

Saint Paul the Apostle Parish

Instructions for Altar Servers



FG

Reviewed November 2022

Altar Server Schedule:

- Your schedule will be available on Ministry Scheduler Pro (MSP). It is important that you update your profile on MSP for availability and mass time preferences
- If you are unable to serve when assigned, you must use the MSP scheduling system to request a replacement within a reasonable time. You will be notified when someone accepts the request.
- If you are not scheduled to serve, please check in at the MSP sign in kiosk to see if there are enough servers present. You can accept any open serving role by using the sign in kiosk.
- Roles for serving special events/masses such as sacraments, Christmas, Easter etc will be scheduled specifically and Arden Ouellette will reach out via email to schedule these celebrations.

There is a Glossary in the back of this booklet. Throughout these instructions, you will see words that are underlined, indicating that there is a picture and description in the Glossary.

Preparation Before Mass

- Servers should arrive at least **15 minutes** before Mass is scheduled to begin and check in using the Ministry Scheduler Pro sign in kiosk. This is located in the cloakroom near the main entrance. If you are not present 15 minutes before Mass start time, someone may be asked to fill in for you.
- Dress appropriately for Mass. You should be dressed neat and tidy with clothing reflecting the holiness of the Mass. The vestments should be

clean and you should come with appropriate footwear so that you don't trip or lose your balance. If you wear snowboots, please bring a pair of running or dress shoes to change into at church.

- Upon arrival, go into the Church, take a moment and kneel down while you say a prayer asking God to help you serve well.
- Put on your cassock and surplice, making sure they fit and look neat. Be sure your hands are clean and your hair is combed.
- When there are 3 servers, one (1) will be Cross and Book Bearer (**CB**), and two (2) will be Acolytes (**AC1** and **AC2**). Determine amongst yourselves which role you will take.
- Father may lead the ministers and servers in prayer either in the sacristy or at the back of the church before the entrance procession starts.

Entrance Procession

- When the cantor announces the opening hymn, the altar servers and Lector should line up like this:



