

St Andrew Catholic Church  
Altar Servers Training  
Revised: 2018

Second Class

- The Order of the Mass:
  - Entrance Procession: Cross-bearer, 2 candles
    - The Server, carrying the censer or thurifer, leads if incense is to be used, if not, then:
    - The Cross-bearer will lead the procession from the back of the Church.
      - Carry the Cross high and steady, making sure the Crucifix is facing forward.
      - After two pews, the other Altar Servers go 2 by 2 maintaining a distance of 2 pews from the servers in front of them, followed by the lectors, deacon, and Priest
        - Walk slowly, if you are not carrying anything, your hand must be in prayer position.
    - When the **Cross-bearer** reaches the Sanctuary, **STOP**, **head bow** and goes up to set the Cross into its base; make sure the Crucifix is now facing the Congregation, and then go to his/her place.
    - Servers carrying the **candles** follow the Cross-bearer, **STOP** at the foot of the Sanctuary, **head bow**, go up and place them in the candle stand table, (next to the credence table). Go to your position. Remain standing with praying hands.
    - The rest of the Servers will do the same: 2 by 2 **STOP** at the foot of the Sanctuary, **deep bow**, and then go around the Sanctuary up to your position.
    - **SERVICES WILL NO LONGER BOW WITH THE PRIEST AT THE ENTRANCE PROCESSION NOR RECESSIONAL.**

- If you are **Book Server** and were also carrying Cross, wait next to the Cross stand (with praying hands), for the Celebrant to bow before the Altar, then go to your position. Remember to bow to the Altar too. Walk reverently with praying hands.
- Keep in mind this general rule: "if your hands are empty, then they are to be in a prayer position to remind ourselves of the need for reverence."
- The **Book** Server handling the Roman Missal (**book** with the Priest's prayers for the Mass), must have it ready to be opened for the Introductory Rites. Make sure is not upside down and that when opened your fingers are away from the text.

- Introductory Rites
  - Sign of the Cross
  - Greeting (**Book Server** ready)
    - The Priest reads the prayer from the Roman Missal.
  - Introduction
  - Penitential Rite or Sprinkling
    - If the Priest is going to sprinkle the people with Holy Water, one server should be ready to carry the bucket with the sprinkler, or sprinkler alone, alongside the Priest.
    - After the sprinkling is over, place the container with the holy water and the sprinkler under the credence table in the Sanctuary and return to your place, with praying hands. Deep bow to the Altar.
  - "Glory to God in the Highest"
  - Opening Prayer
    - The **Book Server** must have the Roman Missal (book with the Priest's prayers for the Mass) ready to be opened for the Introductory Rites.
      - Make sure it is not upside down when you present it to the Priest.
      - Hold it open in front of the Priest, so he can read the prayer.
      - Keep the pages flat, your fingers out of the text.
- Liturgy of the Word: Sit quietly, straight and with your hands on your lap during the First, Psalm and the Second reading. Listen to the Scriptures attentively. The readings are the Word of God: God is speaking to us here and now! That demands our full attention, nothing less. Be responsive.
  - First Reading (sit)
    - At the end respond, "Thanks be to God"
  - Responsorial Psalm (sit)
    - Repeat or sing the Psalm with the congregation
  - Second reading (sit)
    - At the end respond, "Thanks be to God"

