

## **THE SUNDAY EUCHARISTIC CELEBRATION STEP-BY-STEP FOR ALTAR SERVERS 2005-2006**

### **A. CHECK LIST**

- 1) Did you arrive at least 15 minutes before Mass today?
- 2) Make sure you sign your name on the SIGN-IN sheet. If you forget to sign in, your parents **MUST** inform Mrs. Bergan that you were there serving, otherwise, we may list you as 'Absent' in our book.
- 3) Get vested in the "Storage Room" – use white cincture/rope/belt – Look into the mirror and make sure your collar is not sticking out and that you are neatly dressed.
- 4) Say a prayer (a prayer for servers is posted in the Storage Room)
- 5) Light the candles on the altar.
- 6) Go into the Sacristy and take out the water and wine. Place the water on the credence table. Place the wine on the offertory table in the back. Take the ciboria (if any) and place them on the offertory table in the back. Take the chalice of the priest celebrant and place it on the credence table in the front. If the processional crucifix is not yet in the back, go upfront, take it out of the stand, and bring it to the back.
- 7) Line up when the priest is ready to begin Mass.

### **B. THE MASS**

- 1) The crucifix bearer starts processing up the aisle when the congregation starts singing the hymn, followed by the two other servers or acolytes.
- 2) When arriving at the front of the altar, make sure they split up...two servers on the right hand side, one on the left. Leave space for the priest and lectors in the middle.
- 3) After genuflecting or bowing to the altar (remember: crucifix bearer bows), crucifix bearer will go to the right and place the crucifix into the holder at the bottom of the step. He/She will then come before the priest to hold the book (Note: The book will be in a slot inside the priest's chair).
- 4) The other two servers will bear right and proceed to the bench behind the Presidential Chair.
- 5) After the Confiteor, Opening Prayer, Mass continues with the First, Second readings, Gospel, Homily, Profession of Faith, Intercession, Collection.
- 6) When the Offertory gifts are brought up, the two acolytes will come down to the bottom step with the priest to receive the gifts while the cross bearer process to the credence table to take the priest's chalice and place it on the altar. After placing the chalice on the altar, the crucifix bearer will bow to the tabernacle and return to his/her seat behind the Priest Presider's chair.
- 7) The two acolytes will place the prayer intention book on the altar, the money basket in front of the altar, and the ciboria on the altar.

- 8) The acolytes will come to the credence table with the wine where he/she will remove the lids from the wine cruet and the water cruet. Both acolytes will come to the altar holding the cruets with the handle of the cruet facing the priest so he can take them. After the priest hands the cruets back to the acolytes, they will bow slightly and process back to the credence table.
- 9) One acolyte will then hold the water cruet and the water bowl while the other acolyte will OPEN up the finger towel. They will process to the altar.
- 10) One acolyte pours the water onto the priest's hand while the other holds up the finger towel the priest. After the priest hands back the finger towel, the acolytes will bow slightly and return to the credence table.
- 11) After placing the water cruet, bowl and finger towel back on the credence table, the acolytes will go and stand next to the altar.
- 12) Mass continues with the Preface followed by the Sanctus.
- 13) After the Sanctus (Holy, Holy), the two acolytes will come and kneel next to the side of the altar. One server will kneel next to the bell. The cross bearer will kneel on the opposite side.
- 14) Mass continues with the Eucharistic Prayer and Consecration.
- 15) Bells are to be rung three times: when the priest places his hands on the gifts, when he elevates/raises up the Host, when he elevates/raises up the chalice.
- 16) Mass continues with the Eucharistic Prayer, Lord's Prayer, Sign of Peace, Lamb of God, Communion.
- 17) After receiving Communion, the servers will remain kneeling on the sides of the altar. When the priests are finished with communion, one acolyte will process to the credence table where he/she will pick up the water cruet. After removing the lid from the cruet, he/she will bring the cruet to the altar and pour the water into the priest's chalice. After pouring the water, he/she will walk back to the credence table and place the cruet back. The other server will clear the altar by taking the priest's chalice back to the credence table.
- 18) When the Blessed Sacrament is reposed inside the Tabernacle, all three servers will walk around the front, bow, and return to their seats – on the bench behind the priest.
- 19) When the priest says: "Let us pray..." the crucifix bearer will walk to the priest and hold the book for him.
- 20) After he finishes, the crucifix bearer will place the book on the priest's chair and process to pick up the processional cross. The priest will process to the altar where he kisses the altar.
- 21) After he comes around the altar to the front, the two acolytes and the crucifix bearer will join him at the bottom step in front of the altar. After everyone genuflects or bows, the procession will go to the back. Only the crucifix bearer will process back to the Storage Room while the two acolytes will process back to the credence table where they will extinguish/blow out the candles and pick up the water, wine, chalice, finger towel, and bowl and bring all of them back to the Sacristy.