense will go to the manger and stand at the far end of the flowers. Kneel only if it is safe to do so. (For guidance, see the Sacristan before Mass.)
 - e. Altar Server with Cross
 - i. Place the Cross in its stand next to the Credence Table.
 - ii. Then come to the manger.
 - iii. Pick up the binder from the manger area.
 - iv. Kneel in front of the manger.
 - v. Hold binder open for the Priest to read.
 - f. The Third Altar Server will go to the manger and kneel behind the Altar Server who is holding the binder.
 - g. At Masses not on Christmas Eve or Christmas Day, the Altar Server with the incense will stand behind the Presider's chair with the incense. The second Altar Server will place the cross in its stand and stand at the normal place. The third (and fourth) Altar Server will place the candle(s) on the small table and stand in the normal place.
- II. Gospel time:
- a. After the second reading, bring the incense to the Priest at his chair.
 - b. While the Priest is blessing the Deacon just before he reads the gospel, the Altar Server with the incense and the Altar Server with a candle will stand at the foot of the altar next to the railing and wait for the Priest to finish blessing the Deacon.
 - i. When the Deacon holds up the book of the Gospel, the Altar Server with the incense will begin to slowly walk across the altar floor.
 - ii. The Altar Server with the candle will follow the Altar Server with the incense.
 - iii. Both Altar Servers will stand at the Ambo. The Altar Server with the candle will be in front of the Altar Server with the incense. Both Altar Servers will face the Ambo.

Kathy Andrzejczak (Sacristan) &
Al Homiski (Parish Administrator),
22 December 2009

- iv. After the Deacon incenses the Ambo, the Altar Server will take the incense back to its stand. The Altar Server with the candle will remain standing at the Ambo until after the reading of the Gospel.

III. Processing the gifts to the Altar:

- a. When the collection begins, Altar Servers 2 and 3 will come to the back of the church with the candles not lighted. The Sacristan will light the candles at the back of the church. The other Altar Servers will set the Altar.
- b. When the Sacristan gives the OK to start the procession, walk slowly to the Altar and then return the candles to the Credence Table.

IV. At Communion time:

- a. Leave the following items on the Altar:
 - i. Chalice
 - ii. One purificator
- b. All other items will be removed from the Altar
- c. Leave the water cruet on the Credence Table. (Do not take it to the Sacristy)

V. After Communion:

- a. Bring water, burse, and veil to the Altar.
- b. Altar Server will wait at the Altar for the Priest to give him/her the Chalice
- c. Altar Server will place Chalice with veil and bursar on the Credence Table.
- d. Place Ciborium on the Credence Table. (Do not take to the Sacristy)

VI. Recessional out of Church:

- a. After the closing prayer and before the Priest gives the blessing, the Altar Servers will line up at the side of the Altar.
- b. When the music begins, the Altar Servers will come forward and stand in front of the Altar.
 - i. The Altar Server with the incense will be first in line and will stand at the red line.
 - ii. The Altar Server with the Cross will be second in line.
 - iii. The remaining Altar Server(s) will follow the Altar Server with the Cross.
- c. All Altar Servers will wait at the back of the Church for the recessional song to end before returning to the sacristy.