

Liturgy of the Eucharist

CUE 7

When the presider stands & says "**Will the Eucharistic Ministers for the Sick & Homebound...**"

PROCEDURE 7

Server 1 picks up the Roman Missal & waits on the first step.

Servers 2 & 3 move together. **Server 2** moves to stand in front of the presider to hold the Rites Book. **Server 3** moves to stand on the presider's right on the MAIN level to hold the silver tray with pyxes. After the presider finishes praying for the Eucharistic ministers for the sick & homebound, **Server 3** returns by the choir aisle, places the silver tray on the credence table, & returns to their seat. **Server 2** also returns to their seat (**UNLESS** Fr. Ronald is presiding - **Server 2** will stay holding the Rites Book for Fr. Ronald). **Server 1** waits until the priest motions them, returns the Missal to the credence table after the priest is finished, & returns to their seat.

Server 1 always needs to be attentive to the priest should the priest need the Roman Missal again for a blessing.

Closing Rite and Recessional

CUE

After the final blessing & the priest or deacon says "**The Mass is ended. Go in Peace**"

PROCEDURE

All servers move to their assigned candle holders, immediately retrieve their candles, & turn toward the Marian Garden (Servers 1 & 3) or the Monumental Doors (Servers 2 & 4).

Servers process out after the priest bows & follow the cross bearer.

The coach should leave to meet the servers in the Narthex.

After Mass

When in the Narthex, all altar servers gently blow out their candles while taking care not to tip the candle. After candles are placed in 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.

Before servers leave, coaches/lead servers need to discuss any problem areas with servers and acknowledge good performance.

Coach Dress Code

Males: Black or dark brown closed toe dress shoes, dress pants, & dress shirt with a suit jacket & tie (tie is not required but is preferred)

Females: Comfortable dress shoes or sandals (no flip-flops, sneakers or boots), dress pants or long skirt with appropriate dress shirt or a long, church appropriate dress

Thank you for your service to the Altar Server Ministry and for helping the altar servers grow and learn!



ALTAR SERVER COACH GUIDE

Preparation

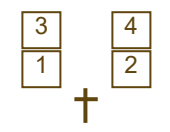
Fifteen minutes before Mass begins, all servers dress in the appropriate size of robe. Robes should reach the ankles. Coaches & servers need to check that server's hoods are laying properly. Check that all server's shoes are tied. Long hair should be completely secured away from the face.

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

One server lights all candles. Remind Servers to hold candles vertically & NOT to tip them (& do not try to light from another candle if they go out. Only use a lighter to light the candles).

Monumental Doors

Servers proceed to the entrance of the church through the Monumental Doors & line up as indicated behind the Cross Bearer if no baptism. Servers 1 & 2 line up with the third pew from the back of the church.



Coaches should remain by the Monumental Doors until the Procession begins should a server's candle go out or should a server need help.

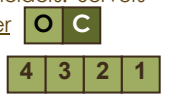
Entrance Procession

CUE

When the priest(s) & deacon bow

PROCEDURE

Servers place their candles in their candle holders. Servers 2, 3, & 4 move to stand by their seats. **Server 1** moves to the credence table, picks up the Roman Missal, & stands on the first step.



Credence Table

Seating is indicated to the right.

C = Coach, O = Observer Server



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Liturgy of the Word

CUE

After the homily, **if the priest or deacon asks the Candidates & Elect to come forward**

PROCEDURE

Server 1 moves to hold the priest's Rites Book. After the prayers are finished, Server 1 returns to their seat.

Liturgy of the Eucharist

CUE 1

After the homily & **after the General Intercessions** have been prayed & the **priest sits down**

PROCEDURE 1

Servers 1 & 2 stand & move to the credence table. Servers 3 & 4 stay seated.

Server 2 picks up the **Corporal**, moves up the rear altar steps to the deacon, receives the **Gospel Book cloth**, moves down the ramp, places the Gospel book cloth on the table, picks up the **Chalice with Purificator & the Water Cruet** and returns to the altar. They then move down the rear altar steps to their seat.

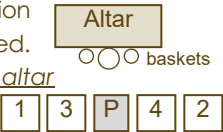
Server 1 picks up the **Roman Missal**, moves up the rear altar steps, & hands it to the deacon. If the **paten** is on the table, Server 1 moves down the ramp, picks up the paten, delivers it to the deacon at the altar, & moves down the rear altar steps to their seat. If no paten is present, Server 1 returns to their seat after the deacon takes the Roman Missal from them.

CUE 2

After the altar is prepared & the **priest stands (or watch near the monumental doors for the usher's hand signal)**

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PROCEDURE 2

All servers stand & proceed down the choir aisle to the front of the altar. Server 1 retrieves the large basket & places it under the front center of the altar table & moves to their assigned position beside Server 3 as indicated.  **Servers are up the steps ON the altar beside Fr. Ronald when he is presiding.**

CUE 3

During the Presentation of the Gifts when the priest hands the silver tray to Server 2 & wine cruet to Server 1 after handing the small baskets to Servers 3 & 4

PROCEDURE 3

Servers 3 & 4 place their baskets & return to their seats (via the rear altar steps). Server 2 moves up the steps to the right side of the altar & hands the silver tray to the deacon (if only a priest is present, Server 2 places the tray on the front, center of the altar table), then **immediately** moves around the left FRONT of the altar (*not between the altar & presider's chair*) & down the ramp to the credence table.

SERVER 2 places the finger towel over their LEFT arm & lavabo in their hands. They then wait at the top of the ramp.

Server 1 takes the wine cruet to the left side of the altar, removes the stopper, & waits for the deacon to take the wine cruet & hand it back to them. Server 1 then takes the wine cruet & places it safely on the Crucifix end of the credence table (not near the edge of the table) & waits beside Server 2 at the top of the ramp.

CUE 4

After the deacon hands the water cruet to Server 1 & the priest turns toward Servers 1 & 2 for washing of the hands

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PROCEDURE 4

Server 1 pours water over the hands of the priest. When the priest has finished washing, **Servers 1 & 2** move down the ramp to place their religious objects on the credence table & then return to their seats by way of the rear altar steps. **Servers 3 & 4** stand & take the lavabo, finger towel, & wine cruet (NOT WATER CRUET) to the working sacristy.

CUE 5

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 5

Servers **knelt on the first step** at the END of the Holy, Holy & remain kneeling until the end of the Great Amen. **Servers 3 & 4** return the kneelers to their storage location & 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. **Server 2** moves up the altar steps to wait on the altar. **Servers 3 & 4** return to their seats via choir aisle (server 3) or rear altar steps (server 4).

CUE 6

After communion when the lead Eucharistic Minister carrying the ciborium **walks down the altar steps (if silver tray is on altar)**

PROCEDURE 6

Server 2 retrieves the Rites Book from the presider's table (UNLESS Fr. Ronald presiding). **Servers 2 & 3** then stand & wait in the choir aisle in line with the ramp divider. **If Fr. Ronald is presiding**, Server 2 will NOT get the Rites Book but will stand beside Server 3 with prayer hands.

