

Saint Peter the Apostle Parish ALTAR SERVER TRAINING BOOKLET



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ALTAR SERVER'S PRAYER

Loving Father, Creator of the universe, you call your people to worship, to be with you and each other at Mass. Help me, for you have called me also. Keep me prayerful and alert. Help me to help others in prayer. Thank you for the trust you've placed in me. Keep me true to that trust. I make my prayer in Jesus' name, who is with us in the Holy Spirit. Amen.

DEFINITION OF ALTAR SERVER

It is a great privilege to serve at the Altar of our God and therefore Servers are chosen from those who display a desire for a more intimate union with our Lord and God, Jesus Christ. Our loving Savior becomes present on the Altar, just as He was at the Last Supper and Calvary. Accordingly, Servers have a solemn responsibility to do their assigned duties with dignity and reverence.

DRESS CODE FOR ALTAR SERVERS

- **SHOES** – dress shoes (preferably black or brown shoes for boys and brown, black or white for girls) should be worn. No Sandals/Flip Flops
- **HAIR** – Hair should be neat appropriate for boys and girls. Girls should have their hair tied back so that it is not in their face.
- **JEWELRY** – Do not wear anything that will make noise and/or will be distracting, or that will cause you to have problems serving. Girls may wear “appropriate” earrings to serve.
- **VESTMENTS**
 1. ALTAR SERVER – Alb, Cincture
 2. SENIOR ALTAR SERVER (high school)- Alb, Cincture, Shoulder Hood

ALTAR SERVER RULES

- ❖ Attend Altar Servers Training Classes.
- ❖ Altar Servers should not leave the sanctuary after the start of Mass for any reason except bathroom emergencies, illness, or when directed to do so by the priest.
- ❖ Serve at every mass that you scheduled for, or make arrangements to have someone cover the mass.
- ❖ Arrive at least 15 minutes before the Mass starts to get dressed and make sure that the Altar is prepared.
- ❖ Make sure the candles are lit. The Deacon will set up bread, wine, water, towels, bowl, prayer book, and any other sacramentals.
- ❖ Perform the duties assigned during the mass in the prescribed orderly manner.
- ❖ Maintain a prayerful posture during all times in the Sacristy (if you are not doing something your hands should be folded in your lap).
- ❖ Be quiet and respectful when on the Altar, you are role models.
- ❖ Be attentive and respond immediately when the priest or deacon asks for help.
- ❖ Make sure that your alb and cincture are returned the way you found them.
- ❖ PAY ATTENTION.

ALTAR SERVERS STEP-BY-STEP GUIDE

BEFORE MASS:

1. Arrive and be dressed 15 minutes before the Mass begins
 - a. Make sure the alb is the RIGHT SIZE, the bottom should be right above the tops of the shoes
2. Check to make sure that everything is set up, on the altar, for the mass (If there is a visiting priest, talk to him ahead of time to see if you need to do anything differently for him)
3. Gather in the back of the church with the priest, deacon and anyone else who will be in the entrance procession.
 - a. Make sure you talk to the other servers to determine who will carry the candles and be the cross-bearer
 - b. Remember, candles are only used if there are at least 2 servers
 - c. Light your candles.-ask priest or deacon for assistance if needed

ENTRANCE PROCESSION:

1. After prayer, the altar servers will line up in the following order:
 - a. ALTAR SERVER #1-Cross-Bearer, who will line up in front of the center doors
 - b. ALTAR SERVERS #2 and #3 (Candle bearers)
 - i. If there is only one server, the person will carry in the cross
 - ii. If there are only two servers, then candle bearer will be used and line up behind the cross-bearer
 - iii. If there are three or more servers then two servers will be candle bearers, and will line up next to each other behind the cross bearer
2. Once the choir has begun to sing, the altar servers will begin to process in
 - a. WALK AT A NORMAL SPEED, Do not run down the aisle
3. The Cross Bearer will keep walking, bow their head when they reach the bottom of the steps, and go the left of the Altar,
4. The candle bearers will keep walking, bow their heads when they reach the bottom of the steps, and go the left of the Altar.
5. Once the priest bows and walks up the altar the servers place the cross and candles in their stands go to their chairs and remain standing.
 - a. The server who carried the cross in will usually be responsible for the Roman Missal
 - b. All servers will be responsible for the Communion set up. Bring to Altar, Missal, Chalices, small cruet(water) and Purificators.

GREETING:

1. The priest begins the mass with the Sign of the Cross
2. The Priest begins with an introduction explaining the readings, or welcoming people to the mass
3. Penitential Rite-the priest asks us to recall our sins and ask God for forgiveness, we then respond with the "Lord Have Mercy, Christ Have Mercy, Lord Have Mercy"
4. The Gloria will then be recited or sung
5. Toward the end of the Gloria the server will bring up the Missal up for the priest to read the opening prayer. Stand on the left side of the priest (in between the priest's chair and the deacon's chair, so that the priest can look out at the whole congregation) Hold the book at chest level.

