

MASS GUIDELINES FOR ST. WILLIAM ALTAR SERVER MINISTRY

Entrance Procession: All 3 (if only 2 carry candles or if only 1 carry cross only) servers will lead the procession walking side by side with the cross in the middle. Hold cross high and candles at equal height. Cross bearer moves first into the church, followed by candle bearers, side by side. At foot of altar stop, head bow. Position cross and candles, then move to seats by the credence table (near chairs on left) and remain standing. Cross bearer would sit closest to cross.

Opening Prayer

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 the Priest has picked up the book and moves to the Ambo, move TOGETHER with him and stand on either side facing the assembly. Hold candles at chest height.

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

Procession of Gifts: Upon completion of the altar preparation the Priest the candle bearers will move TOGETHER to lead the offertory family to lead the family to the altar:

Move together to the floor in front of the altar, turn & bow, turn toward each other and walk to rear of church together

(Cross bearer remains seated)

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

When the Priest signals to come to the altar, candle bearers will lead offertory family forward, at the altar bow, and then move one to each side of priest. 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. Return to seat.

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 you hear the "Great Amen" stand and move TOGETHER around right side of altar to the step on the altar, line up your heels against the step on the choir side. Remain standing. Say the Our Father with the congregation and keep hands folded. Receive Communion.

When the Priest leaves the altar. Return to seats and sit down. Pray or sing, but remain reverent.

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 the 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.