

## Altar Server before Mass To Do List

- Put on Alb
- Sign-in
- Light candles (if not already lit)
- Place bread and wine where they belong on Credence Table or with Gifts Table
- Tabernacle Key (from host cabinet)
- Turn on sound system
- Turn on Ambo lights
- Ask if Lectionary needs to be set on Ambo
- Petitions microphone (AMP key in cabinet unlocks drawer)
- Hymnals for Mass

### WHAT GOES ON CREDESCENCE TABLE:

- Chalice and purificator
- Check to see if there is a need for extra cups and purificators
- Water cruet (fill at sink)
- Pitcher (fill at sink) with bowl and towel
- Sacramentary

### SUNDAYS:

- Wine pitcher and plate with hosts go on table in vestibule
- Review Credence Table to ensure you know what items will be needed and when
- Determine who will carry the cross in procession

## After Mass To Do List

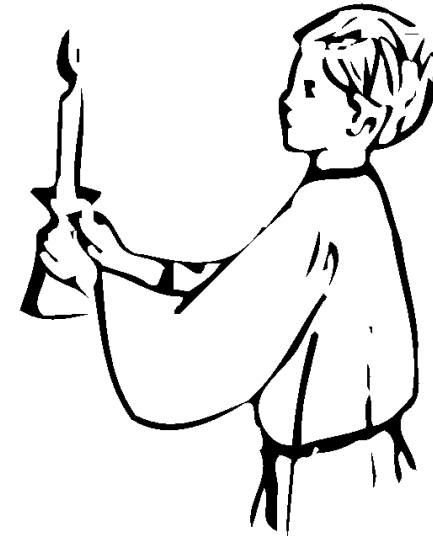
- Put Hymnals back on counter
- Extinguish candles
- Turn off Sound System
- Put priest's chalice and plate on counter
- Put any extra cups in their place
- Pour water from cruet, bowl and pitcher down sink, dry bowl and place where they belong on left side of counter
- Put wine cruet in refrigerator
- Turn off Ambo lights and bring Lectionary back to its stand in Sacristy by server sign-in sheet
- Place Sacramentary next to Lectionary stand
- Get Tabernacle key and replace on its hook
- Take down Petition microphone and put chord, microphone and stand where they belong
- Place alb on hanger in server sacristy

### SUNDAYS:

- Ask adult sacristans if they need any assistance

Note: On Sundays the adult sacristans take care of setting up items for Mass, preparing the hosts and cups, etc.  
At daily Mass this is the responsibility of the servers

# ST. MARY'S PARISH ALTAR SERVER MANUAL



Dear Altar Servers,

You are an important person. The parish needs the altar server`s help to celebrate the Eucharist well. You are the priest`s right-hand helper.

Altar servers have been with us for a long time. The Bible tells the story of a young boy named Samuel (1 Sam 3). Samuel lived over one thousand years before Christ. He served in the temple with a priest named Eli. Even as a young boy, Samuel was called by God. He dedicated his life to serving God and to following God`s word. Samuel grew up to be a famous prophet and priest, who anointed the first king of the people of Israel.

Being an altar server is a very important calling. God is asking for a special dedication and service. He also gives special help to aid every altar attendant in following their call.

On behalf of the entire parish, we thank you for your willingness to be an altar server. We pray that through your ministry you may come closer to God and to His people.

Yours in Christ,



Father Ken Schartz  
Pastor



Keith Pfaller  
Pastoral Associate

For more server info go to [www.saintmaryhydepark.org/smym](http://www.saintmaryhydepark.org/smym)

## Lamb of God

Sunday: Priest will offer you Sign of Peace.  
-After receiving, one server takes the Sacramentary from the altar and brings it back to credence table.  
-One server brings extra patens and places them on left side of the altar.  
-One server brings extra purificators and places them on right side of altar.

Weekday: Priest will offer you Sign of Peace.  
-After receiving, one server takes the Sacramentary from the altar and brings it back to credence table.  
-One server brings extra paten(s) and places it on left side of the altar.

## Communion

-Receive communion with others in the sanctuary, return to your places and be seated.  
-Once ministers of the Eucharist have left the sanctuary, one server brings chalice back to the credence table.

## Closing Prayer

-One servers brings Sacramentary to priest at his chair when stands and says, "Let us pray".  
-Be sure not to leave until priest closes book, as he may need to make announcements.

## Closing Procession

Sundays: -Cross bearer picks up processional cross and moves to middle aisle as soon as closing song begins.  
-Once priest moves to reverence altar, remaining servers leave the sanctuary in same way they entered at beginning of Mass.  
-All bow together at foot of the sanctuary steps.  
-Exit down main aisle.

Weekdays: -Once priest moves to reverence altar, remaining servers leave the sanctuary in same way they entered at beginning of Mass.  
-All bow together at foot of the sanctuary steps.  
-Exit same way you entered.

