

MASS GUIDELINES FOR ST. WILLIAM ALTAR SERVER MINISTRY

Entrance Procession: All 3 servers will lead the procession walking side by side with the cross in the middle. Hold cross high and candles at equal height. At foot of altar steps, stop, head bow. Cross bearer moves into sanctuary, followed by candle bearers, side by side. Position cross and candles, then move to seats by the credence table. Cross bearer sits closest to cross. Servers NO LONGER sit next to the Priest.

Opening Prayer: At end of the GLORIA, if there is no deacon, the cross bearer takes red prayer book from credence table and proceeds to Priest's right side (do not cut corners on the way). Hold book on outstretched arm for Priest to read the Collect. Return book to credence table and be seated.

1st & 2nd Readings: All remain seated with hands in lap, feet flat on the floor (if possible)

Gospel Reading: At the **beginning** of Gospel Acclamation (*Alleluia or Praise to You...*) candle bearers stand, move to/pick-up the candles and stand slightly to either side facing Book of Gospels.

When Father or the deacon has picked up the book move **TOGETHER alongside** the priest or deacon/at Ambo stand one on either side of the ambo facing assembly.

Priest should be able to see the candles as if they were providing light for the reading of the Gospel. Hold candles at chest height.

At conclusion of the Gospel, return candles to bases and return to seat

Preparation of the Altar: The Priest or Deacon will move to the altar during collection to prepare the altar

Candle bearers move QUICKLY, but smoothly, to carry sacred vessels to the altar in the following order:

Chalice & Patten; 2 cups; 2 more cups; 1 cup and ciborium;

5 purificators (together) and water cruet; finally, Roman Missal on cushion;

(When the Priest or Deacon accepts the vessel the server will bow to them. Do not place vessels on the altar unless Priest or Deacon indicates you should do so).

Remain standing at edge of carpet.

Procession of Gifts: Upon completion of the altar preparation the **candle bearers** will move TOGETHER to lead the offertory family to the sanctuary as follows:

Once the Roman Missal is on the altar, together move to the floor in front of the altar, turn & bow, turn INWARDS & walk to rear of church

(Cross bearer remains seated)

When Priest moves to the front of the altar the cross bearer will join him on his right

Candle bearers lead offertory family to altar, bow, and then move one to each side of priest (outside of deacon if present). When priest moves to altar, all move TOGETHER to the left side of the altar and give gifts to priest (do not place gifts on altar). Candle bearers remain standing at altar by edge of carpet.

Preparation of Gifts: When the gifts are being placed on the altar for preparation:

Cross Bearer moves to credence table, picks up bowl and towel and waits, standing.

Candle bearers remain at altar to receive wine and water cruets from priest, bow and TOGETHER return cruets to credence table, then return to seats and remain standing.

Cross bearer then carries the water bowl and towel to priest. Return bowl and towel to credence table, return to seat and remain standing.

Eucharistic Prayer: At the end of Holy, Holy, Holy all servers move around the ambo side of altar to front steps and kneel. Hands must be folded in prayer position.

Communion Rite: After the Great Amen stand and move TOGETHER around right side of altar to the rear of altar, line up against the step (*heels should touch steps*) on the choir side. Remain standing. Receive Communion.

When the Priest leaves the altar return Roman Missal to credence table. Return to seats and sit down. Pray or sing, but remain reverent.

When the Priest or Deacon returns to altar 1 candle bearer will bring the water cruet to the altar and return after use, then both candle bearers assist in clearing the altar. (Remove vessels in pairs to speed up clearing) Return to seats.

Recessional Procession: At the closing song retrieve candles and cross, leave sanctuary TOGETHER. At foot of steps face altar, head bow; turn and proceed to 1st pew; turn inward and wait for Priest, standing side by side, cross in the middle held high. When Priest turns to leave, turn inward and precede Priest to exit.

PRE-MASS GUIDELINES FOR ST. WILLIAM ALTAR SERVER MINISTRY

Arrive 15 minutes early or you may be replaced. SIGN IN

Ensure your appearance is neat. Long hair must be tied back. Appropriate shoes should be worn; no flip flops and shoes should have backs/straps; sneakers are acceptable but they must be white or black and no colors are allowed.

Dress in vestments (cassock **no shorter** than ankle length). *At end of mass return vestments to proper hangers and hang in correct place in closet.*

Determine assignments (if only 2 servers both carry candles).

One server will reverently and carefully light altar candles. *At the end of mass put out candles.*

Remember while serving to PRAY and SING (use prayer card/missal at seat), Bow to the Priest, Deacon or altar, when appropriate.

When standing or moving and not carrying anything **hands should be in the prayer position, hands together, fingers pointing up, elbows tucked in** (not like chicken wings).

When two servers are doing a task they must move together, side by side and at right angles, no shortcuts on the altar.

Being REVERENT at ALL times means NOT TALKING AMONGST YOURSELVES when you are on the altar UNLESS IT IS AN EMERGENCY

Note: If you cannot complete your scheduled service you are required to phone other servers to get a substitute. **Roster of names is on our website** www.stwill.net under ministry schedules.