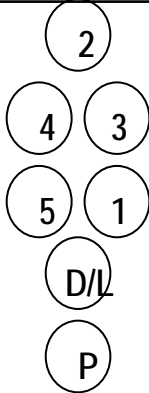
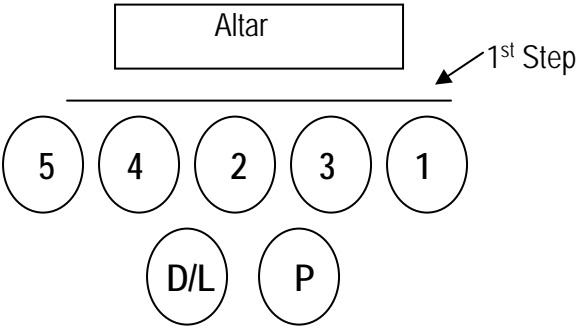
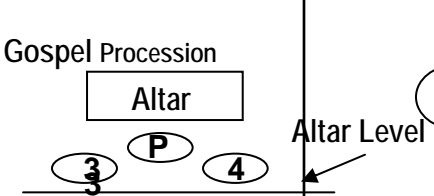
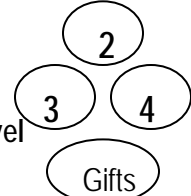
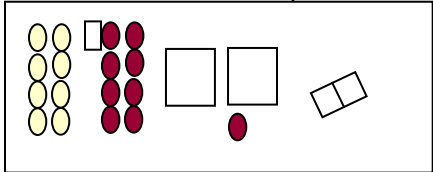
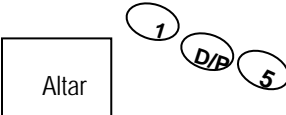


ALTAR SERVING DUTIES – A REFERENCE GUIDE

	#1	#2	#3	#4	#5
<p>INTRODUCTORY RITE -</p> <ul style="list-style-type: none"> •Entrance Procession <p>(Diagrams below show alignments)</p>	<ul style="list-style-type: none"> •Light 4 candles on altar & 2 on credence table •Walk in following the candles and on the right of #5. Process one pew distance from candles •Stand to the right of number 3 at the base of first step •Genuflect when Father signals •Go to table and picks up the sacramentary •Stands behind the sacramentary table 	<ul style="list-style-type: none"> •Hold cross •First to process •Stands at center altar at the base of first step (can rest pole on the floor) •Do not genuflect •Pull out, lead procession on pew level to the holder, place cross (make sure Christ faces out) •Go to 2nd bench 	<ul style="list-style-type: none"> •Hold torch at same level as #4 •Walk behind cross with #4 one pew distance between •Stand to the right of cross (can rest pole on the floor) •Do not genuflect •Walk on pew level behind #4 to the holder, place torch •Go to 3rd seat 	<ul style="list-style-type: none"> •Hold torch at same level as #3 •Walk behind cross with #4 one pew distance between •Stand to the left of cross (can rest pole on the floor) •Do not genuflect •Walk on pew level behind #5 to the holder, place torch •Go to 4th seat 	<ul style="list-style-type: none"> •Walk in following the torches and on the left of #1. Process one pew distance from candles •Stand to the left of number 4 at the base of first step •Genuflect when Father signals •Follow #2 to the 5th seat
<p>Opening Prayer</p>	<ul style="list-style-type: none"> •Signal to take book is "Let us pray." •Come from behind the chairs and stand to Father's right •Rest book on chest and grasp bottom •Put book back on table •Take 1st seat 	 <p style="text-align: center;">Entrance Procession</p>	 <p style="text-align: center;">Reverencing the Altar</p>		<ul style="list-style-type: none"> •After the Opening Prayer, pick up the Children's cross as #1 returns the book •Carry Children's cross to center aisle below the first step •Wait for children to gather and be blessed process them quickly to the Chapel •Return cross to stand

