

# Epiphany of the Lord Parish

Meadville, Pennsylvania 16335-4339  
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*Revised 05/18/2022*

## Altar Server Directions

***Welcome to the ministry of the Altar!***

Dear Altar Server,

Thank you for your willingness to serve our community as an Altar Server. It truly is a privilege to serve at God's holy altar. Simply do your best and be sincere. Feel free to ask lots of questions during your training. In a few short months, I am confident that you will be very comfortable serving. I am hoping you will remain a server until the conclusion of 12<sup>th</sup> grade. Please know that we are willing to work with schedules to ensure you remain in His service.

Please call me at 333-2274 ext. 1 if you have any questions.

God Bless you. May our holy Mother Mary give you the courage to serve Jesus with no regrets...now, and all your life.

Sergio Cortes

Director, Youth Faith Formation  
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### **Things to prepare before Mass:**

- Arrive 15 minutes before Mass *at least*.
- Go to the sacristy and put on your assigned alb. If you notice that you are outgrowing it, please try on the next size or bring it to the attention of the priest, deacon or Mr. Cortes.
  - Hang your jacket on a hanger – do not throw it on the floor!
- Sign-in on the Mass Ministry Sheet in the main sacristy.
- The sacristan will have prepared the following items:
  - Priest's chalice, dressed with clean purificator, paten, pall, and corporal  
**Please be very, very careful not to drop the chalice... use the node and one hand on top to carry it.**
  - Small cruet of water (for the preparation of the gifts)
  - Lavabo bowl and towel (for washing priest's hands)
  - (ON SATURDAY or SUNDAY) appropriate number of goblets and purificators
  - (ON SATURDAY or SUNDAY) patens of bread and craft of wine to be consecrated during the Mass.
  - (ON OCCASION) the censer (thurible) and boat
- Please place the sanctuary items in their proper places on the Credence Table
- (SAT./SUN.) Please place the bread and wine items in the rear of the church if the Sacristans have not already done so.
- Light the candles on the altar 5 or 10 minutes before Mass (during Easter Season light the Paschal Candle; during Advent light the candles of the Wreath).
- Ask the priest if there is anything special happening at Mass.

### **PARTICIPATION IN MASS:**

- This is essential. To sing and respond is necessary to set an example of prayerful worship.

### **POSTURE:**

- Hands always together in prayerful position. Hands on laps when sitting. Sit up straight and do not play with cincture.
- Before and after Mass, genuflect to tabernacle when entering sanctuary. Bow to altar whenever crossing in front or behind during Mass.

**RULE OF THUMB: WHEN IN DOUBT....ASK THE PRIEST**

## The Procession

- o The order is:

Incense (when used)=4  
Cross (SUNDAYS)=1  
Candles (when used)=2&3  
Other servers  
Gospel Book Bearer  
Priest

*Please note--- candles should walk to the right and left of the cross, unless prohibited by space, if not, they are to walk side by side.*

- o All servers who are not carrying something MUST fold their hands.
- o The weekend procession begins in the rear vestibule of the Church.
- o At the foot of the sanctuary, all pause, priest in middle front of altar. Cross bearer and one candle bearer should line up to the right of the priest, the other candle bearer should line up to the left. Always make sure there are servers on each side of the priest.
- o The Reader enters the sanctuary, without stopping, and places the Book of the Gospels on the Altar of Sacrifice... then, steps away.
- o All genuflect EXCEPT if you are carrying anything.
- o When priest moves to enter the sanctuary:

- o Cross (1) goes up and places cross in its fixture, either in sacristy or in sanctuary
- o Candles (2&3) follow, going into the sacristy – extinguish them
- o Incense (4) goes into the sanctuary beside the servers' chairs --after Mass return thurible to sacristy.

- o Servers go to their place in the sanctuary. **Look attentive.**
- o PLEASE PICK UP THE HYMNAL AND SING. You model for the congregation.

### **SEATING:**

Book-bearer - CREDENCE TABLE - Cross-bearer

- o At "Let us Pray"... the **Sacramentary** is brought to the priest by #2. Returned to the server table when finished.
- o Sit with hands on lap.
- o When you stand with nothing in your hands, FOLD them.

- ❖ If there is incense for the Gospel procession, prepare the thurible during the second reading, stand by door. Go to the priest at the Gospel Acclamation (when they sing the Alleluia). Priest places incense in the censor, step back, lead him to the altar to get the Book of the Gospels. Wait behind the priest for him to incense. During the Gospel reading, stand behind the priest. After conclusion of the Gospel, return it to the stand by the altar.
- ❖ For major Masses, the candle bearers will join the Gospel Procession. Servers should join the thurifer and go to the sacristy during the second reading and light the candles. Go to the priest and stand side by side closer to the altar. Lead the priest to the altar and then to the Ambo. Remain on each side of the ambo facing the priest until the conclusion of the Gospel and then return to the main sacristy.

- o Do not remove the book stand until preparing the altar at the offertory.
- o Pay attention during the homily
- o Stand and participate for the Creed and General Intercessions

### **AT THE PREPARATION OF THE GIFTS**

- ❖ If there is incense: Thurifer gets the censor during the Prayers of the Faithful, and stands by the door of the sacristy. Proceed to the base of the steps when the priest gets up and goes to the front of the sanctuary to receive the gifts. After he has offered them, he will turn to you BEFORE washing hands, and fill up with incense, incense the offerings, then return them to you. Return censor to the sacristy, then return back to your place.

