

**ST. JOSEPH-ON-CARROLLTON-MANOR
GUIDELINES FOR ALTAR SERVERS**

**ST. JOSEPH-ON-CARROLLTON MANOR
Guidelines for Altar Servers**

PRIOR TO MASS

- Please wear closed toe shoes other than sneakers or tennis shoes.
- Arrive at church 15 minutes before Mass.
- Put on alb (white garment) right away.
 - Make sure the garment fits properly (neither too small or too large)
 - Rope Belt tightly tied around waist
 - Wooden Cross necklace
- Check candles by the lectern and altar to make sure they are lit.
 - If you need help, seek guidance from the Mass Coordinator or another adult

MASS

➤ **Entrance Procession**

- Wait for signal to process forward. During the procession, Altar Servers process in front of the Priest.
- Move to the right and the left when you get to the altar so the Priest and Deacon are in the center.
- Bow with the Priest.
- When the Priest goes up to the altar, go to your seat behind the Priest or Deacon.
- Remain standing.
- Pick up the Sacramentary and be ready to bring it to the Priest.

➤ **Opening Rite**

When the Priest says “*Let us pray*”:

- Bring the Sacramentary in front of the Priest
 - Hold the Sacramentary high on your chest so it is easier for the Priest to read
- At the conclusion of the prayer, take the Sacramentary back to your seat and sit down

➤ **During the Mass**

- Please do not cross your legs, look bored, squirm, etc.
- Keep your feet flat on the floor
- Recite the prayers and responses along with the congregation
- Sing the hymns with the congregation

➤ **Offeratory**

As the collection is being taken:

- One Altar Server places the Sacramentary on the Altar on top of the pillow.
- If the Corporal is NOT on the Altar, place the Corporal in the center of Altar and carefully unfold. (See attached instructions)
- Next, both Altar Servers “set the table” by placing the Chalice (big cup), 3 Communion Cups, Purificators (cloth napkins) on the top right corner of the Corporal.
- **NOTE:** if the deacon is present, he will take care of the altar. Simply bring the items to him.

When the Priest and/or Deacon move to the front of the altar to receive the gifts of bread and wine:

- take your place to the left of the Priest - go on either side of the Priest if there are two altar servers (**DO NOT** walk in front of the Priest – go behind the Priest).
- accept whatever the Priest gives you and place it on the Altar, Ciborium in center.

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- Then go and pick up the water cruet and hand it to the priest with the handle facing out (towards the priest) so the priest can take it from you.
- The server not handling the cruet will take the empty Wine flagon back to the Credence Table (i.e. the side table).
- **NOTE:** if the deacon is present, simply bring these items to him.

After the Priest is finished with the cruet of water:

- Take the cruet back to the Credence table, put it down and pick it up by the handle.
- Then pick up the water basin and hold it with the other hand.
- If you are by yourself also pick up the finger towel, place it over one arm and then pick up the water dish with one hand.
- If there are two servers –one will hold the basin and cruet while the Priest washes his fingers, the other will hold the towel for the priest. (See diagram below)
- Pour a little water from the cruet on the Priest's hands for the washing of the hands. (Father Frazier wants you to pour the whole cruet over his hands)
- When the Priest is finished, bow to Father and then turn in toward each other and return the towel, cruet and dish to the side table.

➤ **Eucharistic Prayer**

- Stand to the side by the altar, facing the altar.
- At the consecration, Father will elevate the bread and then the chalice and genuflect after each elevation, when he genuflects, make a deep bow towards the Body and Blood of Jesus Christ.
- For the recitation of the "Our Father", stand where you are with hands up and recite the prayer.
- When the Priest or Deacon says "*Let us give each other a sign of peace*" you greet the priest and the deacon first. Then you may step down from the altar and greet your family with a sign of peace.

➤ **Communion**

- You will receive communion after the Lay Ministers.
- If you wish to receive the Precious Blood, let the ministers know.
- When the Priest and/or Deacon brings communion to the assembly pick up the Sacramentary and return to your seat.

➤ **Closing Prayers**

When the Priest says "*Let us pray*":

- Bring the Sacramentary to the Priest.
- Hold the Sacramentary high on your chest so it is easier for the Priest to read.
- At the end of the prayer, return the Sacramentary back to your seat and do what the Priest does (stand if standing, sit if sitting, sing if singing).
- When the Priest moves to the front of the altar, stand beside him, bow when he does, and process out in front of the Priest.

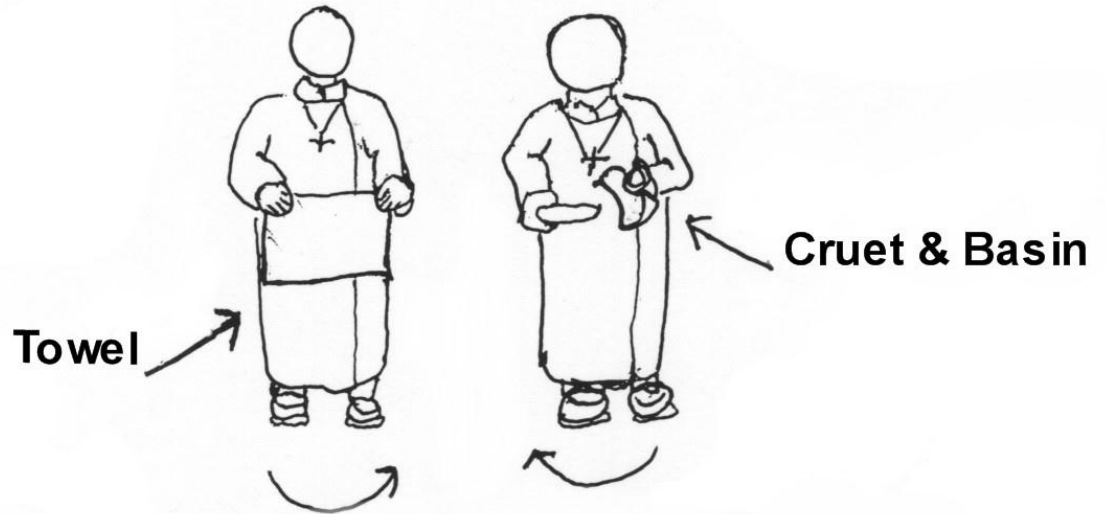
AFTER MASS

- Return your garment (including belt and cross) carefully to the closet.

**You are a very important part of our Ministry!
Thank you for all that you do for the community of St. Joe's!**

Updated 10/25/10

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**Always move as a team and
turn towards each other.**

**Hand the Cruet to Father
with handle toward Father.**

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THE CORPORAL

The customary way of unfolding a corporal is also set in the diagram below which follows these directions:

- a. Take the corporal (from the burse, if used) with your right hand, and place it flat at the center of the altar, still folded, approximately 15cm (5 inches) from the edge of the altar, or further if a large corporal is being unfolded.
- b. Unfold it, first to your left, then to your right, thus revealing three squares.
- c. Unfold the section farthest from you, away from yourself, thus making six squares visible.
- d. Finally, unfold the crease that is nearest to you, towards yourself, thus making all nine squares visible. Adjust the corporal so that it is about 3cm (an inch) from the edge of the altar. These four steps are set out in the diagram below.

If there is a cross embroidered on one of the outer center squares, move the corporal around so that the cross is nearest to you.

Although Hosts no longer rest directly on the corporal, it is still useful in the event that fragments may fall on it at the fraction or during the purifications, etc. **Therefore, never flick a corporal open or shake it open in midair.** Such an action would also show a lack of respect for the most sacred altar linen, which must always be used wherever a Mass is celebrated.

