

ALTAR SERVER INSTRUCTIONS FOR SUNDAY MASS (MAY 2022)

Procession

Before Mass: Meet in sacristy (20 minutes before Mass) to dress in cassock (black) and surplis (white). Learn instructions for the day. Retrieve processional cross and candles and meet in Gathering Space a few minutes before Mass. The cross leads the procession, walking reverently. Move to the side when you reach the sanctuary steps. Bow or genuflect with the priest. Walk up steps. Set cross/candles in place. Remain standing.

Introductory Rites

Opening prayer: When the celebrant says "let us pray" the lead server holds the Roman Missal, stands in front of the priest facing him, and holds the book in front of the celebrant.

Liturgy of the Word

- During the Creed we all bow during the words "by the power of the Holy Spirit, He was born of the Virgin Mary, and became man."

Liturgy of the Eucharist

Preparation of the altar and gifts:

- When the hymn for the Preparation of the Gifts begins, wash using the hand sanitizer on the credence table.
- The lead server places the Missal and stand on the left side of the altar.
- At same time, the other server walks down steps, bows, walks up steps to credence table.
- That server takes chalice from the credence table and sets it on side of altar.
- Also place the chalice, the paten, any communion cups, and the purificators on the altar.
- When the deacon or the priest is finished arranging the items on the altar, the servers go down with him to the bottom of the sanctuary steps to receive the gifts.
- Follow the priest back up into the sanctuary and go to the credence table, facing the altar. Carry the water cruet and the wine cruet to the deacon/priest for the co-mingling of all the wine and one drop of water. When done, place cruets on credence table.

Washing of the hands:

From the credence table the server with the water cruet picks up the bowl while the other server puts the hand towel on the arm. As the celebrant holds his hands over the bowl the server with the water cruet and bowl pours water over the priest's fingers into the bowl. He will then reach for the towel from the other server. When he returns the towel to the arm of the server both servers slightly bow and proceed to the credence table, placing the water cruet, bowl and folded towel there. Walk down steps, bow to altar, and be seated.

Words of institution:

- As kneeling, ring the bells one time during the epiclesis (gesture—calling down of the Holy Spirit)
- Ring the bells three times when the Sacred Host is elevated.
- Ring the bells three times when the Precious Blood is elevated.

Communion Rite

Receive Jesus:

Stand up to receive Holy Communion. Receive on the tongue or make a throne with hands and receive.

Communion: After communion, be ready to assist Father. Bring the cruet of water to the altar. After the celebrant, or deacon if present, finishes purifying the ciborium, communion cups, and chalice they will be placed on the left side of the altar. Pick these up and return them to the credence table. The final item to be taken from the altar to the credence table will be the chalice.

Prayer after Communion: When the celebrant stands and says, "Let us pray," the lead server picks up the Missal and holds it for the priest in the same way as the opening prayer.

Concluding Rite and Recessional

Dismissal and Closing Hymn: After the celebrant, or deacon if present, gives the final dismissal ("The Mass is ended...")the closing hymn will begin. At that time of the recessional, be attentive to the priest and begin to move toward the altar steps when he does. Recess, cross first. Return cross and candle. Hang cassock and surplis in sacristy.

*NOTE - Typically servers will not process with candles at Mass.

