



Altar Server Guidelines

St. Michael – St. Malachy Parish East New York, Brooklyn

SUMMARY

Before Mass:

- sign in on bulletin board
- dress in an alb (robe) & rope
- light altar candles
- take processional cross from Vesting Sacristy to gathering space

Procession:

- cross bearer leads, acolytes follow (take song books)
- “Let us pray...” – Cross bearer holds Roman Missal (red book)

Preparation of the Gifts:

1. Set the altar:
 - Remove wooden book stand
 - 1 chalice, 1 purificator, cruet of water, Roman Missal
2. After gifts are on altar, Presider washes his hands

Eucharistic Prayer: kneel on steps

Sign of Peace:

1. Share peace with Presider
2. Set altar: cups in tray, purificators, plates
3. Stand under the cross to receive communion

Communion:

- stand behind Presider if low-gluten hosts
 - clear altar except ciborium
- “Let us pray...” – Cross bearer holds Roman Missal*

Recessional: cross bearer leads, acolytes follow

After Mass:

- extinguish candles

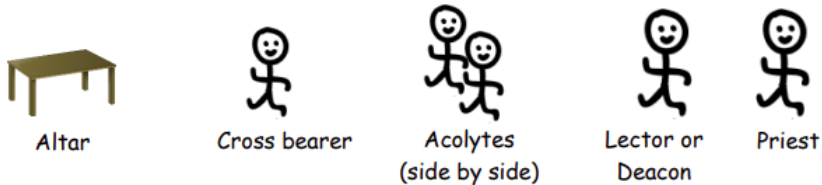
- hang up alb and rope



PROCESSION AND START OF MASS

CROSS BEARER

1. After the gathering song begins and the priest gives the OK to go, lead the procession down the center aisle. Do not rush. Take your time. It is not a race to get down the aisle



2. When you reach the stairs of the sanctuary, walk a few steps to the right and wait for everyone else to arrive.
3. After the priest, lector and other servers bow (you do not bow), enter the sanctuary, walking up on the right side of the altar, and place the cross in the stand.
4. Move across the sanctuary, behind the altar, back to your seat.
5. Receive your missalette from an acolyte, and join in singing the gathering song.
6. Once the priest says, "Let us pray," you move and pick up the Roman Missal (red book) from the presider's chair. If a deacon is present he may pick up the book and hand it to you. Approach the priest and hold the book for him to read. After the prayer, return the book to the deacon (if there is one) or to the chair, and return to your seat.

ACOLYTES

1. Process down the aisle behind the cross bearer. Walk side by side with your missalette open and singing.
2. Once you reach the stairs of the sanctuary, you both walk a few steps to the left and wait for everyone else to arrive.
3. Bow with the priest and lector or deacon.
4. Enter the sanctuary, walking up on the left side of the altar toward your seats. Remain standing.
5. Once the crossbearer reaches you, give him/her a missalette and continue singing the gathering song.



PREPARATION OF THE GIFTS

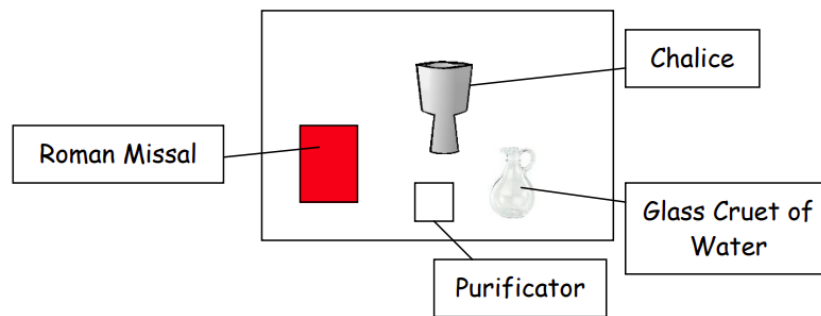
CROSS BEARER

Remain at your seat and participate in the Mass.

ACOLYTES

1. When the collection is being taken up, the altar needs to be prepared. Here is what needs to be done:

- Remove the wooden stand that holds the Book of Gospels
- Place the Roman Missal on the altar, near the center.
- Place the priest's chalice, small cruet of water and one purificator on the right side of the altar.



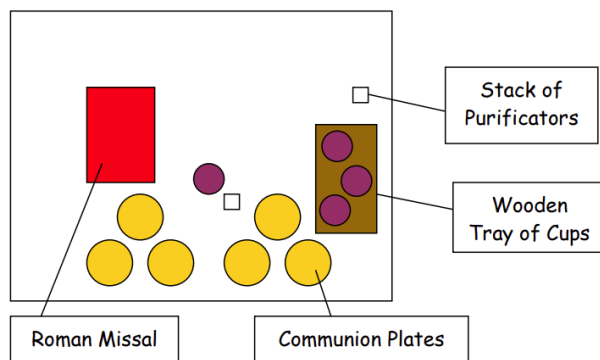
Once the altar is prepared, return to your seats and join in singing the preparation song.