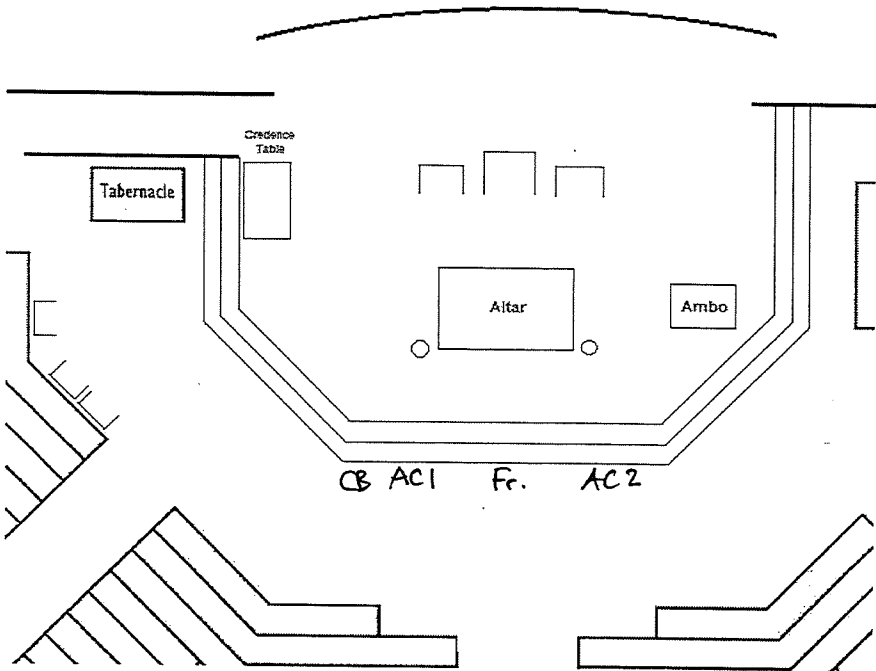
AC1 AC2

**Deacon or Lector
with book of Gospels**

Concelebrating Priests

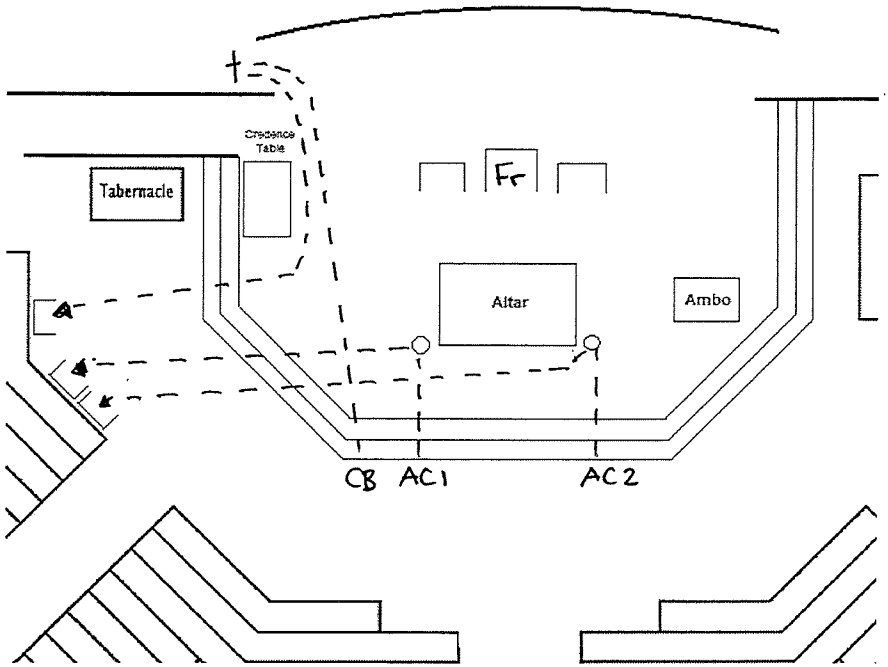
Main Celebrant

- When the congregation starts to sing, Father will signal the **CB** to *slowly* lead the procession to the sanctuary. **ACs** will follow the **CB**.
- At the sanctuary: **CB**, and one **AC1** move to the left side of the aisle and **AC2** to the right side of the aisle to allow Father to come to the center of the altar

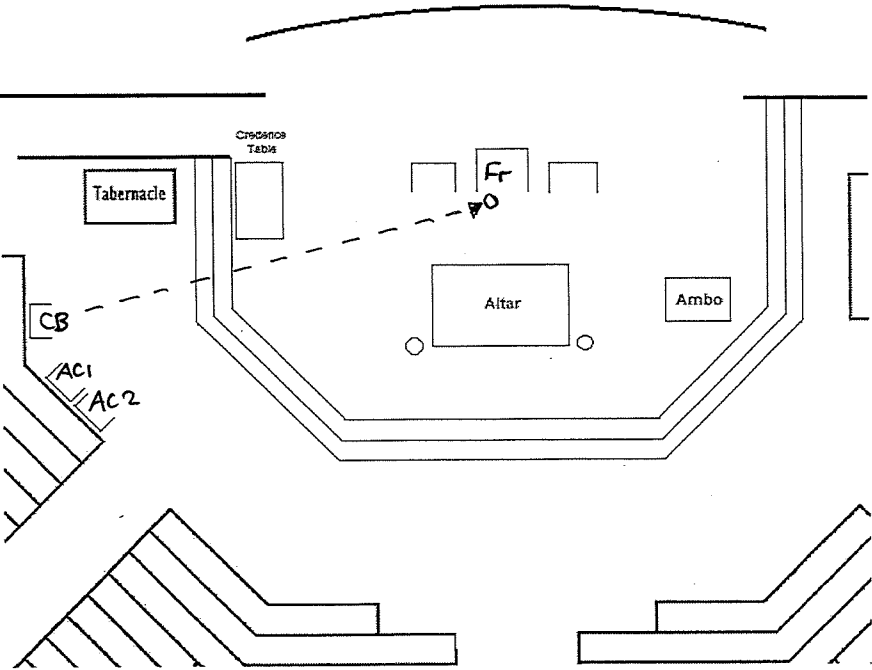


- When Father genuflects, if you are holding something, bow your head toward the Tabernacle, otherwise, genuflect with Father
- After Father proceeds to the altar, the **CB** puts the cross on the stand and the **ACs** put the candles in the stands on each side of the altar
- All servers proceed to their seats passing in front of the altar if needed. The chairs in front of the first pew adjacent to the tabernacle are reserved for the