- o When the collection is taken, #2 takes the **Sacramentary** and places it on the LEFT corner of the altar. #1 takes the **priest's chalice and other cups**. (*Remember, be careful!!*) and places it on the RIGHT corner of the altar. Place cups/chalice on corporal.
- o If a deacon is not there, #1 unfolds the **Corporal** correctly and lays it flat in the center of the altar, about 2 inches from the bottom. Allow the chalice to stay in its place.
- o #1,2 and 3 accompany the priest when he rises to receive the gifts of bread (1), wine (2), and collection (3).
- o After being handed the gifts, go directly to the altar. **Do not place the bread and wine on the altar**—stand at the indicated places, and hand them to the priest—bread is received first. #3 places the collection basket in front of the altar.

#### **With 2 servers:**

- As the priest is praying the prayer with the bread, #1 goes to get the water cruet and stands at its indicated place the (please remove the stopper, handles facing the priest)
- Once the priest places the drop of water in the wine and takes the flagon, remain there until he pours it and returns the flagon to you.

- After the priest returns the flagon, he will bow, you bow to him.
- Both servers return to the credence table, put stopper on the water cruet. ONE server takes the glass lavabo bowl and pitcher, the other holds the towel... both go to the priest.
- Water and bowl person stands at "WATER" place (closest to congregation)
- Towel person stands at "WINE" place (closest to tabernacle) with OPEN towel.
- Pour water on priest's hands, hand him the towel, fold hands and he will he will lay it over your hands, BOW again, return the items to credence table.
- After this, remain standing in front of the credence table.

**With 3 servers:**

- #3 will get the water cruet after placing the collection at the foot of the altar.
  - #1 (after handing off the bread) returns to the credence table to get the bowl and pitcher.
  - #2 will return to get the finger towel.
- o Kneel and stand when appropriate during the Eucharistic Prayer (St. A When the Holy Holy starts, both move down to bells. Thurifer moves straight down steps by the cross. St. B both kneel on own side behind the altar. Kneel when everyone else kneels.). Watch the priest's hands! When he holds them over the bread and wine the first time, RING the bells **one time, a firm ring**. RING the bells during the elevation of the host and the chalice during the consecration. For each elevation, **ring the bells 3 succinct times**.
  - o During the Our Father, stand with your hands folded.
  - o Greet each other and the priest at the sign of peace, then, stand between the altar and credence table, you will be joined by the Eucharistic Ministers. REMAIN STANDING for the Lamb of God
  - o Receive Communion reverently. **When receiving, elevate your hands so the priest can reach your hands easily without bending over significantly.**
  - o Then, after all have cleared out of the sanctuary and communion is going on, #2 goes to the altar and gets the Sacramentary... and places it on the server's table.
  - o REMAIN STANDING by your chairs, hands folded and participate by singing
  - o After communion, the priest and ministers of the Body of Christ go to the altar, combine all the Eucharist. Then the priest takes the Eucharist to the Tabernacle. Bow when the priest/deacon kneels before the Tabernacle. #1 brings cruet of water to altar for deacon/priest to purify cups and chalice. Have handle facing out for Fr. Jeff, for Fr. Tom, pour water into the ciborium. As vessels are dried return them to credence table.
  - o When the congregation sits... be seated.

## **After Communion**

- o The priest will say “Let us Pray”, and #2 brings the Sacramentary to him at the chair.
- o NOTE: If there is a special blessing, remain to side with book still open- or be prepared to return if there are announcements.

❖ If there is a Cross and Candles or incense used, those servers quietly go to the sacristy to prepare them, waiting at the door of the sacristy, moving when the priest moves to kiss the altar.

- o Join the priest at the foot of the sanctuary, if 3 one goes down steps and cross behind priest to other side.
- o If you are not carrying anything, remember – fold you hands, and genuflect. If holding something you never genuflect.
- o Turn as a group.
- o (SUNDAYS) Slowly head down the Main aisle in the order you came in. Candles walk next to the cross or behind, standing side by side.
  - NOTE: The Book of the Gospels is not carried out.
  - Return to the Sacristy by way of the outside.
- o (WEEKDAYS) Slowly go back the “Short way” as we entered. We will bow before the cross in the sacristy, and then be dismissed.

## **AFTER MASS:**

- o If you carry candles.... CAREFULLY extinguish them.
- o St. B put coals in pot outside door. St. A let coals cool in thurible.
- o Extinguish all the candles in the sanctuary-including the Paschal/Advent candles.
- o Take the items from the credence table to the counter in the main sacristy.
- o Re-fill water cruet and wine cruet.
- o **Always ask Father, “Is there anything else that needs to be done?”**
- o **ALWAYS----- Look to see your next altar serving appointment on the bulletin board.**

## **IMPORTANT:**

1. ***Please note the date(s) and times of the Masses you serve.***
2. ***It is your responsibility to get your replacement server***
3. ***It is your responsibility to dress appropriately***  
***Attire for Sunday / Weddings / Funerals***
  - a. ***Guys: SHOES (never sneakers), slacks, shirt (no tee-shirt), hair groomed***
  - b. ***Girls: Same as above, or dress / skirt (ALL SKIRTS MUST BE AT LEAST KNEE LENGTH). No tee-shirts, sneakers, flip-flops, halter tops, spaghetti straps, or tight shirts please.***
4. ***Be at the church 15 minutes BEFORE Mass***
5. ***HANG UP your vestments properly! Make sure the Velcro is secured at the top of the garment or it will fall to the ground.***
6. ***Ask questions..... the priest will never be upset with you.***