

Altar Server Manual  
Sacred Heart of Jesus Parish  
Nekoosa, WI



### Proper Posture at Mass:



Standing, stand straight and tall with hands folded



Sitting, sit straight and tall with hands folded in your lap or on your thighs



Kneeling, on the kneelers on either side of the tabernacle. Up to two servers per kneeler. If there are more than four servers some will have to kneel on the floor next to the kneeler.

### Preparation for Mass:

- Arrive at least 15 minutes before Mass is to begin.
- Find the proper size Alb and the cincture of proper color. Tie the cincture around your waist hanging to your right side.
- Light the candles on the Altar.
- When it is time to go to the back of church one server will take the cross and one will take the basket with the gifts.

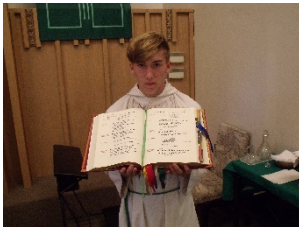
### Entrance:

- The servers will line up for the entrance procession. The cross leads the procession with the other servers behind. 2 Servers; † 3 Servers; † 4 Servers; †  
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- When the Lector announces the opening song, ring the bells on the wall 3 times then walk SLOWLY to the front standing straight with hands folded.
- When you get to the front spread out at the bottom of the stairs with the main server going to the right, the cross bearer to the left, all others divide evenly right and left.

- Leave a space in the middle for the deacon and the priest.
- When the priest gets to the front and genuflects or bows, all, except the cross bearer, genuflect or bow with him. Pay attention to the priest. If he bows, you bow. If he genuflects, you genuflect.
- Then the main server goes to the chair on the right next to the credence table; all others go to the chairs on the left.

### **Introductory Rite:**

- All servers remain standing.
- After the Gloria Father will say "Let us pray." The main server will take the Missal from the table and bring it to the deacon, if there, or father.
- The deacon, if there, will open the book to the correct page and hand it back to you.
- The main server will then step in front of father holding the book for him.
- Be sure to hold the book high enough (your upper chest, near your shoulders - as in the picture) so that father can see it.



- After the prayer father will close the book and you will take it back to the table.

### **Liturgy of the Word:**

- All servers sit for the first 2 readings and the responsorial psalm.
- When father stands for the Gospel and the alleluia is started all servers stand and 2 servers will move to the right of the Altar.



- When father starts across to the ambo or when the deacon walks up behind you with the book, go and stand on either side of the ambo facing each other with your hands folded.



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- After the Gospel is read the 2 servers return to your seats and all servers sit and listen to the homily.

### **Liturgy of the Eucharist:**

- After the homily all stand for the Creed and the Prayers of the Faithful.
- After the Prayers of the Faithful all sit.
- After the announcements, if the deacon is present, the deacon will go to the altar and the main server will bring the items off the credence table. First the main chalice, then the 2 smaller cups, then the book and stand, and then the water.
- When the ushers are almost done with the collection the cross bearer will take the cross to the back to lead the gifts forward. No other servers accompany the cross bearer.
- When father and deacon get up to receive the gifts the main server will come down and stand at deacon's right.
- The main server will be handed the decanter of wine and will carry it up to the altar.
- Hold the decanter until father or deacon take it from you.
- After you take the empty decanter to the credence table get ready to wash father's hands. Only the main server needs to do this.
- Drape the towel over your right arm, hold the bowl in your left hand, and the water in your right.



- After washing father's hands all servers stand in front of the kneelers.
- After the "Holy, Holy, Holy..." all servers kneel.
- At the consecration the bells will be on the ledge next to the main server.
- When father says "Take this all of you, and eat of it: for this is my body which will be given up for you" and lifts the host, ring the bells 3 times.
- When father says "... Do this in memory of me" and lifts the chalice, ring the bells 3 times.
- Stand, in place, after the Eucharistic prayer is done. Pray the Our Father, and at the sign of peace shake each other's hands.
- After the Lamb of God, kneel.
- When father turns to give out communion step forward next to the Eucharistic Ministers to receive communion.
- After all the ministers go down to distribute communion, the main server will clear the altar of everything except the lid to the ciborium from the tabernacle. Then sit down.

### **Concluding Rite:**

- After the communion song is done, and father stands, the main server brings the Missal to the deacon, if present or to father.
- The deacon will open the book as before and hand it back and hold the book for father as before.
- When father is done he will close the book and you will take it back to the credence table.
- When father and deacon go to the altar to kiss the altar the cross bearer will take the cross and all the servers will come down on either side, go to the bottom of the steps, and stand facing the altar, like at the beginning of Mass. Be sure to leave room in the middle for deacon and father.
- All, except the cross bearer, genuflect or bow when father does.
- We all turn and process out the same way we came in.
- When we get to the back, father will hand his hymnal to one of the servers who will take it back up front and put it on father's chair.
- Put out the candles.

### **Conclusion:**

We at Sacred Heart would like to thank you for your service to God and his church. Do not be nervous about serving, whether it is your first time or your 50<sup>th</sup> and the Mass is different. Just pay attention and follow directions. Make sure you watch for when you are scheduled to serve. If you cannot make it when you are scheduled, please find a replacement. Please take your responsibility seriously by showing up on time and paying attention so that you can follow last minute directions. God bless you all.