Altar Server Guide

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Entrance
Procession

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Entrance Procession (01): Crucifer and Acolytes line up even with each other in front of the font. The priest will signal when to start processing.
Entrance Procession (02): Altar Servers 1 and 2 will enter behind the Crucifer and Acolytes. They should sing the hymn with the people.
Entrance Procession (03): Crucifer and Acolytes turn together in front of the altar steps and continue to the back.
Entrance Procession (04):
Servers 1 and 2 stop at the bottom of the stairs and wait for the priest to bow together.
Priest’s Prayers at Chair

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Priest’s prayers at chair (01): Altar server 2 waits for the priest to say: “Let us pray.” At end of the *Gloria*, or end of *Kyrie* during Lent.
Priest’s prayers at chair (02): When the priest says, “Let us pray,” Altar Server 2 takes to book to him.
Priest’s prayers at chair (03):
Altar Server may hold the book. Or give the book to the priest if they are not comfortable.
Offertory Procession
Offertory Procession (01): Walk together as in procession to the Baptismal Font to lead the Offertory Procession.
Offertory Procession (01): Crucifer and Acolytes process without stopping up the center aisle to the Baptismal Font and wait as at the beginning of Mass.
Offertory Procession (02): Crucifer and Acolytes process without stopping up the center aisle to the Baptismal Font and wait as at the beginning of Mass.
Offertory Procession (03): When priest gives a sign, Crucifer and Acolytes re-enter just as at the beginning of Mass.
Preparation of the Altar

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Preparation of the Altar (01): While Crucifer and Acolytes go to the Baptismal font, Servers 1 & 2 set up the altar.
Preparation of the Altar (02): Server 2 sets the book to the left. Server 1 arranges other articles.
Preparation of the Altar (03):
Server 1 places the corporal.
Preparation of the Altar (04):
Corporal is placed in the middle of the altar, close to the edge.
Preparation of the Altar (05):
Then Server 1 simply unfolds the corporal.
Preparation of the Altar (06): Unfolding the corporal.
Preparation of the Altar (07):
Unfolding the corporal.
Setting the Altar:
Place the corporal, cross down, and simply unfold it where it is.
Setting the Altar:
After placing the corporal, simply leave it.
DON'T FLIP IT.
Setting the Altar:
After placing the corporal, simply leave it.

DON'T SHAKE IT SO THAT IT LAY FLATTER.
Receiving the Gifts
Receiving the Gifts (01):
Altar server 2 goes with the priest to receive the gifts. Altar server 1 get the pitcher, bowl, and towel for the handwashing.
Receiving the Gifts (02):
Receiving the gifts of bread and wine.
Receiving the Gifts (03):
Priest and server(s) bow to the people. The priest gives the gifts to the servers, then all bow again.
Receiving the Gifts (04): After preparing the bread and wine the priest washes his hand. Both servers bow and return to their seats.
Communion

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Communion (01):
After the Sign of Peace and during the Lamb of God, the acolytes go with the EM to the Reservation Chapel.
Communion (02):
Acolytes will open the doors for the EM and latch the doors to stay open.
Communion (03): Latching the Doors.
After Communion

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After Communion (01):
After priests finishes with communion, Servers 1 & 2 help collect everything from the altar.
After Communion (02):
Server 1 removes the book. Server 2 removes the vessels and corporal and takes them to the Credance table.
After Communion (03):
Note: Server 2 may need to take two trips.
Prayer After Communion

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Prayer after Communion (01):
After Communion, Altar server 2 waits for the priest to say: “Let us pray.”
Prayer after Communion (02):
It is the same as at the beginning of Mass.
Prayer after Communion (03):
It is the same as at the beginning of Mass.
Closing Procession

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Closing Procession (01):
As the music begins for the final hymn, Crucifer and Acolytes move to the front of the altar.
Closing Procession (02):
They stop at second or third Pew and turn around. *(Note the difference from the Offertory Procession!)*
Closing Procession (03):
Altar servers 1 & 2 move together to the front of the altar.
Closing Procession (04):
All face the altar and wait for the priest.
Closing Procession (05):
Priest reverences the alter and the meets the servers.
Closing Procession (06):
All bow together and then turn to leave.