servers. The **CB** should sit on the end closest to the tabernacle, and the **ACs** sit in the other chairs.

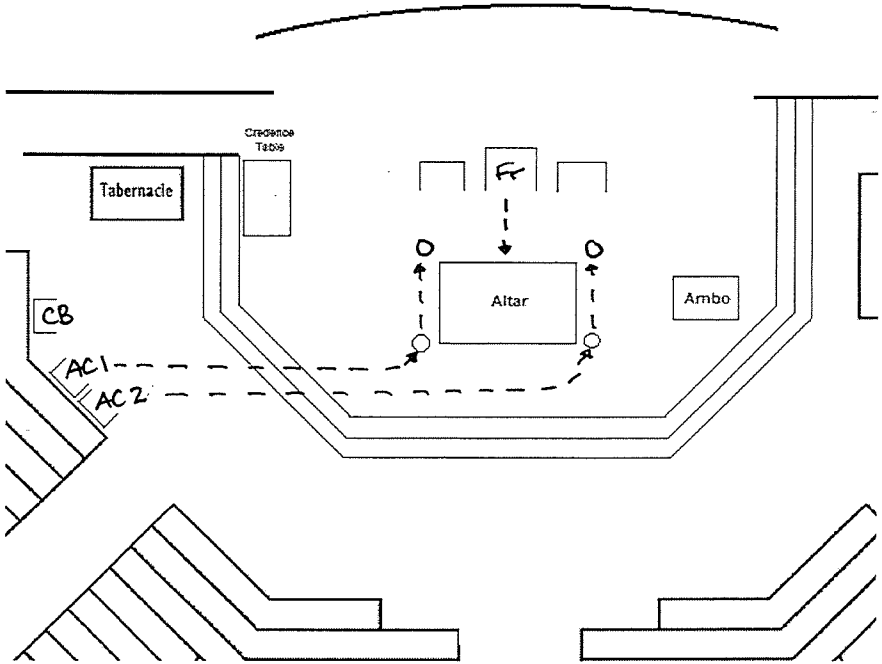


- As the Gloria ends (when you hear the words “Holy Spirit...”), **CB** brings the Book (*Excerpts from the Roman Missal*) to the priest so that they are there when he says, “Let us pray.” Sometimes the priest will want the book at the very beginning of the Mass. In that case, bring the book to him as soon as he begins the sign of the cross.

