



San Felipe de Neri Parish

Altar Server Procedures

Before Mass

1. Please arrive in Altar Server Room/Conference Room next to sacristy at least 20 minutes before scheduled Mass.
2. Sign-In at ministry table near sacristy.

Determine your role as a server:

Server #1 (Cross Bearer): sits next to credence table (choir side), presents the Roman Missal, **receives the collection basket, assist to clear the altar after communion.**

Server #2 (Candle Bearer) sits behind the ambo and next to the high altar (is a candle bearer), assist in setting up the altar. Assists with washing of hands.

Server #3 (Candle Bearer) Sits behind the ambo and closer to sacrificial altar (is a candle bearer) Assist in setting up the altar. Assists with washing of hands.

Note: San Felipe de Neri: All processional cross should only be handled with gloves, and by altar servers who is able to safely carry the cross. If there are only two servers, the processional candles are not carried in the entrance procession. Candles should be placed in sanctuary in advance for Gospel procession. In general, Server #2 performs the duties of both Server #2 and Server #3. Servers #1 and #2 share responsibilities, including holding the candles next to the ambo for the Gospel and assisting with washing of the hands.

Los Duranes Mission church: No gloves are worn while carrying processional cross. There are no processional candles.

Also, note that *San Jose Mission Church* has limited space in the sanctuary and will only have two servers. In general, Server #2 performs the duties of both Server #2 and Server #3. Server #1 and #2 share responsibilities, including assisting with washing of the hands.

3. Vest (dress) yourself with black cassock and white surplice (San Felipe), or alb and cincture (San Jose) **(NEVER ENTER THE ALTAR WITHOUT BEING VESTED AND MUST WEAR SURPLICE OVER CASSOCK)**

Your cassock should:

Be clean and not wrinkled.

Be the right length (just above your ankles).

- Wear a cincture that matches the liturgical color of the season (San Jose).
- White gloves are used by Server #1, Cross Bearer at San Felipe De Neri with metal crucifix.
- Recite "A Server's Prayer" in silence prior to Mass (posted on bulletin board on wall).

If you are not scheduled to serve you may check in sacristy to see if the scheduled server(s) have not arrived 10 minutes before Mass. **If a scheduled server does not arrive 10 minutes before Mass, a substitute will be found to replace the scheduled server.**

Note: **Keep your hands folder together and always be attentive to Priest and Deacon. All altar servers face the Liturgical Movements.** Important: Before entering the sanctuary, always pause and bow to Christ's presence in the tabernacle reverently at the foot of the sanctuary. If carrying an object, a bow of the head will suffice.

All of the altar servers should work-together to accomplish the following *before Mass begins*:

1. Check that the credence table has been set up.
 - Main Chalice with a purificator, pall, and 1 corporal on top, ciborium, 4 or 6 communion cups, 4 or 6 purificators
 - One extra purificator
 - Cruet with water
 - Lavabo Bowl with water and Towel
 - The Roman Missal
 - Paten Bowl
 - Key in tabernacle door
 - Processional cross stand is in front of high altar
 - Key in Tabernacle
2. Take gifts (paten with hosts) and wine (flagon) to the table at the entrance of the church 20 minutes before mass begins.
3. Light the candles on the altar 20 minutes before Mass begins. **Always leave lighter behind altar. Always use the candle to light altar candles. (Never use the lighter)**
4. Take the processional cross and candles (if there are 3 altar servers) to the sacristy in preparation for entrance procession. If only 2 altar servers, light and leave the processional crosses at the altar on the small table.
5. **Take processional cross and processional candles (if 3 altar servers) 5-8 minutes before mass and proceed to the entrance of the Church. Father will already be there. Stand to sides so parishioners have room to enter and sit down.**

Introductory Rites ---

Procession:

Order of procession: Server #1 (cross bearer) in front. Server #2 and #3 (candle bearers) behind Server #1. Priest and Deacon will follow.

Proceed forward when Father instructs you to. Walk slowly and reverently towards foot of sanctuary. Cross bearer will always face cross in direction walking. DO NOT EVER turn cross around until you are standing in front of the cross holder on the altar.

