

## **Saint Mary Catholic Church Altar Server Outline**

**Be at Church 20 minutes before Mass.  
After robing, please light the candles.**

### **Introductory Rite**

#### **Entrance Procession**

- **Cross server begins procession as the choir begins to sing.**
- **The other two servers follow four pews behind the cross bearer.**
- **When reaching the foot of the Altar, the cross bearer stands in front of the ambo.**
- **Server two stands at the edge of the altar to the left.**
- **The book server stands at the foot of the altar two feet to the right of the altar.**
- **The Priest and Deacon are at the center.**
- **When the priest bows, all genuflect except the cross bearer (and thurifer, if used.)**
- **Servers remain at the foot of the altar until the priest venerates the altar then all servers go to their chairs.**

#### **Penitential Rite**

- **If there is a sprinkling rite, the book server accompanies the priest to the font and carries the bowl for the priest as he sprinkles the people gathered for Mass.**

#### **Opening Prayer**

- **When the priest says, "Let us pray." the book server presents him the sacramentary.**
- **The server faces the priest and holds the sacramentary for him.**
- **When the prayer is completed, the server sits and places the sacramentary on the table beside the chair.**

### **Liturgy of the Word**

- **Servers remain seated/listen to the readings.**
- **Stand at the Gospel Acclamation.**
- **Servers sit after the reading of the Gospel is completed**
- **Servers sit for the homily.**

#### **Profession of Faith**

- **Servers stand with the priest for the Creed and General Intercessions.**

## **Liturgy of the Eucharist**

- Servers sit for the beginning of the preparation of altar/gifts
- After the ushers have passed out the collection baskets:
  - The book server puts the sacramentary on the altar and takes the book stand from the altar and places it on the bottom shelf of the credence table and remains on the ambo side of the Altar standing.
  - The cross bearer takes the processional cross to the back of the Church.
  - Server two takes the chalice, pall, purificator, and corporal to the altar. The server opens the corporal and makes sure it is in the center of the altar.
  - The book server brings the tray with wine cups and purificators to the altar and places them to the right of the corporal.
  - When finished all servers stand in front of the chairs next to the organ.
  - When the priest goes to the foot of the altar to receive the gifts, the two servers join him, one on each side.
  - Cross bearer leads the gifts to the altar, then places the cross in its stand.
  - Server two takes the wine pitcher and places it on the altar next to the corporal.
  - The book server places the basket in front of the altar.
  - All three then return to the seats on the Ambo side and remain standing.
  - Should the priest hand the book server the bread, he/she then places it on the corporal and then returns to the Ambo side and remains standing.
  - Server two brings the water cruet/pitcher to the priest while the cross bearer brings the finger towel and lavabo (bowl) to the side of the altar.
  - The cross bearer hands the lavabo to server number two and continues to hold the finger towel.
  - After the washing of the hands, the servers place the water pitcher, bowl, finger towel and wine pitcher on the credence table, return to their seats and remain standing.

## **Eucharistic Prayer**

- After the Holy, Holy, Holy all servers kneel on the steps on the outside of the rails on the Ambo side of the church.
- When the priest elevates the Body of Christ, the book server rings the bell one time (five seconds). When the priest elevates the chalice the book server rings the bell one time (five seconds). **Servers stand in place after the Great Amen.**

## **The Communion Rite**

- After the Our Father, the sign of peace takes place.
- All the servers exchange the sign of peace with the priest and each other.
- Altar servers then bring the three Communion bowls to the priest and all three servers go to the chairs on the ambo side of the altar. Right after the Agnus Dei (Lamb of God) all three servers kneel in front of the chairs. The servers then stand in place when the priest and deacon receive the Body and Blood of Christ.
- The servers receive Communion after the ministers of Eucharist.
- After receiving Communion remain at the seats on the ambo side of the altar and remain standing.
- When the Eucharistic ministers have gone to the areas where they give out Communion, the book server then takes the sacramentary from the altar and returns to the chair near the Baptismal font and remains standing.
- The cross bearer and server two clear the altar of the tray and chalice and the book server takes the sacramentary from the Altar and returns to his/her chair.
- The cross bearer, server two and the book server then return to their chairs and remain standing.
- When the priest indicates it is all right to sit or he himself returns to his chair and sits, then the servers will sit.

## **Concluding Rite**

- When the priest stands for the conclusion of Mass, the servers also stand.
- When the priest says, “Let us pray.” the book server presents the sacramentary to the priest. The priest will then hand it to the server to hold until he is finished.
- After the final blessing and dismissal, the choir will begin the recessional hymn.
- When the priest venerates the altar, that is the servers cue to stand at the foot of the altar.
- When the priest bows, the servers, except the cross bearer, genuflect.
- When the priest turns to leave, the altar servers process as they did when entering the church for Mass.