2. Acolytes must watch the priest closely at this part in the liturgy. The gifts of bread and wine are brought to the altar next. Additionally, a small rectangular-shaped glass plate with pyxes containing low-gluten hosts may come with the gifts. The priest will do one of two things here. He may remain at the altar and have the gifts brought to him, in which case the acolytes stay in their seats. Or he may walk to the steps and meet the gift bearers. If he walks to the steps and meets the gift bearers, each acolyte will have an added responsibility. One acolyte is expected to carry the bread back to the altar, and one acolyte is expected to carry the wine and plate of pyxes, if present, back to the altar.
3. After the gifts are placed on the altar, both acolytes go to the credence table. One acolyte picks up the large water bowl and the other acolyte picks up the large hand towel. Stand near the priest and wait for him to wash his hands. When he is finished, one acolyte removes the small water cruet from the altar. The large bowl of water, the large towel, and the small cruet of water are all taken back and set on the credence table. Then, both acolytes go back to their seats.
4. Remain at your seats and participate in the Mass.



EUCCHARISTIC PRAYER THROUGH THE LAMB OF GOD

1. As soon as the Holy, Holy, Holy music begins, move to the side of the sanctuary. When the people kneel, you kneel on the steps.
2. Remain kneeling until after the Great Amen. When the rest of the people stand, you stand too.
3. When the priest invites all to offer "a sign of Christ's peace," walk to the side of the altar and share the sign of peace first with the priest and then with each other.
4. When the Lamb of God music begins, the acolytes bring the communion plates to the altar. **DO NOT STACK THEM!**
5. The crossbearer brings the cups and purificators. Carry the cups in their tray and set the tray on the altar, on the side nearest the Presider's chair. Set the purificators next to the tray.



6. Move back behind the priest, and join in the half circle of Ministers of Holy Communion who will be coming up during this time.



COMMUNION

You receive the host at the same time as the Ministers of Holy Communion. Do not consume the host until after the Presider has consumed his.

ACOLYTES

As each Minister of Holy Communion walks to his/her communion station, the acolytes clear the altar of everything except the ciborium. Put the chalice and large bread plate on the credence table, and the Roman Missal in the priest's chair. Then go back to your seats, sit down, and join in singing the communion songs.

CROSS BEARER

If there is no small plate of pyxes, the cross bearer sits down. However, if there is a small plate of pyxes, the Presider hands the plate to the cross bearer. The cross bearer follows the Presider to his place and stands behind him holding the plate. When someone needing a low-gluten host comes forward, the Presider turns to the cross bearer. The cross bearer moves the plate closer to the priest's hand. The priest will pick up the pyx, distribute the consecrated host, and then return the empty pyx to the plate. When all the pyxes are empty, the cross bearer leaves the priest's side and places the plate on the Credence Table. Then, the cross bearer goes to his/her seat.



AFTER COMMUNION

1. After communion, all three servers check that the altar is clear. The communion plates, the empty chalice and small purificator go to the credence table. The Roman Missal is put back in the presider's chair. Nothing is left on the altar when communion is done and the priest sits down. Note: The Ministers of Holy Communion deliver the ciborium filled with consecrated hosts to and from the Blessed Sacrament Chapel. The altar servers do not do this.
2. When everyone stands, you stand. The priest says, "Let us pray." The cross bearer picks up the Roman Missal from the presider's chair or takes it from the deacon, approaches the priest and

holds the book for him to read. After the priest is done, replace the book in the presider's chair and go back to your seat.

RECESSION CROSS BEARER

As soon as the song starts, the cross bearer moves across the sanctuary, behind the altar, and removes the cross from its stand. Wait there until the priest starts to move down the stairs. Join him in the same position that you were in to start the Mass in front of the altar. *Wait as the priest and other servers bow.* Then turn and lead the procession out of the church.

ACOLYTES

Take your missalette and the crossbearer's and start singing the final song. As the priest moves down the stairs, join him in the same position that you were in for the procession and the beginning of Mass, in front of the altar. Bow with the priest and turn to follow the cross bearer down the aisle, walking side by side.



AFTER MASS

1. Wait in the back of the church until the final song is done and the people have moved out of the aisles.
2. The cross bearer needs to put the cross back in its stand in the vesting sacristy.
3. Carefully extinguish the candles in one of two ways. One, use the brass lighter. However, please watch that you are not pushing the brass lighter into the melted wax. This can ruin the candle. Two, you may gently blow out the candles. However, please watch that you do not spray the melted wax on the floor. *[Important: The candles on the large Advent wreath should always be extinguished with a brass lighter. Do not attempt to lift them off the wreath! Ask an adult for help.]*
4. Hang up albs and ropes carefully in the vesting sacristy. Be sure to snap the collar so your alb doesn't slip off the hanger.

As always thank you for serving our community, and remember that this packet as well as our altar server schedule and all other materials are always available on our Parish Website at:

www.ParishStMichaelStMalachy.org

if you go to the >groups tab and drop down to >altar servers