## ALTAR SERVER DUTIES

### Opening Procession

Sundays: Long entry: Cross followed by other two servers (carrying hymnals)  
Weekdays: Short entry: No cross

### Opening Prayer

All: One server brings Sacramentary to priest at his chair when he says, "Let us pray"

### Liturgy of the Word

All: Turn toward ambo and listen attentively.  
Gospel Reading: Stand at Alleluia, and turn toward ambo when priest/ deacon goes to ambo.

### Preparation of Gifts

Sunday: -When priest or deacon stands, bring Sacramentary, chalice and extra cups to the altar  
-After gifts have been placed on the altar, one server brings him the water cruet.  
-When priest/deacon has finished pouring wine into cups take the empty pitcher from him and place on credence table.  
-After priest says prayers of blessing, two servers meet him next to the altar with bowl, pitcher of water and towel.

Weekday: -When priest or deacon stands, bring Sacramentary, chalice and paten with hosts to altar.  
-Two servers bring wine and water cruets to priest at the altar.  
-After priest says prayers of blessing, two servers meet him next to the altar with bowl, pitcher of water and towel.

## FAMILIAR WORDS FOR ALTAR ATTENDANTS

**ALB** - Long, white garment which covers the entire body. The color white symbolizes purity. The robe is a reminder of the garment we receive at baptism.

**ALTAR** - Place where the sacrifice of Jesus is offered to the Father and made present to us. The Lord's Table, where the Eucharist is celebrated. It is treated with respect. It also represents Christ, who is the center of our parish life.

**CANDLES** - Altar candles; Tabernacle light; Paschal candle; all of them signal the presence of Christ.

**CHALICE** - Cup used by the presider at Mass.

**CIBORIUM** - Covered container used to hold the consecrated Hosts in the tabernacle.

**CREDENCE TABLE** - Table where vessels and objects are put for use during Mass.

**CRUETS** - Glass containers that holds water & wine used during Mass.

**EVANGELARY** - The Book of the Gospels

**FLAGON** - Large pitcher used to hold the Eucharistic Wine, which is poured in chalices so all can receive.

**INCENSE** - Mixture of leaves, bark and other natural materials which emit a sweet-smelling smoke when burned. This rising represents our prayers rising to God.

**LAVABO(PITCHER) & BOWL** - Used to wash the priest's hands, with bowl and towel.

**LECTIONARY** - Book that contains Scripture readings read by lectors during the Eucharist.

**PALL** - Large, white cloth which is spread over the casket at a funeral.

**PATEN** - Container for the consecrated Hosts used during distribution of Holy Communion.

**PROCESSIONAL CROSS** - Cross that can be carried at the head of processions of liturgical ministers.

**PURIFICATOR** - Linen cloth used to wipe clean the chalices.

**SACRAMENTARY** - Large book which contains the prayers said by the priest during Mass, AKA "the Book"

**TABERNACLE** - The gold Case in the chapel in which the Eucharist is kept for the sick and for Adoration

**THURIBLE** - Metal container that holds the hot charcoal for incense. (Also called censor). The BOAT holds the incense to be placed in the thurible.

## OBLIGATIONS

### **Be knowledgeable regarding duties/procedures to serve at Mass.**

These are covered in the training session and are included here in this manual for your review. There will also be a copy of the altar server procedures in the sacristy.

### **Pick up your new schedules when they are available.**

You can expect schedules to be made on a quarterly basis. Schedules will be mailed to you unless otherwise noted. Please contact Keith Pfaller (321-1207) if you do not receive yours by the first weekend of the new schedule or check [www.saintmaryhydepark.org/smym/docs](http://www.saintmaryhydepark.org/smym/docs) for the schedule online.

### **Check schedules for your times to serve.**

The schedule will be also be posted inside the closet where the albs are kept so that you can check the list anytime you come to Mass.

### **If you are unable to serve on your assigned date, it is YOUR responsibility to find a sub.**

When you receive a new list of altar servers, please keep it in a safe place so you can refer to it when trying to find a sub.

### **If you notice that there are not three Altar Servers at Mass, please come forward to fill in for the missing server.**

If Mass has already begun, quietly leave Mass, get into an alb and join the other attendants at their seats.

## RESPONSIBILITIES BEFORE MASS

- Servers need to arrive 10-15 minutes prior to the start of Mass.
- Get an alb from sacristy. Be sure to hang up your coat on a hanger.
- Be sure to sign in on the appropriate sheet. If you are a sub, please write "SUB" and the name of the person for whom you are subbing.
- Other setup responsibilities are listed on the back of this manual.

## TIPS TO LOOK SHARP AND SUCCESSFUL

- Your clothes should be appropriate. Shoes with socks should be worn; flip-flops, jeans, shorts and T-shirts are not appropriate.
- Reverence should be shown at all times during Mass:
  - \* Have hands folded
  - \* Stand straight and tall, with heels together; Don't slouch!
  - \* Stay together!
  - \* Sit with both feet on floor, hands in lap.
  - \* Pay attention to what is happening.
- Remember to always ask yourself: "What do I do next?"
- Participate during the Mass.
- One of the responsibilities of the altar server is to help people pray. Your example is very important.