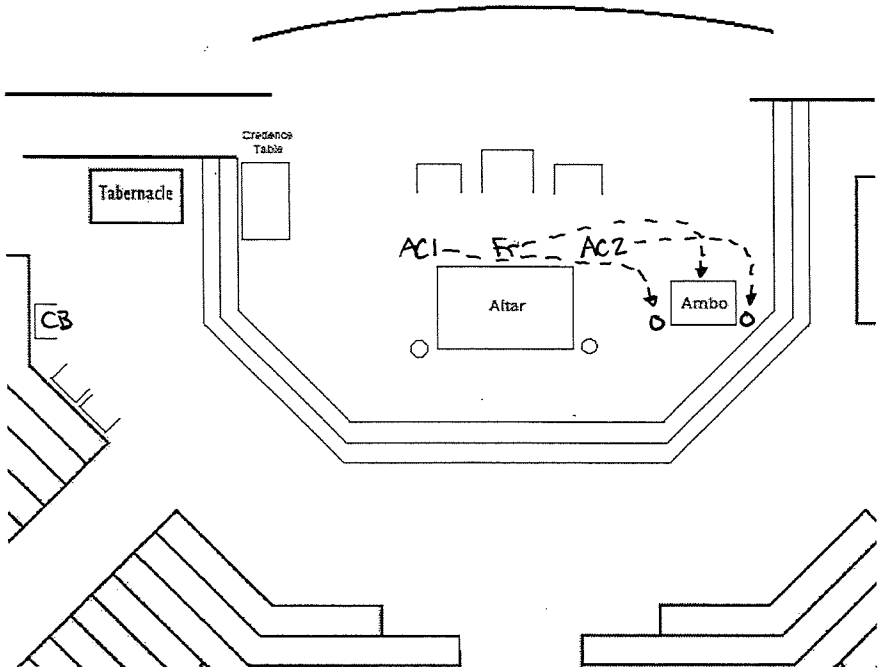


Gospel Procession

- When the priest stands for the Gospel the **ACs** get the candles at the altar, and then stand, one on each side of the altar until the priest or deacon picks up the Book of Gospels.

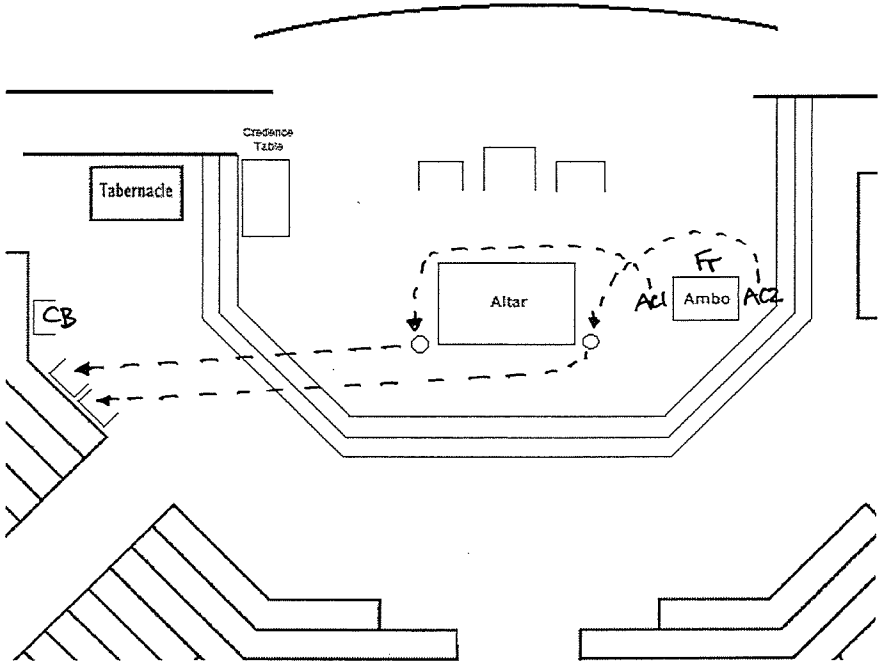


- Once the priest or deacon turns and begins to go to the ambo, **AC2** leads, and **AC1** follows with their candles.



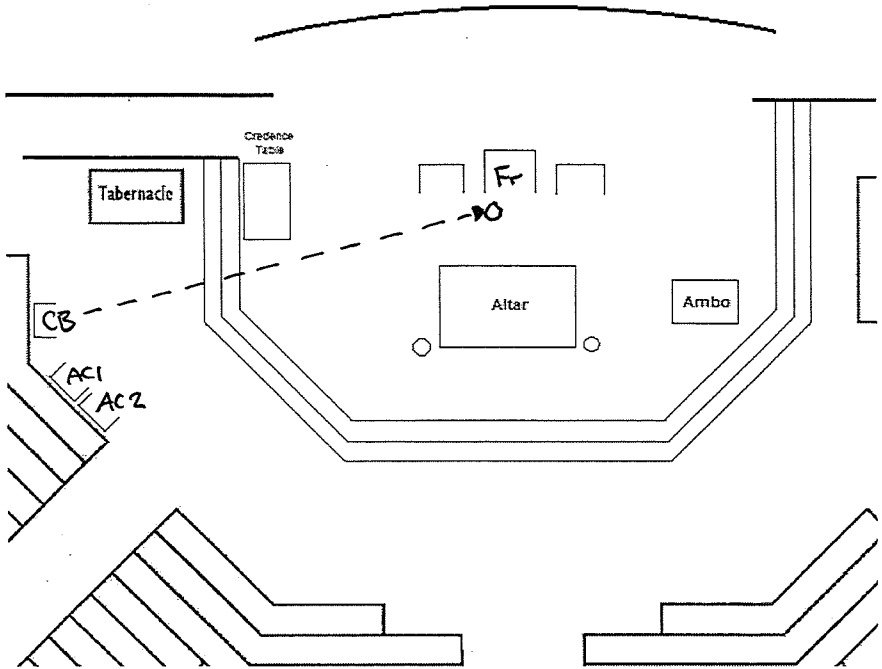
- During the Gospel, both **ACs** stand facing the ambo holding their candles.

