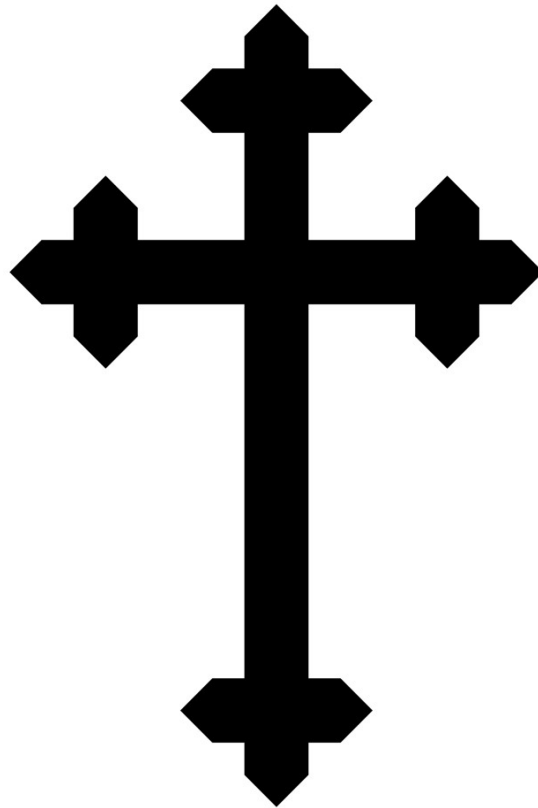


HOLY CROSS

**CATHOLIC CHURCH
WENDLEIN, ILLINOIS**



ALTAR SERVERS

STEP-BY-STEP GUIDE

REVISED DECEMBER 2024

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HOLY CROSS ALTAR SERVERS

STEP-BY-STEP GUIDE

BEFORE MASS:

- Arrive at least 10 minutes before Mass.
- Select a Cassock (*Red Button Up*) that does not hang lower than your ankles. Try not to wear a bulky shirt/top under the cassock and all buttons should be buttoned.
- Select a Surplice (*White Top*) that is at least the same size (*number*) or a size larger than your Cassock.
- Make sure the Altar Candles are lit (*2 on each side of the Altar and any additional candles for the season*).
- Wait for the Priest to let you know when it is time to proceed to the back of the church for the procession. At this time you may be asked to carry the gifts (*bread & wine*).
- The Cross Bearer should grab the Cross.

HANDS REMAIN FOLDED (Praying Hands, Fingers Up) ALL TIMES YOU STAND OR MOVE AND DO NOT HAVE SOMETHING TO CARRY



ENTRANCE PROCESSION

Order of Procession:

- Incensor – *only used on special occasions. When used this altar server will line up in front of the Cross.*
- Cross Bearer – *Most often the first altar server to start the procession.*
- Altar Server(s)
 - 3 Servers Total - 2 will line up side-by-side behind the Cross. (*hands folded*)
 - 2 Servers Total – 1 will carry the Cross the other will line up directly behind. (*hands folded*)
 - Only 1 Server – that person will carry the Cross.
- Wait for the Priest to signal the start of the procession.
Walk at normal speed, do not rush or run down the aisle.
- All servers will **stop** at the front of the altar at the foot of the steps.
The Cross Bearer will line up on the far LEFT, the other servers in line with the altar candles on the Left and Right allowing enough room for the Priest(s) to go between.
- When the Priest genuflects, altar servers will also **genuflect**, and the cross bearer will simply **bow**.
- The Cross bearer will put the cross in the stand or in the sacristy and go stand next to his/her seat.
- The Altar Server(s) will wait for the priest to walk up the steps and then proceed to their seat(s).

GREETING:

- When the priest says, “**Let us Pray**” the Altar Server should retrieve the Roman Missal from the Altar and bring it to the priest.
- **Stand** in front of the priest with your back to the congregation so the priest is looking at the congregation as he says the prayer.
- Wait for the priest to close the book and then place it back on the Altar.
- Everyone is **seated**.

LITURGY OF THE WORD:

- Servers **Sit** for the Readings & Responsorial Psalm.
- Servers and Congregation **Stand** at the Gospel Acclamation (Alleluia) and remain standing for the Gospel.
- Servers and Congregation **Sit** for the Homily.
- Servers and Congregation **Stand** for the Creed and Prayers of the Faithful.

