

ST EDWARD CHURCH

Altar Server Ministry

Altar server ministry is one of lay assistance to the clergy during a religious service by attending to supportive tasks at the altar. Altar serving is a quiet but important and dignified part of the service.

SPECIAL REQUIREMENTS: Boys and girls who have been Baptized, received the sacraments of Penance and First Eucharist and completed the fourth grade may become altar servers. (Do not need to be students at St Edward's school.) Servers who have completed 6 months of serving experience may train to become Funeral Servers also. Altar servers are provided with Albs (white cassocks) to wear while serving. Parental support of their child's ministry is most important.

SPECIAL TRAINING PROVIDED: Yes. Group training for both altar server and funeral servers is held 1 time during the year. Server must be willing to fulfill scheduled commitments to serve. Directions for serving as altar server or funeral server are provided at time of training along with a vocabulary listing of items used when serving.

SCHEDULED MINISTRY: Yes, the Altar Server parent committee develops and distributes the schedule. Altar servers are responsible for finding their own substitutes when unable to serve as scheduled. Frequency of being scheduled is dependant on number of servers available for that particular mass time. Three servers are scheduled at all but the 7:30 AM Sunday Mass. Holy Days are scheduled. Volunteer sign up sheets are posted for major Christmas and Easter liturgies. Early sign up is appreciated.

REQUESTS FOR MASS TIMES or TIMES NOT TO BE SCHEDULED HONORED. Yes.

ALTAR SERVER COMMITTEE: Members have children who are altar servers or are parishioners interested in supporting the altar server ministry. Meets 4 times a year, facilitates the training sessions, develop schedules/certificates/awards, cares for Albs. The committee is an essential support to this ministry.

ALTAR SERVER MINISTRY:

1. Arrive at church 15-20 minutes before Mass time.
2. Enter the sacristy quietly and be quiet and reverent at all times.
3. Go to the server cabinet:
 - a. Sign in: there is a red binder next to the cassock (server alb) closet. Please sign your full name and check the box if you were scheduled, a sub, or asked to help at the last minute.
 - b. Change into a cassock (server alb)
 - c. Check the bulletin board for special messages
 - d. Look in the mirror! Make sure you look presentable (clean shoes [no flip-flops or high/noisy heels], hair combed, and cassock not too long or too short.)
 - e. Ask the sacristan or liturgist if there is anything you can do to help

4. Ten (10) minutes before Mass check these items (They may have already been done, but you should check them anyway:
 - a. Light candles with wick lighter, NOT THE BIC GUN LIGHTER!
 - b. When done lighting, be sure the wick has been pushed out of the metal tube after extinguishing the flame.
 - c. Place the Sacramentary on the server pew.
5. Pray with the other ministers just before Mass, then go to the narthex with the presider lector and others in the entrance procession to begin liturgy.
6. Cross bearer will get the cross from the stand and be ready to lead the procession.
7. When the presider gives word to begin, the cross bearer will lead the procession (usually when the words of the first song are begun). The other two servers will walk behind the cross bearer, hands folded, ahead of the rest of the procession.
8. When reaching the altar platform, the cross bearer moves left, the other servers move right (leave enough room for 2-4 people in the middle) and all wait for the presider. Bow together unless you are carrying something (like a cross) in which case a simple head nod will do. The other servers move immediately to their seats and wait, standing.
9. After nodding the cross bearer immediately moves up the steps and takes the cross to the sacristy, placing it in the stand there. Come back to the worship space walk behind the altar platform and take your seat with the other servers. When the presider says, "Let us pray...", that is the cue for the crossbearer to move to him with the red sacramentary book. Try to keep the ribbons at the side for easier use by the presider.
10. During liturgy, sit, stand, or kneel (on the pads on the bottom step of the platform) when the assembly does. Bow with the presider during the Creed at the words "by the power of the Holy Spirit...etc." Be aware during the liturgy that the presider, deacon, sacristan or liturgist may ask you to do something outside of normal procedures, so it is important that you pay attention at all times.
11. WITH A DEACON
 - a. After the homily, creed, and general intercessions, everyone will be seated.
 - b. The deacon will take the basket to receive the children's offerings.
12. WITHOUT A DEACON
 - a. After the homily, creed, and general intercessions, everyone will be seated.
 - b. The cross bearer may be asked by the presider to take the small basket to the center bottom of steps to receive the children's offerings. Please smile and look welcoming to the "little ones". When children's offerings are collected place the basket in front of the altar on the assembly side and return to your seat and wait
13. The 2 servers for altar duty will go into action while the collection is taken.
 - a. 1st altar duty server brings the sacramentary from the pew and leaves it unopened on the left side of the altar as you face the altar. Then server goes to the credence table brings the Presider's chalice and corporal (don't unfold the corporal) and places them to the right of the sacramentary on front side of altar as you face the altar. This server then returns to the credence table to bring any remaining chalices 2 at a time with their purificators in them from the credence table and places them in the row

along the right side of the altar. Remove each purificator from the chalice and place it on the altar on the right side of the chalice.

