

GOOD SHEPHERD PARISH

ALTAR SERVER TRAINING

HANDBOOK

Mission Statement: To develop a sense of commitment and devotion to the church, its parishioners, and the community among server group members.

The Bold print throughout the handbook is the new changes to the mass for the current servers.

ALTAR SERVER RULES

1. Serve at every Mass that you are scheduled for, or make arrangements to have someone fill in for you.
2. Arrive at least 15 minutes before Mass starts to get dressed and make sure that everything is prepared.
3. Make sure the candles are lit, water, towels, bowl, and book are in their place.
4. Perform the assigned tasks during the Mass in a respectful manner.
5. Be alert and respond quickly when the priest asks for help.
6. Make sure that your gown is returned and hung up properly.

PRIOR TO MASS

1. Servers are to be dressed 15 minutes prior to the start.
2. **Servers should get the processional cross and both candles if all three servers are present for the mass.**
3. **Candles should be lit with a lighter that will be available in the back of the church.**

ENTRANCE PROCESSION

1. When church starts servers are to wait until the choir starts singing before slowly processing in. The cross bearer will lead and the two candle bearers will follow walking side by side.
2. **Once the servers reach the front of the church they are to bow individually.**
3. **The cross bearer will place the cross in its new location behind the choir and the candle bearers will place the candles on the side table.**
4. Servers will then go to their pew and remain standing as the priest begins mass.

