

Liturgy of the Eucharist

CUE 7

After communion when the lead Eucharistic Minister carrying the ciborium walks down the altar steps and

AFTER Servers 2 & 3 move to the choir aisle

PROCEDURE 7

Server 1 moves to the credence table, picks up the Roman Missal, moves to the first step, and waits for the priest to motion Server 1 toward him. Hold the Roman Missal steady. Return the Missal to the credence table when the priest is finished and then return to your seat.

Closing Rite and Recessional

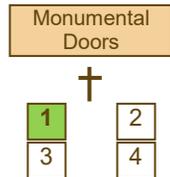
CUE

After the final blessing and the priest or deacon says

"The Mass is ended. Go in Peace"

PROCEDURE

All servers move to their assigned candle holders, immediately retrieve their candle, and Servers 1 and 3 turn toward the Marian Garden. Servers process out after the priest bows and follow the cross bearer in the order indicated.



After Mass

When in the Narthex, all altar servers gently blow out their candles while taking care not to tip the candle. Carefully return the candles to the candle holder in the Liturgical Ministries room.

Server 1 leads the "Altar Server Prayer After Mass"

Then, all altar servers return their nametags to the board, neatly hang their robes in the correct location, and listen to the altar server coach or lead altar server (if present) before leaving church.

Dress Code

Shoes

Boys: Closed toe **dress** shoes (black preferred, no sneakers)

Girls: Flat, closed toe **dress** shoes (black preferred, no sneakers) that are stable and comfortable to walk in

Clothing Under Robes

Males: Solid color shirts with a collar and dress pants or dress shorts with long socks to go with dress shoes. Please do not wear bright colors or bold patterns that will show through robes.

Females: Solid color shirts with appropriate skirt or pants or dresses. Please do not wear bright colors or patterns that will show through robes.

Conduct

Altar servers display a true desire to serve at Mass by:

1. Arriving at least 20 minutes before Mass begins
2. Acting respectfully and reverently before, during, and after Mass
3. Participating fully in Mass by praying, singing, and being attentive to the priest and what is happening during Mass
4. Studying and knowing your responsibilities as an altar server
5. Remembering to keep prayer hands facing upward when not sitting or holding a religious object
6. Never carrying a cell phone or electronic device in your pocket that could make noise. It should be silenced and left with a parent.

ALTAR SERVER 1 GUIDE

It is a great privilege to serve at the Altar of our God. Altar servers perform a very important and much needed role in liturgical services. They assist the priest so that the liturgy can be conducted with grace and reverence which enables the priest to focus on leading all present at Mass through word, prayer, and the Holy Sacrifice of the Mass. The priest, deacon, and other altar servers are counting on you to know your duties. This allows distractions to be eliminated so all can focus on the holiness of the Mass.

By choosing to serve at the Altar of our God, you will strengthen your personal relationship with the Lord, learn more about the order of Mass and the Catholic Church, serve as a role model to all present at Mass, and grow in reverence, respect, responsibility, and teamwork.

Altar servers are expected to:

- ◆ Arrive in the Liturgical Ministries room and sign in at least 20 minutes before Mass begins
- ◆ Be prepared by knowing all cues and procedures for your position
- ◆ Participate in Mass by praying and singing
- ◆ Act reverently and respectfully at all times
- ◆ Request a substitute in the scheduling system (preferably at least one week in advance) if you are unable to serve at your scheduled time

If you are not scheduled to serve and arrive early to Mass, please stop by the Liturgical Ministries room to ensure that an altar server is not needed.

Thank you for your service to this ministry!

You can find training videos and information at

<http://gssc.net/ministries/liturgical-service/altar-server>



GOOD SHEPHERD
Catholic Community
Living the Gospel: Building the Kingdom of God

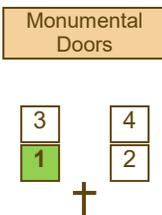
Preparation

Fifteen minutes before Mass begins, all servers dress in the appropriate size of robe. Robes should reach the ankles. Servers need to check that each other's hoods are laying properly.