When the priest or deacon finishes the Gospel and the people sit, the **ACs** return their candles to the stands and go to their seats.



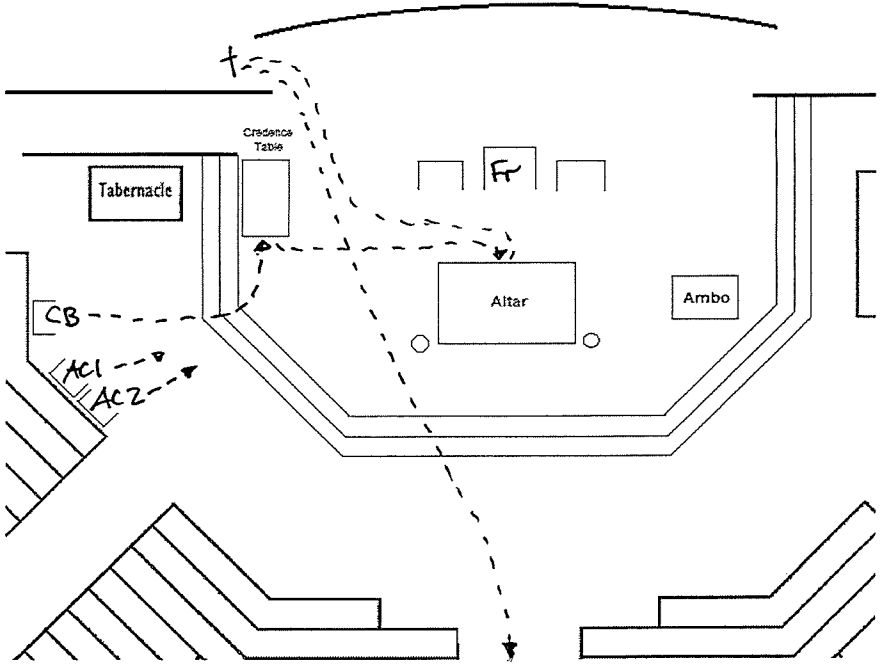
Creed

- After the Homily, when the priest stands for the creed, the **CB** brings the Book (*Excerpts from the Roman Missal*) to the priest, and will stand in front of him
- The priest will lead the Creed and the Prayers of the faithful from the Book. Once the priest is done, the **CB** returns to their chair

