

Altar Servers Training Guide

ENTRANCE (*beginning*)

- Please show up 15 minutes before hand for the mass you are asked to server. When getting dressed remember to wear a rope with matching
- Once dressed please wait over by the cross bearer until mass starts.
- One server stands on each side of the cross bearer.
- When the cross bearer starts walking into the church, just stay at their sides and walk the same speed as them.
- The cross bearer will stop at the at the last row of seats closest to the altar but the servers are to keep walking until they reach the first steps of the altar.
- Once you reach the first step to the altar, you bow and then walk up to the seats the priest and the deacon sit.
- Each server stands to the side of the farthest chair out.
- Stay here until the priest says "Let us pray." If Fr. Justin is the priest at this mass, then you just stay standing where you are. If Fr. Jude is the priest, then the server on the right (*assuming you're looking at the altar from the gathering space*) will get the binder on the chair next to you and hold it up for the priest so he may read the prayer.
- Once the priest has finished the prayer, put the binder back where you found it. Then both servers walk up to the edge of the rug under the altar, bow, and head to the two available seats in front of the first row of pews on the servers left.
- The servers will now stay here until the collection (*when the baskets are passed around the church*)

MIDDLE

- As soon as you see the ushers with the baskets coming up the aisles, get up and go to the table to the right near the piano.
- On this table will be cups, plates, a pitcher of water, the chalice, and purificators (*the little white napkins the ministers with the cups have*)
- Bring everything that is on top of that table up to the altar. You may see one extra plate on the very bottom shelf of that table but don't bring that one up. That is an extra plate the ministers may grab if they need it.
- When bringing everything up to the altar, they all have a special place to go. If you are behind the altar looking towards the gathering space, the cups go to the right in a straight line up the side of the altar with the chalice being first. The purificators stay right next to the chalice (*leave them in their little pile don't spread them out.*) And then just put the water as close to the chalice as possible towards the center of the altar. (*If the water is not on the table where you got everything else from, it is in the back room behind the altar in the little fridge. You will have to go get it and bring it out.*)
- The plates will all be stacked inside one another, bring them up to the left side of the altar. (*You will see that while you are going to get everything from the table, the Deacon will be placing a large red book on the altar. It is called the Sacramentary.*)
- Once you are done placing everything on the altar, stand at either side of the chairs like you did at the beginning of mass. Once you are standing there the priest will stand and start to walk down to the center aisle. Follow him down. (*If the priest goes around your side of the altar, let him walk first don't try to squeeze past the altar with him at the same time.*)
- When you get down to the center aisle, people from the congregation, (*the people sitting in the pews attending mass*) will be bringing the gifts up to hand to the priest. These gifts are the plate with all the hosts in it and the pitcher of wine.

- The priest will take these from the people bringing them up, and then hand one to each server. You will then bring these up to the altar for the priest.
- If you are handed the plate, go up to the altar and place it in front of the Sacramentary (*the big red book I mentioned before*).
- If you are handed the pitcher of wine, then bring it up and hand it to the deacon. If he is doing something else and does not take it from you, then place it on the altar near the chalice.
- As soon as you place whatever you were handed on the altar, walk over to the ambo (*the stand where the readings are read from*).
- On one of the shelves, you will see a pitcher of water, a bowl, and a towel. One server grabs the pitcher while the other grabs the towel and bowl, and then walk over to the edge of the carpet to the right of the priest.
- The priest will then walk over to you and hold out his hands to be washed. This hand washing is just a symbol and not the real thing, so just use a drop of water on his hands. The server with the bowl will just hold the bowl under his hands to catch the water, then hand the priest the towel to dry his hands with.
- Once this is done, wait a minute for the deacon to hand you 2 pitchers. Bring these back to the back room where the small fridge is, and place them on the counter next to the sink. Keep walking through the back room, through St. Benedict's Chapel, and come out the other side near the table where you brought everything up to the altar before.
- Once you are there, stand right at the steps of the altar. From here on you just copy whatever the congregation does. If they kneel, you kneel. If they stand, you stand. Do this until we say the Our Father.
- When we go to say the Our Father, walk up onto the altar all the way to the left or the right depending what side you have been standing on. Go to the outside of either the priest or the deacon and hold their hand during the prayer.

COMMUNION

- Once the prayer is over, give the sign of peace to everyone, and then return to the side you have been standing on. This time however, stand as far out as you can.

- If you have been on the side of the books and the binder where the cantor has been singing, stand as next to where the cantor has been singing. If you are the server that has been standing next to the deacon, stand right next to the ambo where you got the bowl, towel, and water from. You're standing so far out because the ministers will be coming onto the altar to get their plates and cups from the priest.

- Once the ministers come up, you will receive communion (*if you don't want the Precious Blood, than just nicely shake your head and the priest or the deacon will pass you*). Once all the ministers step down from the altar, return to the seats you sat in during the readings. Sit here until the priest returns to his seat, than walk back onto the altar and return to standing right next to the chairs by the priest.

EXIT (end)

- When everyone is situated after communion the priest will stand and once again say "Let us pray." No matter whom the priest is, this time the server near the binder will hold it up for the priest. If the server is taller than the priest, hold the book out in front of him and stand to the side. If you are shorter than the priest, then just stand in front of him and hold the book up.

- When the priest is done with the prayer, put the binder back down and return to you place. Now you just wait here until the closing song. When the priest and the deacon walk down the altar to leave, you follow them. They will stop to kiss the altar, but you keep walking until you are standing next to the cross bearer. Turn and face the altar once you are next to the cross bearer.

- Now you just wait here for a short bit. The priest and deacon will bow after a few seconds. When they bow, you bow, then just walk with the cross bearer out and your done.