- b. The other altar duty server takes the book of Gospel stand off the front of the altar and takes it to the large credence table and puts it on the bottom shelf. Then brings two chalices with their purificators in them and places them in a row along the right side of the Altar. Remove each purificator from the chalice and place it on the altar on the right side of the chalice. Return to the credence table for any remaining chalices and place as above.
 - c. When all chalices are placed, both servers return to their seat by walking behind the altar platform.
14. When the presider or deacon moves from his chair to the bottom of the steps at the front of the altar platform to receive the gifts, the 2 altar servers walk from their seats below the steps and wait next to him one on either side.
15. You are handed the bread or wine from presentation of gifts by the deacon or Presider. When the deacon or presider begins to approach the front of the altar with the money gifts if you:
- a. are on the St Mary side, walk around the St. Mary side of the altar to the corner of the altar by the ambo and stand next to the other server and wait to hand the bread or wine you were handed to the presider or deacon directly... do not place on the altar.
 - b. are on the St Joseph side, walk around the St. Joseph side of the altar and stand at the corner of the altar on the St. Joseph side and wait to hand the bread or wine you were handed to the presider or deacon directly...do not place on the altar.
14. The first server to hand their bread or wine to the priest will immediately go to the credence table and bring the water cruet back to the altar ready to hand it to the presider or deacon and take it back when it is handed to them and stand and wait to pour the water for the Presider to wash his hands .
15. When the second server has handed their bread or wine to the presider they will go immediately to the credence table and bring the towel and lavabo dish back to the altar and stand next to the other server and be ready for hand washing.
- a. When the presider is ready, the server with the water cruet pours the water on his fingertips which are held over the lavabo being held by the other server. The Presider takes the towel from the arm of the server holding the lavabo dries his hands and gives the towel to that server. After he dries his hands, the server with the water cruet may be handed the empty wine pitcher to bring with the cruet to the small credence table, the second server brings the towel and lavabo dish to the small credence table.
 - b. Then return to your seat (always walk behind presider chair and down steps in front of musicians).
16. You will receive communion with the people in your section not at the altar. Remember to bow your head when you say "Amen".

17. After you receive communion, bring the sacramentary from the altar back to the pew and clear the altar of everything except the altar cloth. Presider's chalice and paten to the large credence table and all linens and glass items to the small credence table. Be careful to blend in with the action. Return to your seats and pray.
18. When the presider says, "Let us pray..." that is the cue for the crossbearer to move to him with the sacramentary. Try to keep the ribbons at the side for easier use.
19. When the last song begins, the cross bearer will SLOWLY walk behind the Presider's chair to get the cross from the sacristy and wait at the credence table for the presider to move. When the presider does move to the altar, all servers will move to their positions at the front base of the altar where they bowed at the beginning of Mass. Wait for the presider; bow together, and exit up the main aisle; cross bearer first, then two servers together, then the rest of the ministers.
20. AFTER MASS
 - a. Hang up your server albs neatly and on the correct size hanger. If your alb is dirty place it on the floor of closet for washing.
 - b. Put out altar candles
 - c. Ask if there is anything else you can do
 - d. Leave quietly.

GENERAL REMINDERS

You are serving at the Mass where Jesus Christ himself comes to us and strengthens us with his very own Body and Blood. Therefore, it is very important that you conduct yourselves and fulfill your responsibilities in a reverent and prayerful way. Among other things, this means: NO talking, giggling, fidgeting, talking to family or friends or unnecessary whispering during Mass. Whenever you are not holding something, whether it is in the procession or as you are standing or kneeling near the altar, hold your hands together. Do your best to maintain a spirit of prayerful attention. Please do not look all around the church or do anything else that might distract other people. When sitting in the pew, sit upright without crossing your legs or feet and keep a prayerful attitude. Join with the assembly in praying and singing during the mass.

**Remember that your appearance is important. You should never wear dirty athletic shoes or flip-flops. Sandals or dress shoes that flip back on your heel and make a noise like flip-flops or high heels that are make a noise on uncarpeted flooring are unacceptable because they are distracting to others. The best type of shoe to be worn to serve is a clean dressy shoe. Clothes worn under the alb should not be bright colored or have writing on them that would show through the white alb and distract others.

****It is crucial that you serve when assigned, arriving on time so we know we have servers available. Sign in when you arrive and complete information requested in the sign in book. If you are unable to serve when scheduled, YOU are responsible for finding a replacement.**

If you ever feel faint or think you may get sick, immediately sit down on the pew or go to the sacristy or St Cecilia's room which ever is closer, or out the back door (if you are not dizzy) for some fresh air. If and when you are able to return, do so quietly at a time that does not disrupt the liturgy.

Schedules developed by the Altar Server Committee are posted 4 times a year. Any adult parishioner may be a member of this committee. Your preference for Mass time of service will be honored. Major liturgical celebrations (Christmas, Holy Week) will have sign-up sheets posted for you to volunteer your service. New servers and funeral altar servers are trained at the beginning of each calendar year.

Thank you for serving in the Altar Server ministry. What you do is an important part of the mass and is appreciated. God bless you and keep you.