

St. Michael the Archangel

(06/05/2018)

Altar Servers-Level 1

Dear Server,

Welcome to our family of servers, serving Jesus at the altar! The Mass gets more beautiful because of you! This first level is all about the basics, the things that a server does at EVERY Mass:

1. **Vest** (dress in your server outfit) and **wait** at the entrance of the Church at least FIVE minutes before Mass starts. At Mass time, the priest will pray with you before starting.
2. **Entrance Procession**-Line up in front of priest. First server carries Cross and if there is a second server they line up behind the first server. Begin walking after singing begins. When you reach the front the first server steps to left and the second to the right....with priest coming to a stop in the middle. If you are not carrying anything, genuflect when the priest genuflects (if you have the Cross then just bow your head at this time). Then, both servers go to the left and stand at the chairs. The cross is placed in the sacristy.
3. **Setting the Altar**-After the readings, Creed and Prayers of the Faithful, when everyone sits and the ushers begin to take up the collection...walk next to the altar. Place the chalice on the altar first....with two cups to the right of it (both with a purificator on top of them). Then, return to your seat and sit.
4. **Taking the Gifts** -When priest stands, follow priest to front of altar at the bottom of the steps (one server on each side). The priest will hand the wine and (if there is a second server) the ciborium (container of bread) to the servers. Bring them both behind the altar to the table of items. If a server is given the ciborium...the priest will immediately ask for it to be handed to him when he arrives behind the altar (and he will hand the top back to be placed on the table).
5. **Preparing Gifts**-There are two times to hand things to the priest: 1. Hold the water and wine bottles (after removing tops). Priest will take each one and hand it back. Put tops back in and place back in tray on table. 2. Place towel over one arm with bowl in one hand and water in the other. Priest will place hands over bowl...pour the water on his hands until he asks to stop. He will then take the towel and return it. Place everything back on table and stand at your seats.
6. **Ring of the Bells and Communion**-When you hear the SANCTUS (Holy, Holy, Holy)....walk in front of the altar and kneel...facing the priest. There are bells in front of you...pull them close. There are two ways to ring the bells...one long ring or two short rings. There are three times the bells are rung: 1. When priest extends his hands over the gifts (one ring), when host is elevated (three rings), when wine is elevated (three rings), and when priest drinks the precious blood (one ring). Immediately after the one ring...one server should go and get a paten (or both patens) from under the table, then return to the front of the altar and stay standing. Communion will be brought to you and then you can use the patens to assist the priest with communion.
7. **Clearing the Altar**-Immediately after communion finishes, return to the table behind the altar and place the paten on the altar. The priest will return the remaining hosts into the tabernacle, close it, and then genuflect. Genuflect with him at the same time. Then, open the water bottle and be ready for priest to ask for it. As priest cleans the paten, the cups, and the ciborium....he will place them to the right, so you can put them on the table. Please put the top back on ciborium when you remove it. The last item to put on the table will be the chalice. First hold burse open with cross towards bottom on side towards you. You can go back to your seat and sit.
8. **Closing Procession**-After the announcements, retrieve the Cross (if the Cross was used). When priest walks down to front of altar...stand behind him towards the entrance of the Church. Like the beginning, when he genuflects you will also genuflect unless you are carrying something (and then you bow). Immediately start walking out and at the entrance by the crucifix be ready: The **priest** will say "Pro sit" (May it be to your benefit).
Servers respond: "Pro omnibus et singulis" (For all and for each).
[I will post this saying in the back to make it easier.]