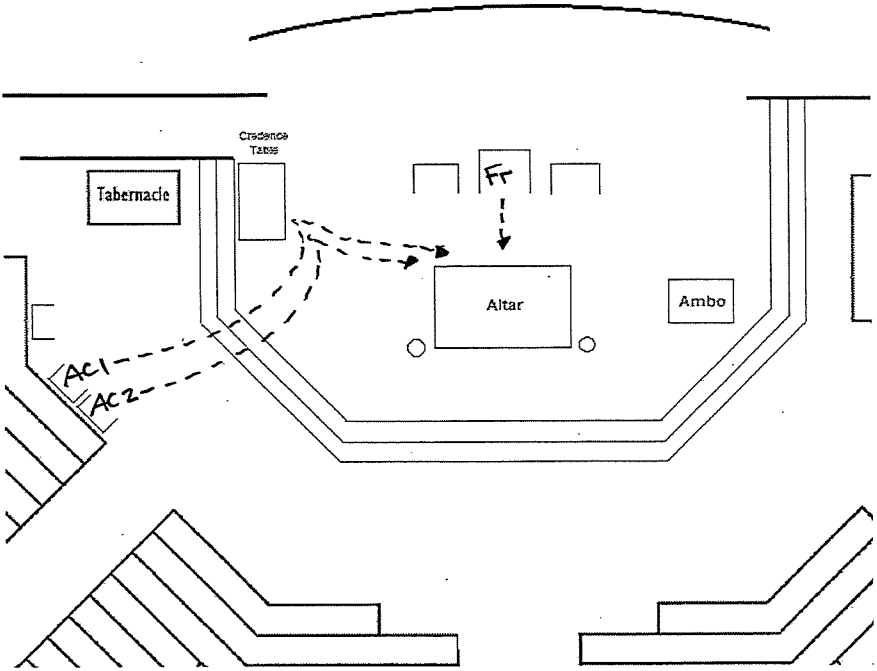


Offertory

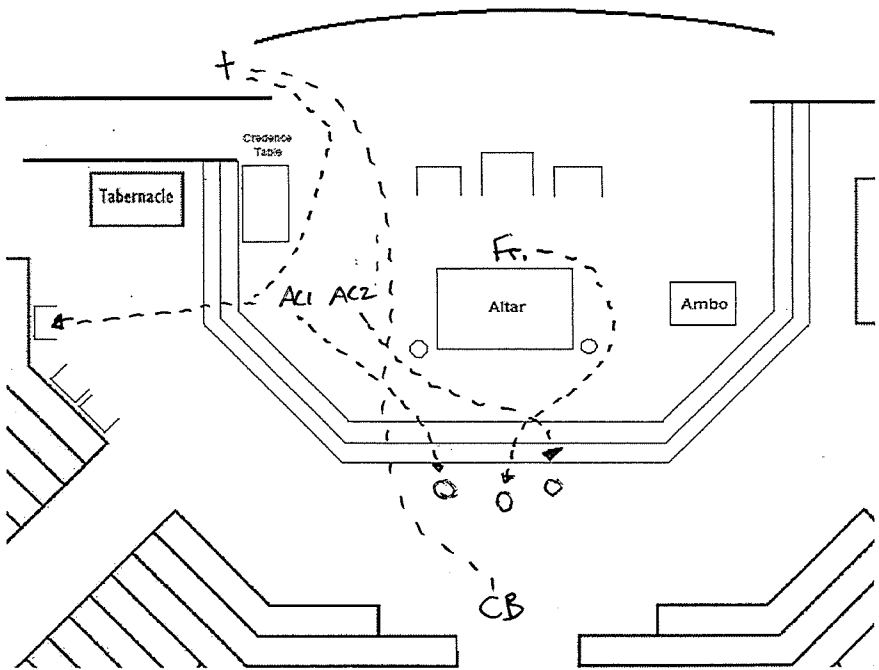
- As the choir begins singing the offertory hymn, the **CB** obtains the Roman Missal with the stand, and places it on the altar, then takes the processional cross and walks down center aisle to meet the Gift Bearers.



- While this is happening the **ACs** bring the priest's chalice, any additional chalices or ciboria, the tray with pyxes (if it is set out), the purificators, and place them on the altar. The priest or the deacon will arrange the altar.



- When ready, the priest will lead the **ACs** to the bottom step of center aisle and greet the Gift Bearers. He will receive the cruet of wine and ciboria of hosts from the gift bearers and pass them to the **ACs** who will place the ciboria on the altar and the wine on the credence table. The **CB** will return the cross to its stand when this is done and take a seat.