	#1	#2	#3	#4	#5
LITURGY OF THE WORD	<p>Gospel Procession</p>  <p>Altar Level</p> <p>Procession of Gifts</p>   <p>Altar after #1 & 5 prepare</p> <ul style="list-style-type: none"> •After the Prayers of the Faithful you and #5 prepare the altar •Carefully bring cups placing them in 2 rows along ambo side of altar. This may require 4 trips. 	<ul style="list-style-type: none"> •After the Prayers of the Faithful, pick up cross Lead #3 & #4 to the back of the church walking quickly down side aisle. At back of church stand in front of candles & family to process up. As soon as everyone is ready, process to the foot of the altar. Do not wait until #1 & #5 move to the choir side with the priest. Take cross to stand, go to credence table for the towel and bowl 	<p>At beginning of Alleluia pick up torch holding at same level as #4</p> <p>Carefully climb steps to altar level process with #4 to front altar.</p> <p>Stand even with the left (ambo side) edge of altar facing the altar</p> <p>Lead Father to Ambo</p> <p>Stand behind the ambo on the servers seat side facing the people- (5 tiles behind the ambo)</p> <p>Carefully return torch to stand when gospel has ended</p> <p>Return to seat</p>	<p>At beginning of Alleluia pick up torch holding at same level as #3</p> <p>Carefully climb steps to altar level process with #4 to front altar.</p> <p>Stand even with the right (choir side) edge of altar facing the altar</p> <p>Lead Father to Ambo</p> <p>Stand behind the ambo on the servers seat side facing the people- (5 tiles behind the ambo)</p> <p>Carefully return torch to stand when gospel has ended</p> <p>Return to seat</p>	 <p>Altar</p> <p>Waiting for gifts</p>
<p>LITURGY OF THE EUCHARIST</p> <p>Presentation of the Gifts and Preparation of the Altar.</p> <p>The gift family will bring 2 or more ciboria and the small wine cruet. The other ciborium's will be on the credence table or in the tabernacle.</p> <p>#5 will not carry any cups</p> <p>Mentor may carry or assist with cups.</p> <p>Ciboria tops are returned to the credence table</p>	<ul style="list-style-type: none"> •With #5 stand to Father's choir side on the choir side of the altar •Go with Father to receive gifts, stand on choir side of Father •Take 2 ciboria Father gives you to the altar. You may have to go back to receive more gifts. •Go to the credence table with #2 and #3 	<p>After Prayers of the Faithful, pick up torch</p> <p>With #2 and #4 walk along the side aisle to the back of the church</p> <p>At back of church stand behind cross and in front of gift family with #4</p> <p>Process up</p> <p>Place torch in holder, go to credence table with #1 and #2.</p>	<p>After Prayers of the Faithful, pick up torch</p> <p>With #2 and #3 walk along the side aisle to the back of the church</p> <p>At back of church stand behind cross and in front of gift family with #4</p> <p>Process up</p> <p>Place torch in holder</p> <p>Go to bench, take out kneeling pad.</p>	<p>After the Prayers of the Faithful, begin to prepare the altar with #1</p> <p>Take chalice, corporals and purificators to the altar - place in center</p> <p>Carefully bring the ciboria to the altar placing them in 2 rows along the ambo side this may require 3 trips.</p> <p>Stand with Father at the right side of the altar</p> <p>Go with Father to receive gifts, stand to Father's cross side</p> <p>Take wine and 1 ciboria that Father gives you to the altar</p> <p>Go to bench, take out kneeling pad</p>	

