

# *St. Francis de Sales Catholic Church*

## *Altar Server Guidelines*

- 1) Arrive **15 minutes before Mass time** in the vesting Sacristy.
- 2) Put on Alb and the appropriate cincture color. Look at Liturgical Calendar for the color.
- 3) If you are able, at **10 minutes before Mass**, an altar server should **light the candles** by the altar and the ambo. If you need help, ask the usher captain or your parent.
- 4) Remain in the Sacristy until time for Mass.
- 5) Hymnals are provided in the vesting Sacristy. **Bring Father's hymnal out with yours.**
- 6) Line up: Cross-Bearer, Lector, Altar Servers (with book open to sing the opening song), and then the Priest.
- 7) Proceed down the aisle and stop at the steps in front of the altar. The servers move to each side of the priest.
- 8) All join in a bow of reverence to the Altar, which represents Jesus Christ. The Server on the left of the priest goes **behind** the priest, along with the other server to the seat. Sing from the song book and remain standing at the bench.
- 9) When Father says "Let Us Pray," take the red **Missal**, from the small table next to the bench, to Father and hold the book for him. When he finishes the prayer, he will close the book and as you are being seated, place the missal back on the table.
- 10) If there is a binder in Father's chair, **hand it to him** so he can dismiss Children's Liturgy.
- 11) At the conclusion of the Intercessions, prepare the altar.
  - ❖ One server takes the book stand off of the altar and puts it on the bottom shelf of the credence table
  - ❖ The other server then goes to the credence table
    - i. Take the chalice assembly with white purificator, and place in the center of the altar above the missal.
    - ii. One server will carry the tray with the cups and stand next to the altar. **Do NOT place the tray on the altar.** The other server will take the cups off of the tray and place them on the right-hand corner of the Altar with the purificators between the cups.
    - iii. Place the water cruet next to the missal on the Altar.
    - iv. Return to your seat and sing the Preparation of Gifts song.
- 12) Father will proceed to the steps for the offertory gifts. **The servers will stand on each side of Father.** Father will give the flagon of wine to a server and the other server takes the patens of Hosts. **The servers proceed to the altar with the gifts.**
- 13) You will wait next to Father at the altar until he is done filling the cups. You will then take the empty gold flagon, and water cruet to the credence table when Father gives them to you.
- 14) Put the flagon on the table and keep the water cruet in hand and pick up the silver bowl and face the altar. The other server should be waiting with the lavabo (cloth) open in hands, facing the altar.

- 15) **When Father turns to you, proceed to the altar immediately** to cleanse Father's hands.
- 16) Return items to the credence table and **go to the kneelers and remain standing** with hands folded.
- 17) When the congregation kneels, you are to kneel. Continue to mirror the posture of the congregation.
- 18) To receive Communion, stand with the Eucharistic Ministers in line behind the Altar.
- 19) After the Eucharistic Ministers leave the altar to distribute Holy Communion, you will return the chalice and purificator back to the credence table. Return to the kneelers and kneel.
- 20) When Father returns to the bench, move to the bench and, **with him**, sit down.
- 21) When Father says "Let Us Pray," take the red **Missal**, from the small table next to the bench, to Father and hold the book for him. **Remain standing there holding the book until Father closes it.**
- 22) When Father goes to the altar you are to proceed to the bottom of the steps. Servers should have the hymnals opened to the closing song and singing. The Cross-Bearer is to the right of the priest.
- 23) **All bow with Father** and the Cross-Bearer leads the procession down the center aisle.
- 24) Go to the vesting Sacristy and hang up your alb and cincture. Do not throw them on the floor of the closet. If your alb gets dirty, please place it in the basket in the vesting Sacristy to be cleaned.

#### Notes:

- ❖ Please dress nicely to help show the importance of this ministry. **Shorts, jeans, or flip flops are not appropriate.**
- ❖ Be aware of "action prayers" like the bow of reverence to the altar.
- ❖ **Altar servers should always face the altar**, being attentive to Father. Please refrain from talking or any actions that distract or take away from the sacred prayer that you are part of in the Mass.
- ❖ Servers should sing and recite prayers during the entire Mass.
- ❖ If you are unable to serve when scheduled – PLEASE GET YOUR OWN REPLACEMENT. A list of trained servers and phone numbers will be emailed to you.
- ❖ Parents should help younger servers to robe and unrobe and make sure that albs and cinctures fit well and are hung up properly.

Make your Ministry as an Altar Server a genuine prayer,  
a special gift you offer to God at Mass.