- The **ACs** will go to the credence table and hold the water and wine cruets and wait to bring them when directed.
- When the priest or deacon is ready for the cruets of water and wine, the two **ACs** will bring them to the

priest or deacon. Hold the cruets with the handles facing away from you so the priest or deacon can easily grasp the handle. When he is finished, he will hand them back, bow your head to him and return the cruets to the credence and retrieve the bowl of water and towel.

- They will then take the bowl of water and towel to the priest for him to wash his hands. One will hold the bowl and one will hold the towel.
- When finished he will hand over the towel. Bow your head and return the bowl and towel to the credence table and take a seat.

Eucharistic Prayer

- During the consecration, all servers will go the bottom step nearest the tabernacle where the bell is. The **CB** sits closest to the bell.
- When the Priest elevates the Host, the **CB** rings the bell, one ring.
- When the Priest elevates the Chalice, the **CB** rings the bell, one ring

Communion

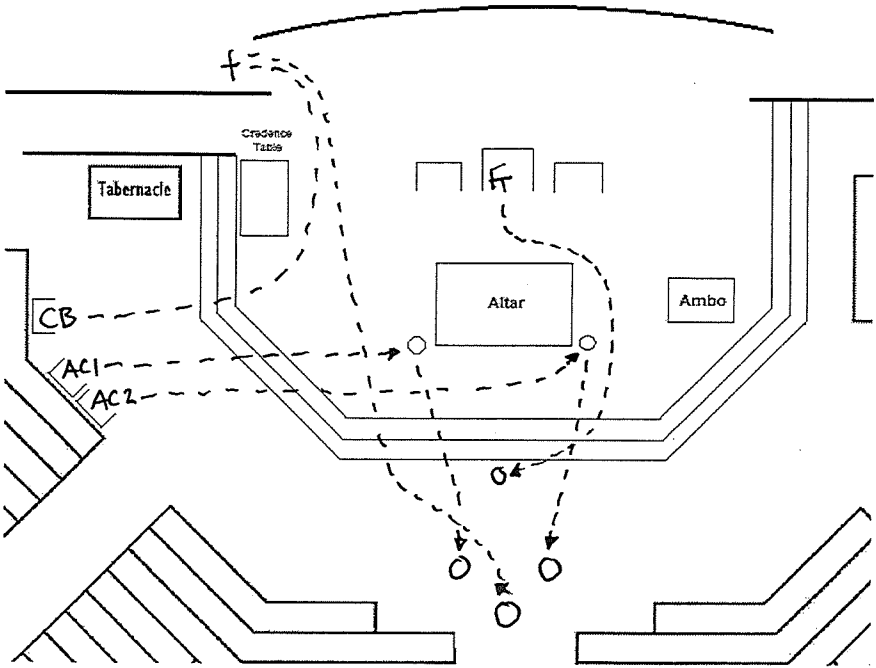
- The servers will receive communion at the same time as the Extraordinary ministers – just wait at the step where you were kneeling and the priest will give you communion.
- After you receive holy communion, you can be seated. **CB** can put the Missal on the credence table once the priest has started giving communion to the people.
- When Father returns to the altar from distributing Holy Communion, **AC1** gets the cruet of water and

stands near the altar to assist Father in purifying the holy vessels.

- Both **ACs** carefully take the sacred vessels from the altar to the credence table as Father purifies them. The priest's chalice is always carried with two hands.
- When the priest stands after a moment of silence **CB**, holds the book (*Excerpts from the Roman Missal*) for the priest at the chair.

Recessional

- After Father kisses the Altar, the **CB** and **ACs** get the cross and candles and stand at the front of the sanctuary facing the altar. Do not block the center area or get in the way of Father or the Deacon.



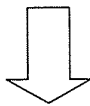
- When Father genuflects, all the servers remain standing if they are holding the cross or candles.
- After the genuflection, all turn and slowly begin to proceed up the aisle to the baptism font in the same order as the entrance procession as shown:

Main Celebrant / Deacon

Concelebrating Priests

AC1 AC2

CB



After Mass

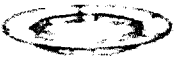
- Once you reach the baptism font wait for the priest to give you a blessing and thank you.
- Put away the cross and candles in their stands and return to the back sacristy to remove your vestments being careful to hang them back on the appropriate hangers in a tidy manner.
- Be sure to say a prayer before leaving Church to thank God for the great privilege of serving Him and His people!

