

Before Mass:

Verify that everything needed for the mass is on the credence table in the side room

Light the candles on the altar

Proceed to the back of the church with the cross and the candles for the opening procession.

Entrance Procession:

Procession of altar servers should form a cross

CROSS BEARER goes first, BOOK and BELLS follow together, then WINE 1 then WINE 2

Walk up the aisle slowly

If you are not carrying the cross or candles, please bow slightly as you pass the altar.

Put the candles and cross in their appropriate places

ALL SERVERS except BOOK return to your seats (go through the side room)

BOOK waits in the side room until it is time to bring the Sacramentary (Book) to the priest for the opening prayer. TIP: Be waiting with the book ready when the priest says "Let us pray"

CUE: Last verse of the "Glory to God"

After the Opening Prayer, BOOK returns the Sacramentary to the side room and joins the other altar servers in the seats

Offertory & Preparation of the Gifts:

CUE: Leave your seats, after the homily, during the second or third intercession and return to the side room to prepare the altar

CROSS BEARER with BOOK assisting neatly places the Altar Cloth (larger cloth) on the altar making sure the lace is facing up

BELLS places the Corporal (smaller cloth) on top of the Altar Cloth

BOOK brings out the Sacramentary (Book) and places it on top of the Corporal (smaller cloth).

BELLS brings out the Chalice with cloth

WINE 1 and WINE 2 bring out additional cups with cloths. Typically two additional cups are needed.

IMMEDIATELY after preparing the altar, CROSS BEARER, BOOK AND BELLS quickly and quietly proceed to the back of the church with the cross and candles for the offertory procession

Process in and place the cross and candles in the appropriate places

WINE 1 AND WINE 2 stay on the altar with the priest to assist in receiving the gifts.

When the gifts are brought up and given to the priest, he hands them to WINE 1 and WINE 2 to bring to the Altar Table. Place the gifts on the table and go to the side room.

IMMEDIATELY after replacing the cross, CROSS BEARER with BELLS retrieves the water and brings it to the priest to add to the chalice with the wine. CROSS BEARER returns with the empty water vessel and BELLS returns with the empty wine vessel. Bow slightly to the altar before turning and heading back to the side room.

IMMEDIATELY after returning with the vessels, CROSS BEARER brings the water, BOOK brings the bowl and BELLS brings the towel to wash and dry the priest's hands. CROSS BEARER stands to the right, Book in the middle and Wine to the left. The cloth should be laid over BELL's left arm for the priest to retrieve and then place back after he is finished. Bow slightly before returning to the side room.

Consecration of Water & Wine:

Immediately go back out

All ALTAR SERVERS kneel alongside the altar for the Eucharistic prayer

BELLS rings the bells at the following two moments:

As the priest raises the communion

As the priest raises the chalice

TIP: start ringing the bells at the highest point and stop when he starts to lower the host/chalice.

Only pick them up when you are ready to start, then ring them loudly and put them solidly on the ground to stop them from ringing.

After Communion:

After receiving communion and after the priest leaves the altar to hand out communion with the Eucharistic ministers begin to clear the altar

BOOK removes the Sacramentary

BELLS removes the chalice

WINE 1 and WINE 2 remove the cups

BELLS removes the Corporal

CROSS BEARER and BOOK remove the Altar Cloth

BOOK holds the Sacramentary for the priest for the closing prayer

CUE: GO OUT AS THE PRIEST STANDS UP

Exit Procession:

BOOK & BELLS get the candles and CROSS BEARER gets the cross

ALL SERVERS process out of the church with the priest

CROSS BEARER returns the cross to its place before exiting the church

BOOK & BELLS exit the church, blow out the candles, and return to the WINE 1 and WINE 2 return to the sacristy

ALL SERVERS remove your altar serving garments and put them neatly away

ALTAR SERVER INSTRUCTIONS