



WEST FORK CATHOLIC COMMUNITY
Immaculate Conception Catholic Church-Moville
St. Michael Catholic Church-Kingsley

ST. MICHAEL CHURCH-KINGSLEY

ALTAR SERVER INSTRUCTIONS

1. **The best Altar Server is the one who is prepared and knows well the ministry s/he is to carry out and participates in the celebration of the Eucharist (singing, responding, etc.)**
2. **Before arriving at church:**
 - a. Find a substitute if you are unable to serve when you are scheduled.
 - b. Be rested and dress well.
 - c. Arrive 10 minutes before Mass (15-30 minutes before Funerals and other special Masses such as Holy Week).
3. **In the Sacristy:**
 - a. Find a robe that best fits (touches top of shoes).
 - b. Receive any special instructions from the priest/Presider.
 - c. Light the candles by five minutes before Mass.
 - d. Decide who will be responsible for the ROMAN MISSAL, candles, the processional cross, and other responsibilities and duties.
 - e. Go with the priest to entrance of church to prepare for the entrance procession.
4. **During Mass:**
 - a. **INTRODUCTORY RITES**
 - i. The Server with the Processional Cross
 1. leads the entrance procession
 2. makes a slight bow of the head to the Altar in front of the sanctuary
 3. places the Cross in the proper place
 4. and goes to his/her chair
 - ii. One to Two Servers follow the Reader [with processional candles (if used)].
 - iii. When they arrive in front of the sanctuary they bow to the Altar and then walk to their chair[s] and place the candles on the side table by the ROMAN MISSAL
 - iv. After the "Gloria":
 1. One Server presents and holds the ROMAN MISSAL for the Presider for the Opening Prayer. Please stand slightly in front and a bit to the Presider's right side so he can see the book.
 2. After the Opening Prayer concludes the ROMAN MISSAL is returned to the side table with the processional candles.
 - b. **LITURGY OF THE WORD**
 - i. Listen attentively and verbally respond to the readings and Psalm.
 - ii. As the Gospel Acclamation ("Alleluia" or other) begins to be sung, two Servers pick up the Processional Candles.
 1. When the Minister of the Gospel approaches the Altar to pick up the Book of the Gospels the Servers with the Candles stand on the right and left side of the minister of the Gospel facing the congregation.

419 Jones Street • PO Box 802 • Moville, IA 51039-0802

Phone: 712-873-3644 Fax: 712-873-3931

icmoville@wiatel.net

www.westforkcatholiccommunity.org

2. When the Minister of the Gospel turns, the first Server walks and stands on the right side of the Ambo while the second Server approaches the left side of the Ambo.
3. Both Servers with Candles stand at attention facing the Ambo/each other during the proclamation of the Gospel.
4. On special occasions, one Server will lead the procession with the Incensor and Boat.
5. On special occasions the Server presents the Minister of the Gospel with the Boat and then the Incensor for the incensation of the Gospel, and then holds/swings the Incensor during the proclamation of the Gospel.
6. When the people respond, "Praise to you Lord Jesus Christ," the Servers return (behind the High Altar) the Candles to the side table with the ROMAN MISSAL [and the Incensor and Boat to its designated location.]

iii. Listen attentively to the homily.

c. LITURGY OF THE EUCHARIST

i. After the UNIVERSAL PRAYER {Prayers of the Faithful}:

1. One Server takes the Presider's Chalice with Purificators, Pall, and Corporal to the Altar.
2. Carefully lay out the Corporal on the Altar.
3. The second Server place the ROMAN MISSAL on the Altar.
4. The second Server place and the communion chalices on the Altar on the right edge of the Corporal.

ii. When the Presider moves in front of the Altar:

1. Two Servers go to the right side of the Presider to receive the collection basket and the wine flagon when they are brought up in procession and presented to the Presider.
2. One Server places the collection basket on the Credence Table and takes the water cruet to the Altar.
3. The other Server stands near the Altar with the wine flagon.
4. The Presider will use the water cruet to add a little water to the wine, returns the water cruet to the server, and receives the wine flagon from the Server.
5. The Presider will pour the wine into the Chalices and will return the wine flagon to the server.
6. The Servers return together to the Credence Table to obtain the finger bowl and the finger towel. The wine flagon should be set on the Table.
7. On special occasions, a third Server will bring out the Incensor and Boat to the Presider so he can incense the gifts.
8. One Server takes the water cruet and the finger bowl while the other Server takes the finger towel to the Presider.
9. The Presider will wash his hands and fingers now as the first Server pours water over the Presider's fingers into bowl.
10. The Presider will take, use, and return the towel from the second Server.
11. The Servers return together to the Credence Table to return the

cruet, bowl, and towel.

12. The Servers go together to their place by the Altar where they will be during the Eucharistic Prayer.

13. At the three designated times, one Server rings the bell three [3] times.

a. When the Presider places his hands over the gifts.

b. When the Presider holds up the host.

c. When the Presider holds up the chalice.

14. After the “Amen” the Servers stand for the Lord’s Prayer.

iii. At Communion time:

1. Servers share sign of peace with each other and approach the Altar to share a sign of peace with the Presider.

2. One Server goes to Credence Table and brings to Altar the Communion Paten.

3. Both servers return to their places and kneel after the “Lamb of God.”

4. After the Presider receives the Body and Blood of Christ, the Servers stand to receive Holy Communion from the Presider.

iv. After Holy Communion:

1. After the priests returns the Ciborium to the Tabernacle, one Server brings to the Presider the water cruet for the Presider to purify the Chalices.

2. Servers receive from the Presider the Patens, Chalices, and clothes [Purificators, Corporal, Pall] and return them to the Credence Table.

3. Servers remove the ROMAN MISSAL from the Altar and return it to the table on the north side of the sanctuary with Gospel/Processional Candles.

4. Servers return to their chairs.

d. CONCLUDING RITE

i. For the Closing Prayer one Server presents and holds the ROMAN MISSAL for the Presider.

ii. Continue holding the ROMAN MISSAL for the Final Blessing, if the Presider uses one.

iii. Once the Prayers are finished, place the ROMAN MISSAL on the table with the Gospel/Processional Candles.

iv. As the Recessional Song begins,

1. Servers with the Processional Candles pick up their candles.

2. Server with the Processional Cross obtains the Processional Cross and stands in front of the Altar.

3. Other Servers obtain their items (i.e. Incensor).

4. When the Presider approaches to reverence [kiss] the Altar, all Servers depart and proceed out in same order as at the beginning.

5. The Presider will genuflect to the tabernacle and follow the Servers.

5. After Mass

a. Return to sacristy.

b. One Server extinguishes the candles using the taper.

c. Servers assist with any other clean up as directed by the Presider.

- d. All Servers should hang robes neatly in closet according to size.
- e. Thank you for serving!

10/3/12