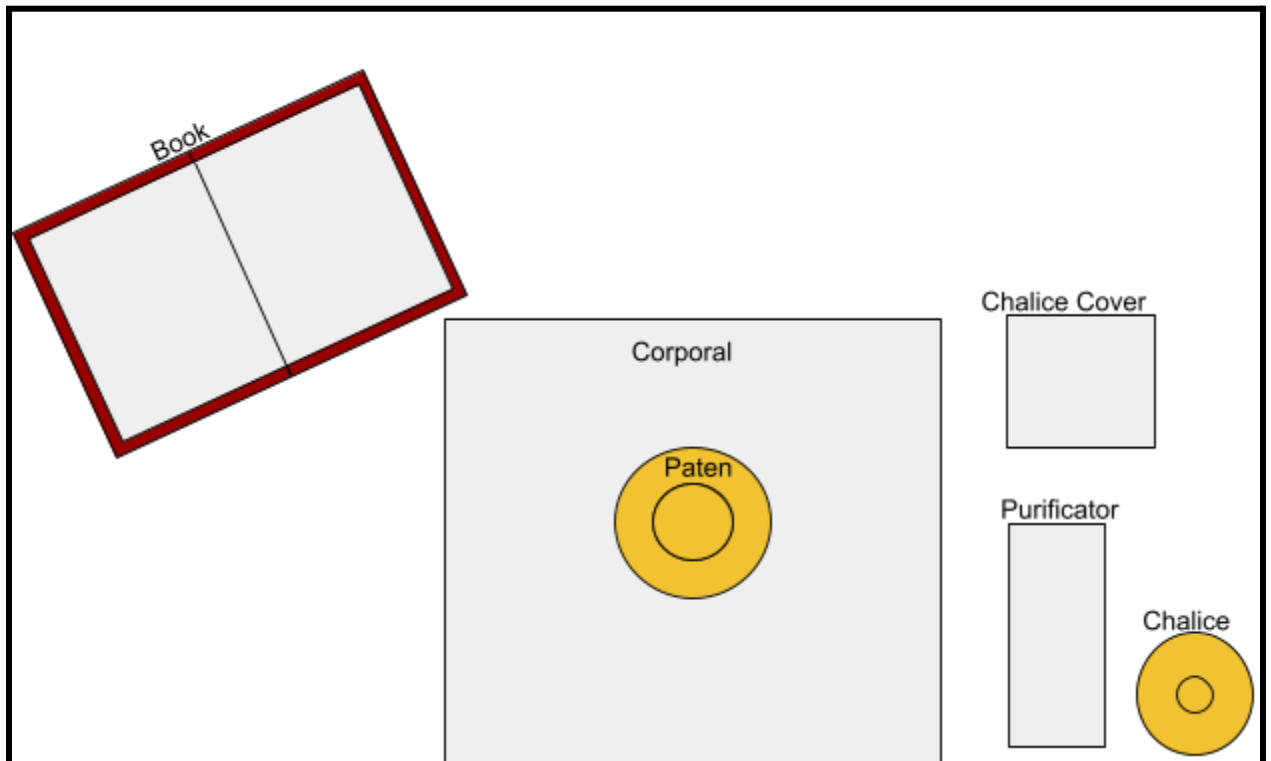
GREETING AND LITURGY OF THE WORD

1. Mass is started with the sign of the cross and introduction, the priest then does the penitential rite where everybody responds with "Lord Have Mercy, Christ Have Mercy, Lord Have Mercy".
2. **The Gloria is then sung, immediately after the Gloria the priest will say let us pray, which is the cue for one of the servers to bring up the book for the opening prayer.**
3. **The book will be kept in the pew by the servers throughout mass and will be brought up to the altar and priest when needed.**
4. **After the opening prayer the server then returns to the pew with the book.**

5. Everyone is to be seated for the readings, the gospel is then read and the priest or deacon will then give the homily.

LITURGY OF THE EUCHARIST

1. After the prayer for vocations is read the server will then begin setting up the altar.
2. The server that carries the cross at the beginning of church will set the altar, the second server is to bring the book up to the altar and place it on its stand, which will be kept by the side table throughout mass. The book is to be placed to the left of the corporal and opened to the first ribbon.
3. The third server will remain at the pew until the gifts are to be brought up.
4. The corporal is to be slowly laid out on the altar in case there are remnants of the host still on the corporal.
5. The paten is then laid in the center of the corporal and the purificator towel is laid to the right of the corporal.
6. The chalice will then be set to the right of the purificator towel and the chalice cover will be laid in front of the towel and chalice.



7. The second and third server should move together to the front of the altar and collect the gifts with the priest.
8. The altar setter should be ready with the water cruet when the priest and servers return with the gifts.

9. **The server that carried the hosts will get the bowl and towel from the side table and then return to the altar to wash the priest's hands. After washing his hands all three should return to their pew.**

EUCCHARISTIC PRAYER

1. When the Eucharistic Prayer begins everybody will kneel, one of the servers will ring the bells, which should be decided before mass. When the priest extends his hands over the bread and chalice the bells should be rung for three seconds.
2. The priest will then pick up the host and say "this is my body which will be given up to you" he will then raise the body of Christ and the server will ring the bell three short times.
3. The same will be done with the chalice, when the priest says "do this in memory of me" the chalice will be raised and the server will ring the bell three short times.

COMMUNION

1. The Lamb of God will be recited and everyone will then kneel.
2. The servers will then stand when they are to receive communion, they will stand in line with the choir at the base of the stairs and will then step back when communion is received.
3. **After receiving communion one server will go up to the altar and collect the book and stand and return it to the pew, the server will then kneel with the others.**
4. **When the priest returns after communion, one server will bring the water cruet and another server will follow to collect the chalice, corporal and purificator.**

CONCLUDING RITE

1. The priest will say let us pray, one of the servers will then bring the book for the closing prayer.
2. **Return the book to the pew after the prayer and wait for the priest to conclude mass with the sign of the cross.**
3. **The closing song will begin, the servers should then get the cross and candles. They should then move to the front of the altar and stand behind the priest where all will bow.**
4. Servers should then process out in the same order they processed in.
5. **Once in the back of the church the servers will then stop and turn to face the crowd where the priest will then sing or say a few words.**

6. Candles should then be blown out and returned to the front of the church along with the cross.