

# Altar Server Directions Fall 2018

St. Joseph and St. Francis Xavier

<b>Intro</b>	<b>Preparing the Altar</b>	<b>Eucharistic prayer</b>	<b>Communion</b>	<b>Concluding</b>
Cross Book	Main Chalice Other vessels Receive the gifts Water cruet Wine cruet Handwashing	Bells	Sign of peace Water cruet Clear the altar of items	Book Cross

**Prep before Mass :** Please arrive at least 10-15 minutes before Mass. Come to the sacristy (where the priest and servers get ready) and put an alb and cincture (rope) on.

*Note on Posture: Please have good posture (stand and sit up straight). If you are standing or walking and not carrying anything, please fold your hands.*

## Mass

### Introductory

1. After the singing begins for the opening song, the servers process in (one with cross first followed by the other server).
2. They stop at the foot of the altar leaving space for the priest (and deacon) to stand between them.
3. When the priest genuflects, the server with the cross bow his head and the other server genuflects. The cross is placed in the cross-stand and the servers stand at their pew.
4. Toward the end of Gloria, the priest will step away from his chair. At this point, a server brings the Book to the priest for the Opening Prayer.

### Preparing the Altar

After the prayers of the faithful, the priest will go to the altar.

5. Using both hands one server brings the main chalice and places it on the altar.
6. If there are other vessels (small chalices, patens, or pyxes) these are brought the altar.
7. One server accompanies the priest/deacon to receive the gifts in front of the altar.
8. The server will be handed the wine cruet by the priest/deacon. The other server will get the water from the credence table. The servers will stand next to the altar ready to hand the water and wine to the priest/deacon.
9. After receiving their cruets back, the servers get the water, bowel, and towel, to wash the priest's hands.

### Eucharistic Prayer

10. One server rings the bell 3 times when the priest raises Host and 3 times when the priest raises the Chalice.

### Communion

11. During the sign of peace, extend peace to the priest (shake his hand).
12. After the priests distributes Communion and places the Eucharist in the tabernacle, one server brings the water cruet to altar.
13. The servers take any items placed on the side of the altar and return them to the credence table.

### Concluding

14. When the priest stands, one server brings the Book to the priest for the Closing Prayer.
15. When the priest moves toward the altar during the closing hymn, one server gets the cross. Both servers then go and stand in front of the altar.
16. When the priest genuflects, the server with cross bows his head and the other server genuflects.
17. The cross-bearer leads the procession to the sacristy.