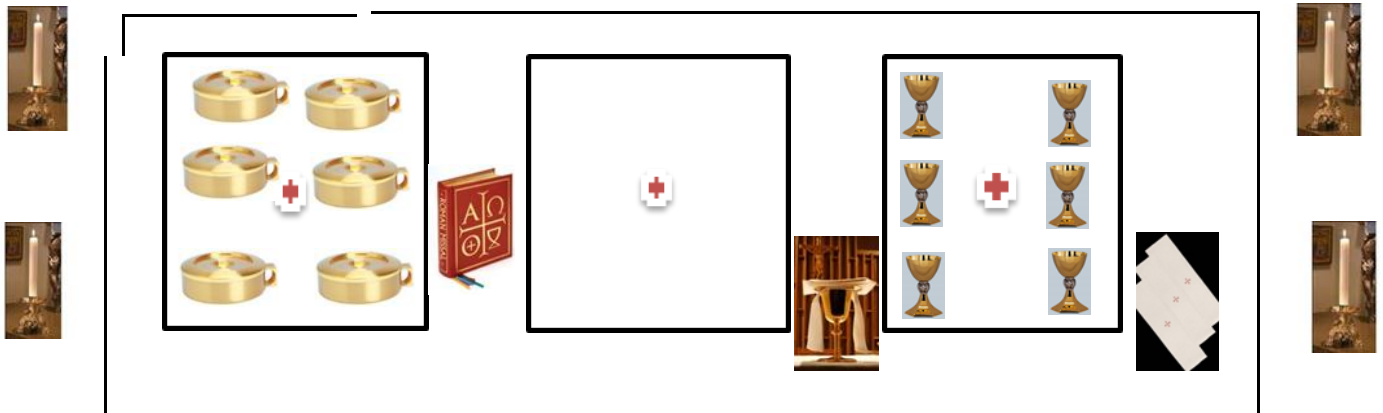
- Gospel Acclamation (stand)
  - Sing with the congregation the acclamation (Alleluia). Praying hands!
  - **Server (C or LT):** If the deacon is bringing the Gospel Book, then remove the Lectionary from the ambo or podium and bring it to the Credence table. Place it on the shelf under, then return to your position with praying hands.
  - **Candles:** pick up your candles (2) and lead the priest or deacon to the lectern or ambo. Then stand still, one on each side of the lectern or ambo, facing each other across it.
    - Sometimes Servers carrying the censer (the metal container that holds the hot charcoal) and boat (the incense container), will be part of this procession, and they will present the censer and boat to the Celebrant. The Celebrant will put more incense into the censer or thurifer, and then those Servers will bring it to the ambo so that the proclaimer of the Gospel, (Ordained Minister: Archbishop, Bishop, Monsignor, Priest, or Deacon), can incense the Gospel Book. After he returns the censer, these Servers (censer and boat) will stand near the lectern (ambo) while he proclaims the Gospel.
- Gospel Reading (stand)
  - Sign yourself with the sign of the Cross
  - Be attentive to the proclamation of the Gospel.
  - Once ended respond, "Praise to you Lord Jesus Christ".
  - **Candles** return to their places on the table next to the Credence and all the other Servers return to their seats for the homily (sermon). All Servers should sit at the same time; straight back and hands down resting on your lap.

- Homily (Sermon) (sit)
  - Sit quietly, straight and attentive to what the Holy Spirit wants us to hear through the Priest's voice.
- Profession of faith (stand)
  - **Book:** holds the Roman Missal to the Priest.
  - Join the congregation praying the Nicene Creed
- Prayer of the Faithful (stand)
  - **Book:** presents the binder from which the Priest will read a prayer.
    - If there is a Deacon, he will read the intentions, after the Priest had read the prayer.
    - If there is no Deacon, then the lector will read the intentions, after the Priest had read the prayer.
  - Join the congregation in responding, "Hear our prayer".
- Liturgy of the Eucharist
  - Preparation of the Gifts: **Immediately after the prayer of the faithful**, the **Altar Servers** will prepare the Altar.
    - **Captain** brings Priest's Chalice to Altar with both hands (one on top of the Pall); place it between the two right Corporals.
    - **Book server** will bring the Roman Missal and place it between the left two Corporals. (Never cross in front of the Celebrant).
      - English Mass:
        - Bring the book stand and the Big Roman Missal to the Altar.
        - Some Priests prefer No book stand and to use the Regular Roman Missal.
      - Spanish Mass:
        - We do not have a Big Roman Missal for the Spanish Mass so all Priests use the Regular one and the book stand, except if

we have a Priest who prefers not to have the Book stand.

- **Captain and Lieutenant** will bring the **Chalices** with wine to the Altar (2 by 2) and place them on the right hand side Corporal. Then **bring the purificators**.
  - Bring **Ciboriasto** to the left hand side **Corporal** (2 by 2), remove the lids and bring them back to the Credence table. Make sure you make no noise.

Prepared Altar by Captain and/or Lieutenant



- People from the congregation will bring the Ciboria with the bread and the cruet with the wine to the Sanctuary. When the Priest stands up, the other servers who are not preparing the Altar will go with the Priest to the edge of the Sanctuary to receive the gifts.
  - Receive one gift and handed over to either the Deacon, or the Captain. Make as many trips as necessary to do the job gracefully. NEVER RUSH IT.
  - If the Deacon is there, he will place the bread on the Altar, if not there, the **Captain** will stand to the side of the Altar and place the bread on the Corporal as you receive it from the other Servers.
  - Wine and water cruets go on the credence table. Once you are done, go to your place. If you are Book Server join the other Servers after placing the Roman Missal on the Altar (some Priests like the stand). If you are water or wine Server, stay there and get ready.
  - You might be doing multiple duties if there are not enough Servers.
- **Water and Wine Servers:** bring the water and wine cruets to the Priest. **Remove the stoppers**, leave them at the Credence table and make sure the **handle faces toward the Priest**, so he can take it easily. Come next to the right hand side of the Altar and wait for the Celebrant. Wine next to the Altar and water left of wine. Both Servers will bow to the Priest, at the same time when you give him the wine and water, and again when He returns the cruets to you. Do not bow to the Deacon. Both gracefully go together at the Credence table to get the Bowl and finger towel.

