






ALTAR SERVER QUICK REFERENCE




GENERAL GUIDELINES:

- Dress appropriately
- Arrive 15 minutes before Mass
- Wash hands
- If you can't serve, request a sub *no later than Wednesday*

DURING MASS, REMEMBER:

- Minimum Graceful Movements
- Stay calm when surprises occur
- Always walk *behind* Presider's chair
- Be present, sing and pray with the community






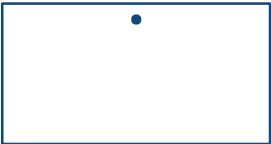
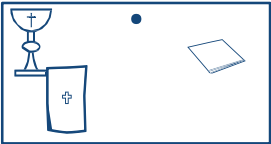
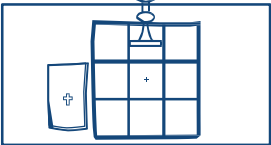
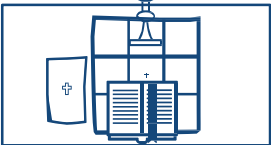

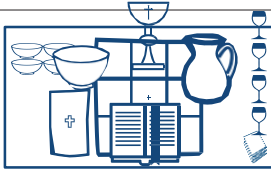

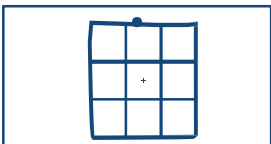

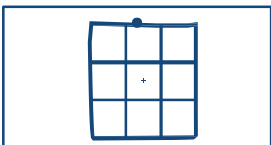

	CROSS BEARER 	BOOK BEARER 	CHALICE 
BEFORE MASS			
Sign in and review ministry notes. Pick Cincture that matches the Liturgical Colors. Pray! Stay in or near Sacristy until the Presider arrives, then prepare for Procession.			
	Check that Lavabo bowl w/water and towel are on Credence Table. Check for 4-minute timer on your chair.	Check that book stand is on altar, Roman Missal on your chair, and presider's binder is on his chair.	Check that altar is undressed, that the correct Chalice is out, and that a glass of water is near Presider's chair.
PROCESSION			
When words are sung...	Start walking slowly to Altar; pause 2 seconds, then put away Cross on stand and stand by your seat.	Walk side-by-side behind the Cross Bearer, then place Candle at Ambo, walk behind the Altar and stand by your seat.	
LITURGY OF THE WORD			
Presider says "Let us pray" ...		Take Roman Missal to Presider and hold it in front of him. When he closes the book, bow and return to seat. Note on holding the Roman Missal: <ul style="list-style-type: none"> • By the bottom and not the sides • Book faces the Presider • Rest on your forehead / chest • Presider may adjust... let him! 	
During readings & homily...	Show reverence & participate in songs and prayers.		

	CROSS BEARER 	BOOK BEARER 	CHALICE 
LITURGY OF THE EUCHARIST			
During collection...	(1) Remove plastic book stand from Altar, place on bottom shelf of Ambo; walk behind Altar and return to seat and stand.	Take Roman Missal to Altar and <i>wait</i> for the Corporal to be set. (3) Then, place Roman Missal on it, open to Opening Prayer Tab (should match Liturgical Colors); return to seat and stand.	(2) Take Corporal, Chalice and Purificator from Credence Table to Altar; set Corporal with folds down; Purificator to left of Corporal and Chalice on the top-middle square; return to seat and stand.
When presider gets the gifts..	Go to Credence table, get the Cruet and wait for the presider at the altar; Hold the Cruet with the handle towards presider and <i>stay in place</i> for washing of hands.	Follow Presider and stand on each side. Presider turns <i>left</i> to hand <i>Bread</i> to the server, who immediately turns and walks <i>past Ambo</i> to place bowl on left edge of Corporal; Presider turns right to hand Pitcher to the server, who immediately walks past the Presider's chair to place pitcher on the right edge of Corporal.	
When done with gifts...		Go to Credence Table; one server takes bowl with water and the other takes the towel. Stand near Cross Bearer with water bowl in middle and wait for Presider.	
When presider is done washing hands...	<i>All together, bow</i> to Presider, return items to Credence Table, leave neatly organized with towel well-folded, and return to your chair and stand.		
At the sign of peace...	All servers take the following items from Credence Table to the Altar: all plates go to the left of the Altar, the cups to the right edge of the altar in a row, and the Purificators on right edge close to you. When done, stand in line to receive Communion.		
After you receive Communion...	Return to your seat and stand until Communion begins. Then, two servers go to Credence Table and take the empty bread bowl, and wine pitcher to the Sacristy and leave them on Corporal on top of the granite island table; return to chair and remain standing.		
When Communion starts...		Take book from Altar to Presider's chair and return to your seat if not already done.	
After Mass Coordinator removes Ciborium...			Gently fold Corporal, carry flat to Credence Table, and sit.
CONCLUDING RITE			
After Presider kisses the Altar...	Get the Cross and stand behind the Presider near first pew facing the <i>Altar</i> .	Stand on each side of Presider <i>without</i> Candles, with hands folded in center of chest.	
After Presider bows...	Turn and start procession.	Follow after the other Liturgical Ministers.	
AFTER MASS			
Presider says "Let us pray" ...	Hang your Alb and Cross neatly and ask the Mass Coordinator if they need help with anything. Also, make sure you get your Altar Server Program sheet signed if needed.		

THANK YOU and may GOD BLESS YOU for serving!

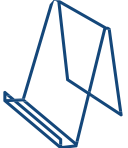
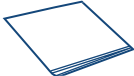
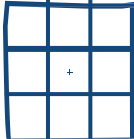








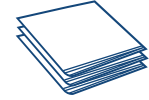

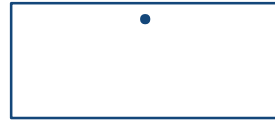




WHO CHANGES WHAT ON THE ALTAR DURING MASS

				
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WHO CHANGES WHAT ON THE ALTAR DURING MASS --- LEGEND

	Acrylic Book Stand
	Folded Corporal
	Unfolded Corporal
	Single Purificator
	Roman Missal
	Presider's Bread Bowl
	Wine Pitcher
	Bread Bowl

	Wine Glasses
	Stack of Purificators
	Ciborium
	Altar with black Sharpie mark showing center
	Mass Coordinator
	Chalice
	Cross Bearer
	Book Bearer