

# Altar Server Step-by-Step Guide

## Cross Bearer

**Processional-** Move slowly and respectfully, stop at the foot of the Altar, turn right and go to cross stand, put cross in stand, go to seat

### *Introductory Rite*

**Opening Prayer (after Gloria, except in Lent when there is no Gloria)-** Take Altar book from credence table, open it where marked by ribbon, hold in front of priest, close and put back when he is finished, return to seat

### *Liturgy of the Word*

#### *Liturgy of the Eucharist*

**Offertory (when Father asks the Children to bring up food gifts)-** Take Altar book from credence table to Altar, return to seat, remember to bow to tabernacle while returning

**Communion-** (NOTE: When Fr. Jim is saying Mass, join him for the Lord's Prayer and hold hands with him and then exchange the Sign of Peace with him. When Fr. John says Mass join him at the altar for the Sign of Peace)

Then form semicircle around Altar with Eucharistic Ministers

**After Communion-** Take Altar book from Altar and return it to credence table

### *Concluding Rite*

**Concluding Prayer (after announcements)-** Take Altar book from credence table, open it where marked by ribbon, hold in front of priest, close and put back when he is finished, return to seat (NOTE: Same as Opening Prayer)

**Recessional-** Go to cross stand, take cross, move slowly and respectfully to the foot of the Altar and stop in formation (NOTE: leave room for the candle bearers in front of you), turn around when the priest genuflects, slowly and respectfully walk down the aisle

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## Candle Bearer I

**Processional-** Move slowly and respectfully following the Cross Bearer, stop at the foot of the Altar, turn left and go to candle stand, put candle in stand, go to seat, remember to bow to tabernacle while crossing between it and the Altar

### *Introductory Rite*

#### *Liturgy of the Word*

#### *Liturgy of the Eucharist*

**Offertory (when Father asks the Children to bring up food gifts)-** Take priest's chalice from credence table to Altar, return to seat, remember to bow to tabernacle while returning

**Presentation of Gifts-** Go to foot of Altar, stand to the side of the priest, take the bread/wine (whichever he gives you), take it to Altar, let him take it from you and put it on Altar, go to credence table

**Preparation of Gifts-** take water and "plate" to Altar (NOTE: do not set them down), hand the priest the water, take it when he hands it back, wash his hands, return water and "plate" to credence table

**Communion-** (NOTE: When Fr. Jim is saying Mass, join him for the Lord's Prayer and hold hands with him and then exchange the Sign of Peace with him. When Fr. John says Mass join him at the altar for the Sign of Peace)

Then form semicircle around Altar with Eucharistic Ministers

### *Concluding Rite*

**Recessional-** Go to candle stand, take candle, move slowly and respectfully to the foot of the Altar and stop in formation (NOTE: make sure that the cross bearer is behind you), turn around when the priest genuflects, slowly and respectfully follow the cross bearer down the aisle

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## Candle Bearer II

**Processional-** Move slowly and respectfully following the Cross Bearer, stop at the foot of the Altar, turn left and go to candle stand, put candle in stand, go to seat, remember to bow to tabernacle while crossing between it and the Altar

### *Introductory Rite*

### *Liturgy of the Word*

### *Liturgy of the Eucharist*

**Presentation of Gifts-** Go to foot of Altar, stand to the side of the priest, take the bread/wine (whichever he gives you), take it to Altar, let him take it from you and put it on Altar, go to credence table

**Preparation of Gifts-** take towel to Altar (NOTE: do not set them down), give him the towel after he washes his hands, return towel to credence table

**Communion-** Form semicircle around Altar with Eucharistic Ministers (NOTE: When Fr. Jim is saying Mass, join him for the Lord's Prayer before the EMs come up)

### *Concluding Rite*

**Recessional-** Go to candle stand, take candle, move slowly and respectfully to the foot of the Altar and stop in formation (NOTE: make sure that the cross bearer is behind you), turn around when the priest genuflects, slowly and respectfully follow the cross bearer down the aisle