- **Water and Wine Servers** once together at the credence table
  - **Wine Server** put stopper to the wine cruet and leave it there, pick up the finger towel (opened it up)
  - **Water Server** picks up the bowl. If the bowl is heavy, have another Server with the bowl. That is 3 Servers in total: 1 bowl, 1 water and 1 finger towel.
- Walk side by side, and approach the Priest from the right side of the Altar. "Water next to the Altar, bowl and then, Towel to left of bowl.
  - Water pours it over the priest's fingers.
    - Be careful not to pour too much water and splash the floor or the Priest's Vestments.
  - Finger Towel hands it opened to the Priest and receives it back.
  - Remember: Bowing before the Priest, and returning those items to the credence table together, then stand with the other Servers with praying hands.
- Prayer over the Gifts (stand)
- Eucharistic Prayer: the long prayer of praise and thanksgiving over the bread and wine
- Holy, Holy, Holy
  - Servers must come down singing it with praying hands, reverently and form a line in front of the Altar.
    - Leave some space between you.

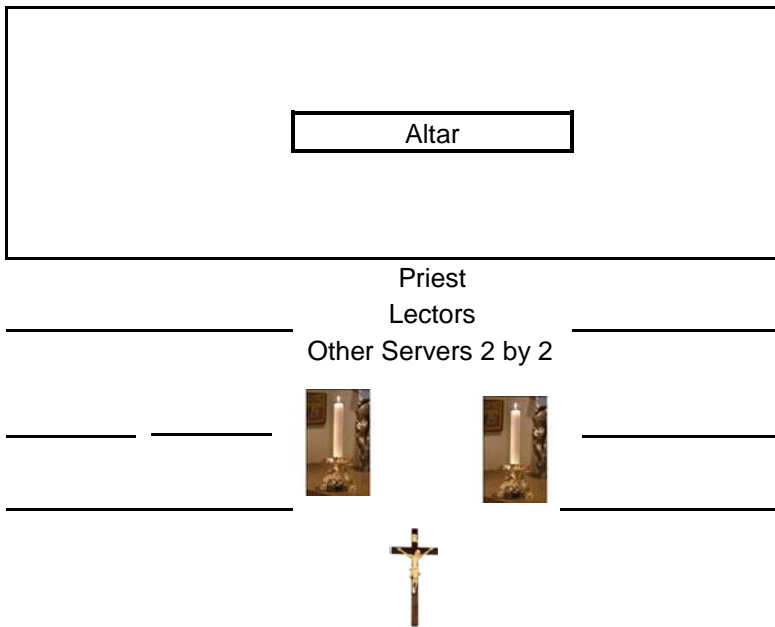


- At the end of the Holy, holy, holy
  - **Kneel and keep hands in prayer position.** Do not worry about your Cassock, nor lean forward on the steps.
  - Ring the **bells** reverently at:
    - When the Priest **elevates the Host**
    - When the Priest **elevates the Chalice**
- After the "great Amen"
  - Stand up (check your Cassock so you do not trip over), stay put and with praying hands pray Our Father facing the Priest and Altar.
- Lord's Prayer (Our Father): keep hands in prayer position and pray together.
- Sign of Peace: stay in your place.
  - "Lamb of God" :( stay standing) join the congregation saying the prayer.
    - Turn left, walk in a straight line with praying hands and come up to the Sanctuary. Position yourself in a row behind the Priest along the wall.
- Communion
  - After the Celebrant consumes Communion:
    - Line up, one behind the other, in a straight line, and come forward toward the Priest to receive Jesus.
    - He will give you Communion after the Deacon or other Priests have received, but before the Eucharistic Ministers.
      - You will have the option of receiving both: Body and Blood of Christ. Make sure your parents gave you their permission to receive the Blood.
        - If you are to receive both, bow before receiving, say "Amen" after the Priest says "The Body / Blood of Christ" and open your mouth.