Five to ten minutes before Mass begins, Server 1 leads the Altar Server Prayer if the deacon does not.

One server lights all candles. Take care to hold your candle straight vertically so oil does not spill.

Proceed to the entrance of the church through the Monumental Doors and line up as indicated behind the Cross Bearer. Servers 1 and 2 line up with the third pew from the back of the church.



Entrance Procession

All servers process down the main aisle behind the cross bearer. Servers 1 and 3 process in to the right of the altar and wait by their candle holders.

CUE

When the priest(s) and deacon bow

PROCEDURE

Place your candle in your candle holder, move to the credence table, wait for the other servers to arrive by their seats, then pick up the Roman Missal & stand on the first step. NOTE: The Roman Missal should always be carried & held with reverence & upright in front of Server 1.

Liturgy of the Word

CUE

When the priest motions Server 1 to come forward (near the end of the Gloria or immediately after the entrance procession)

PROCEDURE

Server 1 moves in front of the priest. Hold the Missal steady. After the priest closes the Roman Missal, Server 1 returns the Missal to the end of the credence table nearest the choir and returns to their seat as indicated.



Liturgy of the Word

Be a good example to others by paying attention and listening to the readings and homily. Stand with prayer hands during the Gospel reading and when not holding a religious object or sitting. Sit up straight with your feet flat on the floor and keep your hands still while sitting.



Baptism (if celebrated)

CUE

Immediately after the homily when the presider invites the baptismal family to the baptismal font

PROCEDURE

Server 1 stands and moves in front of the presider to hold his Rites Book. Server 1 moves as needed to assist the presider.

Liturgy of the Eucharist

After the homily, the altar is prepared, gifts are brought, we recite the Lord's Prayer, exchange the sign of peace, and receive Jesus in Holy Communion.

CUE 1

After the General Intercessions have been prayed and the priest sits down

PROCEDURE 1

Server 1 stands with Server 2, moves to the credence table, picks up the Roman Missal, moves up the rear altar steps & stands near the altar to wait for the deacon to take the Roman Missal. If the presider's paten is on the credence table, Server 1 moves back to the ramp, retrieves it, delivers it to the deacon, & moves down the rear altar steps to their seat. If the paten is not present, then Server 1 proceeds to their seat after taking the Roman Missal to the deacon.

CUE 2

After the altar is prepared and the priest stands

PROCEDURE 2

All servers stand and proceed down the choir aisle to the front of the altar. Server 1 retrieves the large basket and places it under the front center of the altar table with the banner facing the monumental doors and moves to their assigned position to the outside of Server 3 as indicated.



Liturgy of the Eucharist

CUE 3

During the Presentation of the Gifts, the priest will hand the wine cruet to Server 1

PROCEDURE 3

Server 1 takes the wine cruet to the left side of the altar, turns the handle toward the deacon, removes the stopper by lifting it straight off (do not twist it), and waits for the deacon to take the wine cruet

CUE 4

After the deacon hands the wine cruet back to Server 1

PROCEDURE 4

Server 1 places the stopper on the wine cruet, places it on the Crucifix end of the credence table, and immediately returns to the altar to wait beside Server 2.

CUE 5

After the deacon hands the water cruet to Server 1 and the priest turns toward Servers 1 and 2

PROCEDURE 5

Server 1 pours water from the water cruet over the hands of the priest over the lavabo. When the priest has finished washing, Server 1 places the water cruet on top of the white cloth with red cross on it that is on the credence table & returns to their seat.

CUE 6

After the washing of the hands and the Eucharistic prayer, as the Holy, Holy (Sanctus) begins, all servers move to their places on the main level with prayer hands by their candle holders

PROCEDURE 6

Servers kneel on the first step at the end of the Holy, Holy & remain kneeling until the end of the Great Amen. All servers stand in place on the main level with prayer hands during The Lord's Prayer. Server 1 moves up the ramp to wait on the altar at the end of The Lord's Prayer.



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