

ALTAR SERVER TRAINING

This is an overview of the Altar Server Program at St. Jude Parish.

Each Mass has adult mentors that have been through the Safe Environment Program. They are responsible for training, scheduling and pre Mass review.

ELIGIBILITY and REQUIREMENTS: Children (girls and boys) must be in the fourth grade or higher at the beginning of August and have received First Eucharist.

Servers are required to be at Mass 30 minutes prior to their assigned time in order to dress and review their duties. They should not wear Flip Flops, Jewelry, Lights, shorts unless the alb or cassock is 2 inches above the shoes and they are wearing socks. No pants that drag on the floor and proper grooming. Proper attention to the mass is extremely important as well as posture. Servers should sit up straight on their benches and focus on the mass or they will miss their action keys.

SERVER POSITIONS: There are 5 positions required for the Sunday Mass.
Lead or Master Server also identified as #1. Usually the most experienced servers.

Must know duties of all positions.

Cross Bearer also identified as #2. Usually has performed duties of all positions except #1.

Candle Bearers identified by #3 and #4. #3 should have more experience than #4.

Children's Cross is identified as #5. This is an entry level position for all new servers.

Detailed Mass Duties of each position are as follows:

Lead / Master Server: Lights all altar (4) and credence table candles (2) about 10 minutes before Mass.

THE ENTRANCE:

In the narthex, lines server up in the **proper format prior to moving to the front of the water font.**

| | | | |
|----|--------|----|----------------------|
| | #2 | | |
| #4 | | #3 | |
| #5 | | #1 | |
| | D or L | | D= Deacon, L= Lector |
| | Priest | | |

Servers move to base of altar in the following format: #5, #4, #2, #3, #1

D or L, Priest

Servers **not carrying anything genuflect** on signal from the priest. All servers **except #1** move to their seats after putting up the cross and candles.

Opening Prayer

After genuflection, #1 moves to the altar and picks up the sacramentary book and stands behind and to the right of the priest's chair. Upon the priest's signal **or** when he says "Let us pray", #1 moves to the priest's right with the book held at the bottom and resting on chest. Do not stand between the priest and the altar. After the prayer, put the book back on the table behind the chairs and sit down.

Children's Cross #5

During the opening prayer, get the children's cross and stand even with the ambo until the opening prayer is finished. As soon as it's completed move to the front of the altar swiftly (floor level in the middle). After the priest blesses the children, lead them to the chapel going down the aisle toward the west exit door. Return and replace the cross **after the first reading is finished.**

GOSPEL PROCESSION: #3 and #4 Candle Bearers

At the end of the second reading and just before the choir sings "ALLELUIA, ALLELUIA", #3 and #4 pick up their candles and walk around (not across) to the front of the altar. Each server should carefully climb the steps to the edge of the altar level, facing the altar, and line up on the corners of the altar -- #3 on the left and #4 on the right.

The priest or deacon will come down with the gospel book and stand between them with the book raised. As he moves to the ambo, the servers will follow him and stand 5 tiles behind him, lined up on the corners of the ambo. Servers should be in line, shoulder to shoulder and facing the people.

At the end of the gospel return your candle and be seated.

LITURGY of the EUCHARIST: Presentation of the Gifts and Setting the Altar

Immediately after the prayers of the faithful, #1 and #5 will set the altar. #1 will carry the cups of wine and #5 will carry the chalice, purificators and ciboria. This will require 4 trips for #1 and possibly 3 for #5.

As soon as the altar is set, #1 and #5 will go with the priest to the foot of the altar to receive the gifts from the gift family. **Do not take gifts from the people** as they will hand them to the priest and he will hand them to you to place on the altar. When this is completed **#5 will sit down** and #1 will go to the credence table to get the water cruet in preparation for the washing of the hands.

AT THE SAME TIME after the prayers of the faithful, #2, #3, and #4 will get the cross and candles and move to the back of the church to escort the gift family to the altar. They should walk down the side aisle and line up in front of the water font until the family is ready. Then move up the center aisle to the front of the altar and, without

stopping, turn to replace the cross and candles. **#4 will then return to seat and kneel.** #3 will go with #1 and #2 to the altar for the washing of hands.

WASHING of HANDS:

#1 will have the water cruet and be on the corner of the altar. #2 will have the dish and towel and be to the left of #1. #3 will be to #2's left and wait until the priest hands him/her the wine cruet. #3 will take the wine cruet and return it to the credence table and return to seat and kneel.

When the priest approaches, 2 will hold the dish under the priest's hands and #1 will pour water on his hands. The priest will take the towel that is resting on #2's fore arm and dry off his hands. Both servers will then return the dish and cruet to the credence table and go to their seats and kneel.

All servers are now kneeling in front of their benches as the priest prepares for the consecration of the bread and wine.

Prior to the consecration #3 will slide the bells located on a cushion next to the her / his bench forward. The bells are to be rung loudly following the words "**...which has been given up for you,**" and "**...do this in memory of me.**" The bells should be rung as long as the priest elevates the host and the cup.

Communion Rite: Our Father

All Servers stand with arms slightly raised and outstretched. Give sign of peace to.

Communion Rite: Communion

Servers follow the Eucharistic Ministers to receive communion.

After receiving they return to their seats and sit except for #1 and #2.

They will receive and then proceed to clear the altar. #1 will take the sacramentary book back to the table next to the priest's chair.

#2 will cover the chalice with the purificator, then the paten, and finally the pall and take it to the credence table.

Both will then return to their seats and sit.

When the priest returns to the altar after giving communion, #1 and #2 will go to the altar to assist with the returning ciboria. Upon receiving from the priest they will be returned to the credence table. If possible, take two at a time. #1 should ask the priest how many tops will be required to be left on the altar.

When all have been returned, #2 will assist the priest in returning the Blessed Sacrament to the tabernacle.

#1 will go to the table and pick up the sacramentary and stand behind and to the right of the priest's chair for the final prayer. With the book on your chest move on the words "Let us pray" as you did at the opening prayer.

CONCLUDING RITE:

As the priest is giving the anniversary blessing the servers will line up beside the ambo facing the back of the church in the same order as they entered. The priest will come back to his chair and upon his signal all will move to the front of the altar, but this time will line up 3 tiles back from the first step.

AMBO

#5 #4
 #2>>>>>>>>> back of church
#1 #3

Line up in front of the altar will be the same as the entrance except 3 tiles back from the first step.

D/L P

5, 4, 2, 3, 1

#1 and #5 will genuflect with the priest then all will turn and exit. #2 leading and then #3 and #4 followed by #1 and #5.

Go directly to the sacristy. Extinguish the candles and place them and the cross in their stands, and neatly hang up your albs.