

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



ALTAR SERVER COACH GUIDE FOR BAPTISMS

Preparation

Twenty 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 secured away from the face. (Servers who are not on time may be replaced earlier than a usual Mass so you may review as a team.)

Begin reviewing the roles of each server during a baptism with servers. (It is helpful to check with the Sacristan when you arrive 30 minutes before Mass begins to find out how many Godparents there are. If there is only one Godparent, prepare Servers 3 & 4 for giving both the candle & garment to the one Godparent.)

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).

Servers proceed to the entrance of the church through the Monumental Doors & line up as indicated. Servers 1 & 2 line up with the third pew from the back of the church. **Unlike regular Masses, all servers should stand to the outside and face each other** so the congregation can see the baptismal family.

Monumental
Doors

3	4
1	2



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 and Liturgy of the Word

The entrance procession remains unchanged from a normal Mass for altar servers.

After the homily, Server 1 needs to be ready to hold the Rites Book if Catechumens & Candidates are dismissed. Then, the baptism will be celebrated.

Baptism

CUE 1

Immediately after the homily or dismissal of Candidates & Catechumens when the presider invites the baptismal family to the baptismal font

PROCEDURE 1

All Servers (& Coach/Sacristan/Lead Server) stand & move toward the Baptismal Font.

Server 1 moves in front of the presider to hold his Rites Book.

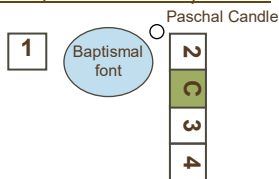
Servers 2, 3, & 4 move behind the font by the Paschal Candle.

Server 2 picks up the brass candle lighter from the floor and prepares it for lighting.

Server 2: Preparing the candle lighter

- 1) Move the lever up until the wax taper is about 1.5 inches long
- 2) Bend the wax taper down towards the shaft of the candle lighter
- 3) If needed, extend the candle lighter handle by holding the handle with one hand and the shaft with the other and pulling them apart

Servers 3 & 4 pick up their religious objects, stand in their position as indicated above, & wait for the next cue. Server 3 should be holding the baptismal candles. Server 4 should be holding the baptismal garments. Servers do not extend their hands in prayer while holding religious objects.



Baptism

CUE 2

After the candle lighter is prepared while the presider is baptizing those being baptized

PROCEDURE 2

Server 2 lights the candle lighter from the Paschal Candle then moves the lever down slightly to lower the flame and shortens the shaft if it was extended

CUE 3

After those being baptized are baptized and the baptismal families move to face the Monumental Doors

PROCEDURE 3

Server 4 moves with Servers 3 & 2 following Server 4 (in that order) behind the baptismal families. Servers 3 & 4 hand the religious objects to the godparents (candles to the godfathers; garments to the godmothers). If only one godparent is present, then both religious objects are given to the one godparent. Servers 3 and 4 then **immediately** return to their correct positions behind the baptismal font with prayer hands.

Server 2 lights the candles held by the godparents and then extinguishes the candle lighter, places it on the floor by the Paschal Candle, and stands with prayer hands by the Paschal Candle.

Server 2: Extinguishing the candle lighter

- 1) Pull the lever down so that the wax taper moves back into the shaft of the candle lighter
- 2) **After extinguished, push the lever up again** so that the taper is out about 1.5 inches to prevent hot wax from building up in the shaft.

Baptism

CUE 4

After the priest or deacon announces the newly baptized

PROCEDURE 4

All servers return to their seats via the **choir aisle**

Liturgy of the Eucharist

Mass now continues normally for altar servers, and the Liturgy of the Eucharist remains unchanged from a normal Mass.

Closing Rite and Recessional

The Closing Rite and Recessional continues normally for altar servers.