If you have questions about the schedule or the role of Altar Server you can contact the Lay Parish Minister, Arden Ouellette via email aouellette@hamiltondiocese.com

Glossary



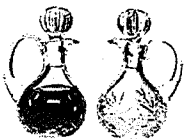
Chalice: The large cup used at Mass to hold the wine that becomes the Blood of Christ.



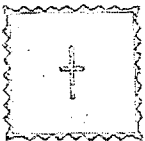
Paten: The saucer-like dish or plate that holds the priest's big host that becomes the Body of Christ.



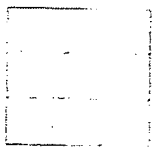
Ciborium (plural: Ciboria): A container with a lid that holds the small hosts that will be consecrated at Mass. Some ciboriums look similar to the chalice, and others look like flat bowls with a little handle on the side.



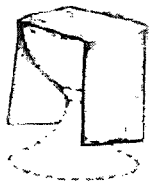
Water and Wine Cruets: small vessels that hold the water and wine for the Mass.



Pall: a stiff flat square that is placed over the chalice as a lid or cover.



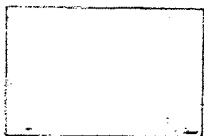
Corporal: A white linen cloth, laid on the altar at the offertory, that the sacred vessels are placed on.



Purificator: a white cloth that is folded in thirds and placed over the chalice. It is used to purify the chalice at the end of Mass.



Lavabo or Finger Bowl: Holds water and is used by the priest to wash his hands at the offertory.



Finger Towel: a small white towel used by the priest to dry his hands during the Offertory.



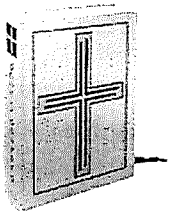
Pyx: a small container in which Holy Communion is carried to the sick or other people who are unable to come to the church.



Roman Missal: Sometimes just called the "Missal". It is the large book that is placed on the altar at the offertory.



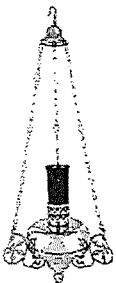
Excerpts from the Roman Missal: The smaller book with the prayers that the priest says from his chair.



Book of Gospels: A gold-coloured book that contains the Gospel readings. It is carried in procession at the beginning of Mass and placed on the altar. It is carried to the ambo by the priest or deacon at the time the Gospel is proclaimed.

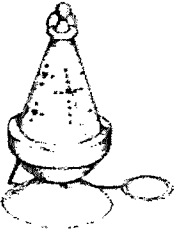


Tabernacle: The golden box where the Blessed Sacrament is kept. It is a sacred object, and we genuflect to it when we pass in front of it (except during Mass).



Sanctuary Lamp: The red light or candle that is lit when the Blessed Sacrament is in the Tabernacle. It is to honor the Blessed

Sacrament and remind the faithful of the presence of Christ.



Thurible: The metal container on a chain that charcoal and incense are burned for liturgical ceremonies.



Boat and Spoon: The small metal container that holds the incense that is put into the thurible.



Aspergillum: Used to sprinkle holy water. The bucket of holy water is called the aspersorium.



Monstrance: A large ornate vessel used to hold the Blessed Sacrament for Adoration, Benediction, and solemn Eucharistic processions.



Lunette: The part of the monstrance that holds the Host. The lunette is usually kept in the tabernacle and only put in the monstrance during adoration.



Genuflect: A sign of reverence by touching one knee to the ground. A genuflection should be made when passing in front of the tabernacle outside of Mass, and at the beginning and end of Mass if you are not holding anything.



Head bow: A sign of reverence by lowering one's head a little bit. This is done at the beginning and end of Mass if you are holding something, and after the priest has handed you back the cruets or finished washing his hands.



Profound bow: A sign of reverence by bending at the waist. This is done during the Creed when we profess the mystery of Jesus being born of Mary.