



St. Francis  
Altar Server  
Guide  
Quick Reference

## I. Preparation:

- ♦ Arrive 15 minutes early
- ♦ Dress appropriately (young ladies - dresses or dress pants, sandals; young gentlemen - dress pants, oxfords. No jeans or tennis shoes!)
- ♦ Go to serves' sacristy, locate your matching cassock (black robe) and surplice (white garment)
- ♦ Check the bulletin board for announcements, verify your schedule, and sign in.
- ♦ Have Senior Server designate roles:
  - Crucifer
  - Candles (2)
  - Book (Roman Missal - red, intercession book - white)
  - Bell
- ♦ Be sure credence table, baptismal font is set up correctly
- ♦ Get prepared in a timely manner - no rushing!
- ♦ Senior server's primary role is to appoint and lead others as liturgy begins.
- ♦ Be dignified - you are entering the House of God.

## II. Entrance Rites:

### The Procession

- ♦ Senior server will act as crucifer or appoint someone who is comfortable in doing that.
- ♦ The line-up:

INCENSE & THURIFER

CROSS

CANDLE

CANDLE

SERVER

SERVER

GOSPEL BEARER

DEACON

PRIEST

- ♦ Process on second verse of hymn - cross goes up
- ♦ For those carrying cross or candle, bow your head slightly at the altar, break left and place cross on the wall next to the credence table; candles go on the Mary altar.
- ♦ Remember: this Divine choreography (smooth operation); symmetry ("mirror effect")

- ◆ Two servers take place in chairs next to priest, unless deacon or concelebrant is there; others go behind next to credence table, or on ambo side. More room is available in front pew nearest Mary altar.
- ◆ Penitential Rite, Gloria, opening collect
- ◆ Everybody sits when the priest does.

### **III. Liturgy of the Word**

- ◆ First reading
- ◆ Psalm
- ◆ Second reading
- ◆ Alleluia
- ◆ Gospel
- ◆ Homily
- ◆ Creed
- ◆ Intercessions ( if priest holds books for you, take it in your hands, and “present” him with it)

### **IV. Preparation of the Altar**

- ◆ Bring communion cups over on tray, with purificators, and place on side corporal (line them up evenly!), priest is setting up chalice and paten
- ◆ Follow gestures by priest, if given to cue you
- ◆ Always be thinking 2 or 3 steps ahead.
- ◆ Numeration: if there are three servers, candle bearers go down to present the gifts; crucifer stays behind to supervise; if there are 2 or less, no candles at the gifts; if there are 4 or more, cross and candles go down. All remaining servers come join the priest when he goes front and center to receive cruets of wine and water; extra ciboria.
- ◆ Take what priest hands you, wait for him to turn, and everybody goes up together.
- ◆ Stand by with cruets, and take back to credence table when done.
- ◆ Be ready for ablutions

### **V. Liturgy of the Eucharist**

- ◆ All kneeling when Eucharistic prayer begins; if no kneeler is present, sit respectfully in chair.
- ◆ No bell ringing at epiclesis
- ◆ Bells: only at elevation of host and chalice
- ◆ Ring bell 3 quick rings at each moment (no continuous rings)
- ◆ All stand after Amen
- ◆ Our Father
- ◆ The Sign of the Peace
- ◆ The Lamb of God

## Distribution of Communion

- ♦ Servers line up on side of altar as Extraordinary Minister of Holy Communion come forward.
- ♦ All receive the sacrament in turn.
- ♦ Take your seats when you have received.
- ♦ When the priest returns to the altar, be ready to take empty ciboria to credence table.
- ♦ Be ready with the cruet of water.
- ♦ Also, be ready for a second ablution, if priest indicates.
- ♦ Senior server: supervise and be sure all other servers are on task as they tidy up the credence table after Communion.
- ♦ Look back at the altar and be sure the only remaining item is Roman Missal with stand.

## **VI. Closing Rites**

- ♦ All stand for closing prayer
- ♦ Wait for any announcements
- ♦ Blessing and dismissal

## The Recessional

PRIEST

DEACON

SERVER  
SERVER

CANDLE CANDLE

CROSS

INCENSE & THURIFER

- ♦ Crucifier and candles stand by, get items, line up 1/3 of way down center aisle, face the altar.
- ♦ When priest turns, faces the back of the Church and signals, lead us out.

## **VII. Clean up**

- ♦ As you go past doors, candle bearers should gently blow out candles and keep them upright.
- ♦ Everybody return liturgical items where they got them (cross and candles go to the sacristy)
- ♦ Your job is not through until you return cassocks and surplices to their correct hangers and you sign out.

- ♦ Senior servers: it is your task to see that everything is in order before the next Mass.

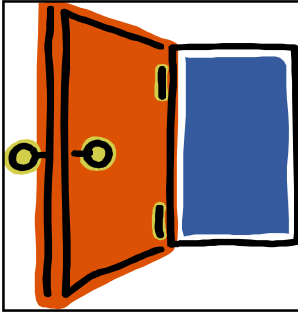
## **VIII. Scheduling**

- ♦ A schedule is done once every three months - please make sure that you provide us with all of your information including your correct mailing address, phone number, and most importantly an e-mail.
- ♦ Once you have indicated which Mass you would like to serve, you will be put into our scheduling system.. A e-mail will be sent to you with a log-in and password. This system will generate reminders and will enable you to put swaps out if you are unable to make one of your scheduled times, accept swaps from other servers, and indicate the times in which you are unable to serve.
- ♦ Questions about scheduling may be directed to Colleen Rzeczycki at [ccdoffice@stfrancishhi.org](mailto:ccdoffice@stfrancishhi.org). or you may call at 681-6350 ext. 249

Thank you!

Deacon Pat Sheehan

# STUDY SHEET



sacristy



Alb



Chasuble



stole



tabernacle



lectionary



ciborium



chalice



cruets



paten



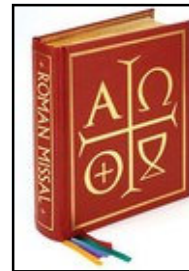
ambo



presider's chair



altar



Roman Missal

Name \_\_\_\_\_

# Test

Match the word to the correct objects that are used at Mass



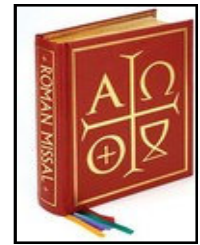
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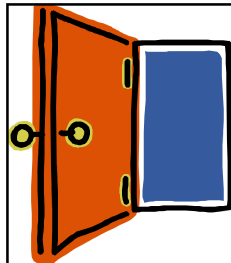
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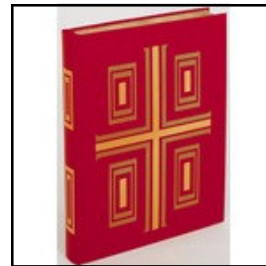
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## WORD BOX

ROMAN MISSAL  
CHALICE  
CRUETS

ALTAR  
STOLE  
CIBORIUM

AMBO  
TABERNACLE  
CHASUBLE

ALB  
PATEN  
PRESIDER'S CHAIR

SACRISTY  
LECTIONARY