- If you are to receive only the Body of Christ, bow before receiving, say Amen after the Priest says "The Body of Christ and receive Him in your hands.
- If you have been assigned to **hold the Paten** (the flat plate with a handle), you:
  - Must always hold the paten leveled from the time it is picked up from the back Table until it is returned.
    - Bring it back gently to the Priest or Deacon after all has received Communion, there are fragments of Jesus there.
  - It should be held with your left hand under the Paten and should go below the chin or the hands of each person who comes to receive Communion.
  - You must be standing at the right hand side of the Priest without blocking him or the person approaching to receive Communion.
    - watch out, for the Priest's Vestments
      - The sleeve could not be wiping off the Paten, as the Body of Christ will be falling on the floor.
  - It must NEVER be tilted or turned so as to spill any fragments of the Sacred Body of Jesus which may have been caught by the Paten.
  - **It is the responsibility of the Server, holding the Paten, to protect the Body of Jesus from falling on the floor.**

- **All Servers:** after receiving Communion stay standing, say your prayers. Take this time to adore, praise and worship this caring and loving God who has come to you in a little piece of bread and a sip of wine..., reflect..., give thanks.
- **Book Server:** after receiving Communion, takes the Roman Missal from the Altar and brings it back to the chair, then put away the book stand. Stay standing with the other Servers.
- **All Servers** remain standing with praying hands reverently until all Ciborium containing the Body of Christ are returned to the Tabernacle and the Tabernacle is closed.
  - **Book Server:** After Tabernacle is closed, you can go back to your chair. Remember to bow to the Altar.
- After Communion, the Priest, or Deacon, comes back to the Altar for the purification of the Sacred vessels (the "second cleaning") which contained the Precious blood and Eucharistic bread:
  - The **Water Server** is ready with the cruet (no stopper, handle facing the Celebrant or Deacon), at the right hand side of the Altar. After is used, bring it back to the Credence table and wait to return any other Sacred Vessel(s) from the Altar, after purification.
  - Captain brings the Priest's Chalice to the Credence table after he is done with the purification.
  - The **Water Server** clears the Altar, returning any other item to the Credence table.
  - Servers will keep the Credence table organized.

- Prayer after Communion (stand)
  - The Priest will stand and say "Let us pray", and then, the **Book Server** will come forward, stand in front of him, (or next to him) with the Roman Missal facing the Priest. (Make sure it is not upside down).
    - When the Priest finishes, close the Roman Missal and return it to the side of the chair and bring him the binder for the weekly announcements.
      - Do not cross in front of the Priest.
- Concluding Rites(stand)
  - Final Blessing
    - **Book Server** will hold the Roman Missal for the Priest.
  - Dismissal
- Recessional (exit procession)
  - **Cross Bearer and Candles** retrieve them from stand/table, and come down the Sanctuary. Position yourselves in the center aisle and leave space for the other Servers.
    - **All Servers:** position yourselves in the center aisle, facing the Sanctuary. Candle bearers will be behind you and Cross bearer will be behind the Candle bearers.
    - If you are carrying something, just head bow when the Priest, deacon and Lectors bow. The other Servers, deep bow.
    - Turn around and start processioning.



- **Other Servers** will come down too with praying hands, two by two, following the **Candle Bearers**.
  - Face the Sanctuary and do a profound bow when the Priest, deacon, lectors bow.
  - Turn around and start processioning following the **Candle Bearers**.
- All processions are always in order of rank
  - Incense and boat
  - Cross bearer
  - Candles
    - Two by two's
  - Other Altar Servers (Praying hands)
    - Two by two's
  - Lectors
  - Extraordinary Ministers
  - Deacons
  - Priests
  - Bishops
  - Cardinals
  - The Pope

- After Mass:
  - Return Cross and blown candles to their places.
  - Return your **Sacred Vestments**(Cassock and Surplice) nicely and properly hanged, to the appropriate size spot in the closet
    - Cassock should be buttoned at the neck, and down three more clasp, gently but firmly.
    - Matching size Surplice should be nicely hanged, and paired with its Cassock. Cascade the hangers.
    - **Do not throw your Cassock and/or Surplice on the floor nor mix their sizes.**
    - **THESE ARE SACRED VESTMENTS AND MUST BE TREATED WITH SUCH RESPECT.**
  - Remember that other Altar Servers will be using those too.

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  - Greeting
  - Introduction
  - Penitential Rite or Sprinkling
  - "Glory to God in the Highest"
  - Opening Prayer
- Liturgy of the Word
  - First Reading
  - Responsorial Psalm
  - Second reading
  - Gospel Acclamation
  - Gospel Reading
  - Homily (Sermon)
  - Profession of faith
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- Liturgy of the Eucharist
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  - Holy, Holy, Holy
  - Lord's Prayer
  - Sign of Peace
  - "Lamb of God"
  - Communion
  - Prayer after Communion
- Concluding Rites:
  - Final Blessing
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