	#1	#2	#3	#4	#5
Preparation of the Eucharist and Consecration	<ul style="list-style-type: none"> •Remove lid from water cruet, hold bottom with handle facing out •With #2 go to altar for the washing of hands. •Return items to table •Go to bench, take out knelling pad 	<ul style="list-style-type: none"> •Place towel over left forearm and hold finger dish in hands •With #1 go to altar •Return items to table •Go to bench, take out knelling pad 	<ul style="list-style-type: none"> •Stand to the left of #2 at the altar. •Step forward to receive empty wine decanter, place back on credence table •Go to bench, take out knelling pad •Ring bells loudly following the words "...which has been given up for you," and "...do this in memory of me." 	<p>There is only one set of bells. #3 will ring the bells loudly as long as the Priest elevates the Host.</p>	
Communion Rite Our Father	<ul style="list-style-type: none"> •Stand with arms slightly raised and out stretched •Give sign of peace 	<ul style="list-style-type: none"> •Stand with arms slightly raised and out stretched •Give sign of peace 	<ul style="list-style-type: none"> •Stand with arms slightly raised and out stretched •Give sign of peace 	<ul style="list-style-type: none"> •Stand with arms slightly raised and out stretched •Give sign of peace 	<ul style="list-style-type: none"> •Stand with arms slightly raised and out stretched •Give sign of peace
Communion Rite Communion	<ul style="list-style-type: none"> •Return pads to under bench and sit •When the last E.M. receives Eucharist you will lead the other server to receive. •After receiving Eucharist go with #2 and begin to clear the altar. Tops do not have to be returned to the altar 	<ul style="list-style-type: none"> • Return pads to under bench and sit •You will follow # 1. •After receiving Eucharist go with #1 and begin to clear the altar. 	<ul style="list-style-type: none"> •Return pads to under bench and sit •You will follow #2 to Communion. Return to your bench, sit, say a personal prayer and sing. 	<ul style="list-style-type: none"> •You will follow #3 to Communion. Return to your bench, sit, say a personal prayer and sing. 	<ul style="list-style-type: none"> •You will follow #4 to Communion. Return to your bench, sit, say a personal prayer and sing.

	#1	#2	#3	#4	#5
<p>Continue Communion Rite Clearing the altar</p>	<ul style="list-style-type: none"> •Take sacramentary back to the stand by the deacon's chair. •Go back to your seat and sit saying your private prayer •Return to altar with #2 to help Father with returning ciboria. Ask Father how many tops should be left on altar r •Before repose of the Blessed Sacrament stand by deacons chair with the sacramentary for the final blessing 	<ul style="list-style-type: none"> •Cover the main chalice with the purificator, then paten, and finally pall •Places them on the credence table. •Go back to your seat and sit saying your private prayer •Return to altar with #1 to help Father with returning ciboria •Reverently repose the Blessed Sacrament in the tabernacle •Close the door & genuflect •Return to seat 	<p>Recessional across the front</p>		
<p>Concluding Rite Final Blessing</p>	<ul style="list-style-type: none"> •Father says "Let us pray" take book to Father standing as before •Return book to table 				
<p>Dismissal Line up in the exit format, #2 even with the ambo, when the priest is finishing the anniversary blessings. Move to the front at the priest's signal</p>	<ul style="list-style-type: none"> • Process behind cross to front of bottom step 3 tiles from the step, father will be at step •Stand as when reverencing the altar at entrance •Process out next to #5 	<ul style="list-style-type: none"> •See Dismissal in box to the left •Pick up cross process with #go to front of bottom step 3 tiles from the step, father will be at step •Stand like as before across front at entrance procession •Lead procession out into the sacristy 	<ul style="list-style-type: none"> •See Dismissal in box to the left •Pick up torch •Process behind cross to in front of bottom step 3 tiles from step •Stand as when reverencing the altar at entrance •Process out behind #2 •Return torch to holder in sacristy 	<ul style="list-style-type: none"> •See Dismissal in box to the left •Pick up torch •Process behind cross to in front of bottom step 3 tiles from step •Stand as when reverencing the altar at entrance •Process out behind #2 •Return torch to holder in sacristy 	<ul style="list-style-type: none"> •See Dismissal in box to the left •Pick up torch •Process behind cross to in front of bottom step 3 tiles from step Stand to the left of #4 • Process next to #1