At the foot of the sanctuary:

1. Server #1 (cross bearer) stands to the right (near Ambo). Server#3 (candle bearer) stands close and to the left of Server #1. Server #2 (candle bearer) stands to the far left, leaving enough room for the priest and deacon to stand in the middle.
2. When all ministers are at foot of sanctuary, all ministers will bow together before continuing.

Do not bow if you are carrying something (cross, candles etc.)

3. After the reverence has taken place, Server #1 (cross bearer) enters the sanctuary followed by the candle bearers (#2 and #3) then priest and deacon.
4. Processional cross (Server #1) is placed in the stand and then goes behind (back) altar and stands by seat next to credence table. Server #2 walks behind back altar.
5. Processional candles (#2 and #3) are placed on the small table and take your place standing in front of your chair.
6. Server #1 prepares to take the sacramentary in his/her hands. reading after the opening song(s).

Opening Prayer:

1. Server #1 listens for the priest to say "Let us pray" or "Oremos".
2. Go to the Priest with The Roman Missal and stand in front of him and to his left, holding the book in front of him high enough and close enough for him to see the prayer words.
3. Close The Roman Missal as he says, "through Christ our Lord ... " or "Por Cristo Nuestro ... "
4. Return The Roman Missal to the credence table and then all altar servers sit down together and listen attentively to the readings with your hands folded on your lap (sit motionless).

Liturgy of the Word

Following First Reading, Responsorial Psalm, Second Reading

Gospel Procession

1. When the Deacon begins to stand and receive a blessing from the Priest and prepares to go to the Book of Gospels on the Sacrificial Table servers #2 and #3 (or #1 and #2) take the two candles from the table and go immediately to either side of and behind the altar and face the congregation.
2. Hold the candles reverently and at the same height while processing to the front corners of the altar.
3. When the deacon turns to his right, the procession will go around the Sacrificial Table to the ambo and stand on both sides (like before).
4. Return the candles to their stands after the Priest or the Deacon says, "The Gospel of the Lord" or "Evangelio del Señor." (Extinguish the candles) Relight the candles when Father gives the books to the children if there are three altar servers.
5. Return to your seat and listen to the homily with your hands resting on your lap while you sit straight. Being invisible.

Mass continues with Homily, Profession of Faith and General Intercessions

Liturgy of the Eucharist

Offertory:

1. Server #1 Immediately takes his/her place next to the cross and immediately proceeds to the front of the church and leads the gifts to the altar. Processional cross is returned to stand.
2. Server #1 then walks to the foot of the sanctuary and receives the basket with collection from the usher.
3. Place the basket in corner behind Ambo and take place next to processional cross (awaiting for washing of the hands unless needed for washing of the hands).
4. Servers #2 and #3 walk behind high altar to assist the Priest or Deacon in preparation of the altar as the offertory hymn is sung. Servers #2 and #3 places the following on altar for the Deacon:
5. Take the (Chalice, purificator, pall, and corporal) and place them on the corner of sacrificial altar (nearest to credence table)

- Place the Roman Missal on the right hand corner of the Altar
- 2 or 3 communion cups on the left side of the altar (#2)
- 2 or 3 communion cups on the right side of the altar (#3)
- 2 or 3 purificators next to the cups Separate the top of each purificator for ease to pick up.
- For larger masses there will be 6 communion cups and 6 purificators.
- Note: If there are 6 cups and 6 purificators put 3 on each side of the Altar if instructed.
- Place water cruet on right side of altar
- **Servers #2 and #3 prepares lavabo and towel for washing of the hands.**
- **Meet priest at corner edge of rug. (Do not wait for him to come to you.)**
- Server #3 hands opened towel to the Priest and Priest will return towel on forearm. Both altar servers bow and return lavado and towel to credence table.
- Server #3 takes lids/tops of the flagon and water cruet from the altar when placed on the bottom right hand corner by the Deacon or Priest.
- Server #2 and #3 walk behind high Altar and return to seats on opposite side of credence table.
- Server #1 walks back to seat near credence table.