LITURGY OF THE EUCHARIST

- Offertory Collection – When everyone sits and ushers begin taking up the collection.
- Altar Servers **prepare** the Altar.
- **Bring Chalice(s) & Water Cruet** and place them on the right side of the altar. (*opposite side from the Roman Missal*).
- When passing between the altar and tabernacle to go back to your seat face the tabernacle and **bow**.

**Anytime you pass between the altar and the Tabernacle
Without anything in your hands always bow to the tabernacle.**

- **Return to your seat** and wait for the priest.
- **CROSS BEARER** – When the Ushers are almost finished with collection retrieve the Cross and proceed to the back of the church to process the gifts forward.
- **CROSS BEARER** - Wait for the ushers/family to get all gifts and do not process forward until the priest and servers are at the front of the altar.
- **CROSS BEARER** - When you arrive at the altar move to the left and proceed to put your cross away and have a seat.
- **ALTAR SERVERS** - When the priest is ready proceed to the front of the altar (steps) with the priest to retrieve the gifts. Stand next to the priest and wait for him to hand you items.

PREPARATION OF THE GIFTS:

- Proceed with the gifts to the side of the altar (*opposite side from the Roman Missal*) and stand at attention facing the priest.
- Once the priest is finished with the cruet of wine one server will place it back on the side table and retrieve the bowl and towel (Place the towel on your left arm). The other server will remain at the altar with the cruet of water.
- Wash the priest's hands. Bow after washing the hands of the priest. Return additional items to the side table.
- All Servers **take up their positions Standing** by the place where they will Kneel for the Eucharistic Prayer.

EUCCHARISTIC PRAYER:

- Following the singing of Holy Holy the servers and congregation **kneel**.
- If Bells are Rung (priest will let you know):
 - After kneeling watch the priest's hands. He begins with them outstretched. When he brings them above the bread and wine one server will **RING THE BELL ONCE**. The priest will make the sign of the cross over them at this time.
 - When the priest picks up the host and says, *"Take this, all of you, and eat it; this is my body which will be given up for you."* The priest will raise the Body of Christ above his head, one server will **RING THE BELL ONCE**.
 - When the priest picks up the chalice and says, *"Take this, all of you, and drink from it, this is the cup of my blood, the blood of the new and everlasting covenant. It will be shed for you and for all so that sins may be forgiven, do this in memory of me."* The priest will raise the chalice above his head, one server will **RING THE BELL ONCE**.
- The Eucharistic Prayer continues with everyone **kneeling** until the Great Amen.
- Servers and congregation **stand** for the Our Father and Sign of Peace. Remain standing where you were kneeling.
- Servers and congregation again **kneel** after the Lamb of God. Remain kneeling until you are approached to receive communion by either the priest or the eucharistic minister.
- After receiving communion proceed back to your seat and you may **sit**. One Altar Server should retrieve the **cruet of water** from the side table and place it on the altar for the priest to purify after communion.
- Following Communion when the priest returns to the altar servers should **line up next to the altar** (on the book side) to receive items to place on the side table.
- Once the altar has been cleared **return to your seat**.

Concluding Rite:

- The priest will say, **"Let us pray."** The Altar Server should retrieve the Roman Missal from the Altar and bring it to the priest.
- **Stand** in front of the priest with your back to the congregation so the priest is looking at the congregation as he says the prayer.
- Wait for the priest to close the book and then place it back on the Altar.
- Following the announcement and final blessing, the servers all remain standing waiting for the final song to process out.
- During the final song when the priest moves toward the altar:
 - The Cross Bearer should retrieve the Cross and proceed to the bottom of the steps.
 - The Altar Servers should proceed to the bottom of the steps.
 - All servers should be lined up just as they were when they processed into Church.
- When the Priest genuflects, altar servers will also **genuflect**, and the cross bearer will simply **bow**.
- All servers turn and begin the procession out in the same order they processed into Church. **Walk at normal speed, do not rush or run down the aisle.**
- Walk back up the side aisle slowly and place Cross and all server vestments back in their proper place. Assist with extinguishing or blowing out the candles.