NAME: _____

Fill in the Blank: Altar Server Instructions for Sunday Mass 2022

1. Arrive _____ minutes early and go to the _____.
2. Put on properly sized _____ and _____.
3. Determine who will carry the _____ and _____ in the procession.
4. A few minutes before Mass, meet in the _____.
5. The _____ leads the procession.
6. At the foot of the _____ steps, move to side.
7. All servers bow or genuflect together with the _____.
8. Set cross/candles in place. Take your place and remain _____.
9. When the priest says, "Let us pray," hold the missal for him
10. After homily, _____ when saying "by the power of the Holy Spirit" during the creed.
11. At singing of hymn, move the _____ to the side of the altar.
12. Walk down the steps, bow, walk up the steps to the _____.
13. Set chalice, paten, purificator, and any communion cups on right side of _____.
14. Priest arranges sacred vessels. Walk down steps with priest to _____ the _____.
15. Return to sanctuary. Stand near the _____, facing the _____.
16. Hand the priest the _____ of _____ and _____.
17. Return cruets to the _____.
18. One server picks up water cruet and bowl. One server places hand towel on arm.
19. As the priest holds his hands over the bowl, one server pours _____ over the priest's fingers. The priest will use the hand towel. Servers _____ and return the cruet, bowl, and towel to the _____.
20. Walk down the steps, bow to the _____ and return to chairs.

NOTE:
Typically
NOT with
candles

21. As kneeling, ring bells _____ time during the epiclesis (calling down of Holy Spirit).
22. Ring the bells _____ times when the Sacred Host is elevated.
23. Ring the bells _____ times when the Precious Blood is elevated.
24. Stand to receive Holy Communion. Return to kneeling.
25. Be ready to assist Father after he purifies the sacred vessels.
26. Move sacred vessels from side of altar to the _____
27. When the priest stands and says, "Let us pray," hold _____ for him.
28. During the closing song, when the priest moves, begin the _____
29. Recess in same order as processed to begin Mass. _____ is first.
30. Return cross, candles, cassock, and surplus to the _____

ANSWER KEY - Fill in the Blank: Altar Server Instructions for Sunday Mass 2022

1. Arrive _ 20 _ minutes early and go to the ___ sacristy _____.
2. Put on properly sized ___ cassock _____ and ___ surplus _____.
3. Determine who will carry the ___ cross ___ and ___ candles ___ in the procession.
4. A few minutes before Mass, meet in the ___ Gathering ___ Space _____.
5. The _____ cross _____ leads the procession.
6. At the foot of the ___ sanctuary _____ steps, move to side.
7. All servers bow or genuflect together with the ___ priest _____.
8. Set cross/candles in place. Take your place and remain ___ standing _____.
9. When the priest says, "Let us pray," hold the missal for him
10. After homily, _ bow ___ when saying "by the power of the Holy Spirit" during the creed.
11. At singing of hymn, move the ___ missal ___ to the side of the altar.
12. Walk down the steps, bow, walk up the steps to the ___ credence _____ table _____
13. Set chalice, paten, purificator, and any communion cups on right side of ___ altar _____
14. Priest arranges sacred vessels. Walk down steps with priest to _ receive _____ the _ gifts _
15. Return to sanctuary. Stand near the _____ credence _____ table _____, facing the _ altar _____
16. Hand the priest the ___ cruets ___ of ___ wine _____ and ___ water _____
17. Return cruets to the _____ credence _____ table _____.
18. One server picks up water cruet and bowl. One server places hand towel on arm.
19. As the priest holds his hands over the bowl, one server pours _____ water _____ over the priest's fingers. The priest will use the hand towel. Servers ___ bow ___ and return the cruet, bowl, and towel to the _____ credence _____ table _____
20. Walk down the steps, bow to the _____ altar _____ and return to chairs.

21. As kneeling, ring bells __ 1 ____ time during the epiclesis (calling down of Holy Spirit).
22. Ring the bells __ 3 ____ times when the Sacred Host is elevated.
23. Ring the bells __ 3 ____ times when the Precious Blood is elevated.
24. Stand to receive Holy Communion. Return to kneeling.
25. Be ready to assist Father after he purifies the sacred vessels.
26. Move sacred vessels from side of altar to the ____ credence ____ table ____
27. When the priest stands and says, "Let us pray," hold ____ missal ____ for him.
28. During the closing song, when the priest moves, begin the ____ recessional ____
29. Recess in same order as processed to begin Mass. ____ Cross ____ is first.
30. Return cross, and candles. Hang cassock and surplus in the ____ sacristy ____