Lord's Prayer

Remain at your place and hold your arms and hands extended up and forward towards the Priest and Deacon during the Lord's Prayer. **Be vocal.**

Sign of Peace

1. Exchange a sign of peace among yourselves, with the Priest, and the Deacon.
2. Priest or Deacon will approach Tabernacle to obtain additional ciborium.
3. Server #1 gives additional paten (or bowl) from table and gives it to the priest or deacon. .

During Communion

1. Continue standings after receiving communion until tabernacle door is closed.
2. Help communion ministers if our Lords precious blood drops/spills on the floor or they ask for your help. Extra purificator is on credence table if needed.
2. **DO NOT remove anything from the altar during Communion.**

After Communion

1. After the Priest or Deacon returns the extra Eucharists to the tabernacle, bow towards the tabernacle in unison with the Priest or Deacon.
2. Server #1 assists the Priest or Deacon in clearing the altar. Wait for Priest or Deacon to place items on right corner before removing them from the Altar.

Concluding Rite

Closing Prayer

1. Server #1 listens for the priest to say "Let us pray" or "Oremos." Have the Roman Missal open and ready.
2. **Server #1 approaches the Priest with The Roman Missal and stand to his left, holding the book in front of him, high enough and close enough for him to read.**
3. Close the book as he says, "through Christ our Lord ... " or "Por Cristo Nuestro ... "
4. Place The Roman Missal on the credence table.
5. Have the children books ready for Father.
6. **Relight the processional candles if there are three servers (torches, processional lights).**
7. **Good liturgical ministers are invisible.**

8. Never draw away from liturgical moment and present ourselves. (BE INVISIBLE)

Recession

Immediately following the final blessing:

1. Server #1 walks behind high altar, puts on white gloves, stands next to the cross and waits for words of the recessional hymn to begin; then proceeds down towards forth pew.
2. Server #2 and #3 follow Server #1 (with candles) down to the first pew.
3. Server #1 stands in the middle of the aisle at the forth pew, turn and face the sanctuary while Priest and Deacon move to the foot of the sanctuary.
4. Server #2 and #3 stand side by side (next to 1st row) in front of the cross and facing the sanctuary while the Priest and Deacon move to the foot of the sanctuary.
5. After the Priest and Deacon bow and turn around towards the exit doors, all servers turn around and exit out of the Church

Back in the Sacristy

1. The processional cross is replaced on stand in Altar Server/Conference Room when not in use.
2. **DO NOT EVER** take your cassock or surplice off while going onto the Altar.
3. After the recessional/closing hymn concludes return everything from the credence table and the ambo to the sacristy when the miradomos are not present.
4. Hang your alb and cincture or cassock and surplice neatly in the closet.

..... Give thanks to God for the privilege of serving at Mass!

Other Altar Server Reminders:

- Please arrive at least 20 minutes before Mass
- Never walk around with just Cassock on
- Dress nice, comb hair, and wash hands (ladies should tie back hair)
- Flip-flops will not be worn when serving
- Appropriate attire will be worn when serving
- **Black shoes and dark slacks will be worn when serving**
- Ladies will not wear high heel shoes and long earring and makeup is discouraged.
- Shoes must be clean and presentable
- Be quiet in the sacristy and in the church
- Keep your hands folded when you are not holding something
- **Servers should face in the direction of the liturgical action and not the congregation**
- Do not play with cincture or cassocks
- Stand straight and when kneeling have hands in a prayer mode.
- **Pay attention to the Mass and respond (be an example to the congregation of good listening and participation)**
- Before or after Mass: genuflect towards Christ's presence in the tabernacle. If you are carrying something stop and bow your head toward tabernacle.
- **Bow towards the High Altar before and after mass.**
- **Bow towards the altar table every time you cross the sanctuary during mass.**
- Hang your own alb and cincture or cassock and surplice in the closet neatly after Mass.
- Please help to keep Altar Server closet neat and organized.
- Please make arrangements with another Altar Server (substitute) if you are unable to serve at your scheduled Mass.