6. After the priest is done with the prayer, the server will close the book and place it on the credence table. Everyone will be seated to listen to the first reading, the psalm, and the second reading.

LITURGY OF THE WORD (servers will sit/stand with congregation)

1. First Reading-The Lector will come forward to read the First Reading (No action is required by the altar servers)
2. The psalm will be recited or sung (No action is required by the altar servers)
3. Second Reading-The Lector will come forward to read the Second Reading (No action is required by the altar servers)
4. Gospel Acclamation (No action is required by the altar servers)
5. The priest/deacon will read the Gospel and then end with "The Gospel of the Lord," and everyone responds with "Praise to you, Lord Jesus Christ."
6. The priest/deacon will then perform his Homily
7. After the Homily, the priest/deacon will go back to their seat, then the priest will stand for the Profession of Faith. Everyone stands to recite the Nicene Creed/Apostle Creed.
8. The priest will start the Prayers of the Faithful, and then lector or deacon will read the petitions of the church (Everyone recites the response). After the lector or deacon has finished the petitions, the priest will say a prayer. All will respond with "Amen," and the congregation will sit down.

LITURGY OF THE EUCHARIST

1. OFFERTORY COLLECTION-After everyone has been seated, the ushers will walk forward with the baskets to collect money.
 - a. The Cross Bearer will bring the Missal to the altar.
 - b. The servers will bring up the Chalice, communion cups, purificators and small cruet(water)
 - c. The priest will then get up and go to the front of the altar to receive the gifts.
 - i. Two servers will go up and stand on either side of the priest (If there is a deacon, then on either side of the priest and deacon)
 - ii. The servers standing on either side of the priest will take the gifts after the priests accept them.
 1. Hand the bread to the priest and the wine to the deacon.
2. PREPARATION OF THE GIFTS
 - a. Two servers will then bring forward the small pitcher of water, the bowl, and the towel. The server will pour a small amount of water onto the priest hands
 - i. One server will hold the bowl and towel (Carry the towel on your left arm)
 - ii. The other server will hold the pitcher
 - b. The servers will then return their seats and remain standing, because the priest will then invite the congregation to stand as well to enter into the Eucharistic prayer

EUCCHARISTIC PRAYER

1. The priest then begins with the preface and then will enter the congregation into the HOLY HOLY, which will be sung or recited
2. The congregation, along with the **altar servers, will kneel on the first step** and the priest will continue with the Eucharist prayer by recalling the Last Supper
3. The priest will then proclaim the mystery of faith, which will be sung or recited
4. The priest will then finish up the prayer by remembering the saints, all those who have departed before us, and chant or recite, "Through Him, with Him, and in Him...."

5. The Great Amen will be sung or recited
6. All members will rise to recite the Our Father
 - a. Sign of Peace- Exchange with each other. Then proceed up the steps and exchange peace with priest and deacon. Remain on Altar

COMMUNION

1. The Lamb of God will either be sung by the choir or recited by the priest, and the congregation will join in.
2. Bring the Ciboria (bowls for communion) up to the Altar from the credence table.
3. The priest will distribute the Body and Blood of Christ
 - a. Once the altar server has received both, they will go back to their seats and pray.
4. Once the priest is done distributing communion, he will return to the altar to purify the chalice.
 - a. The cruet of holy water is to be brought up to the altar. (take the top off before bringing it to the priest)
 - b. The priest will then instruct the server to pour the holy water into the chalice. When the priest is done, the server will bow his head and take the cruet and chalice back to the Credence table.
 - c. The cross bearer will take the Missal, and then go back to their seat.

CONCLUDING RITE

1. The priest will then stand, and then present the announcements.
2. Then the priest will ask everyone to stand and pray (the closing prayer)
 - a. The priest will say, "Let us pray..." which is the cue for the server with the Missal to bring the book over for the priest to read the opening prayer.
3. The priest will then conclude the mass with the Blessing. The deacon will say dismissal.
4. The choir will then start the final song
 - a. When the final song begins the cross bearer will go get the cross.
 - b. The other servers will get the candles.
5. The priest and deacon will then go to the altar and come to the bottom of the steps. The servers will join them.
6. The priest will then bow and turn (the servers will turn around and process out in front of priest)
7. The servers will walk to back of the church.
8. The servers can then put back the cross and candles (blow them out), and then hang back up their albs and cinctures

****REMINDERS**

- When you are standing or sitting, and not doing anything, keep your hands folded. Do not play with your cincture or do anything else
- PAY ATTENTION, especially to the priest, you never know when they may call you over.
- If you are assigned to serve, please follow the Dress Code