



**KEEP  
CALM  
AND  
BE AN  
ALTAR SERVER**



*Altar Server Training*

# ALTAR SERVER'S GUIDE ST. LEO'S PARISH

## BEFORE SUNDAY LITURGY BEGINS:

- ARRIVAL:** Be in Sacristy **15 minutes before** Liturgy is to begin.
- DRESS:** *Boys:* Trousers and shirt or dress sweater, dark shoes.  
*Girls:* Slacks, mid-length skirt, blouse or sweater, dark shoes.
- DUTIES:** Put on **proper** fitting alb; length just above ankle.  
Put on Servers medallion or rope  
Place Roman Missal on chairs where you will sit.

## **5 MINUTES BEFORE LITURGY IS TO BEGIN;**

- Light candles  
Be available to assist in whatever is needed.  
Accompany celebrant to main entrance and welcome people.

## AFTER SUNDAY LITURGY:

- DUTIES:** Return to sacristy with celebrant's song book.  
Take off cross and hang up **neatly**.  
Take off alb and hang up, placing back in closet, **neatly**.  
Extinguish candles & retrieve collection baskets  
**Together**, servers put children's collection in bag.  
**Together**, servers put collection in bag. Put in top drawer.  
Return baskets to their places

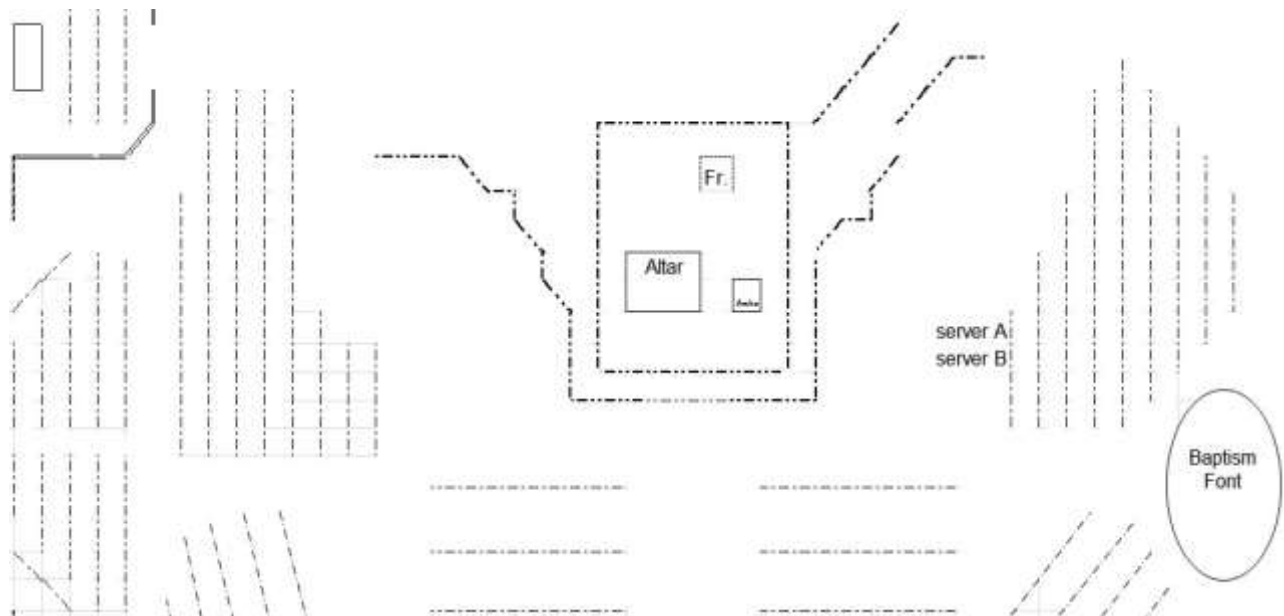
Being a server means serving God and the people at Mass. The role is to assist the priest/celebrant in whatever way possible to make the liturgy a more smooth celebration. Visitors and Guests will look to you for guidance, so understand that you are visible at all times. This is a great responsibility that deserves respect and reverence.

Servers are boys and girls in the fifth grade and older. Training sessions are held in the fall of the year, or by appointment.

The Servers assist mainly at the week-end liturgies; 5p.m. Saturdays, 8a.m. and 10:30 a.m. Sundays. They may be asked to assist at some other special liturgies; Stations of the Cross, Weddings and Funerals.

**The responsibility to get a substitute is the servers.** Please contact another server to take your place when you are assigned and cannot serve. If you have any questions please feel free to call Fr. Don Buhrman on his cell phone, 308-631-6220 or leave a message at the office 308-382-4753. **THANK YOU FOR SERVING!!!**

## **"Serve the Lord with gladness" Psalm 100**



## ENTRANCE:

1. Altar Servers standing side by side lead the procession down the center aisle.  
The Lector will follow then the Celebrant.
2. Altar Servers will stand apart in front of the Sanctuary with room for the Lector and Celebrant between them.
3. All bow when the Celebrant does and then go to the chairs reserved for Servers and remain standing.
4. Servers participate in the **OPENING RITES** and When the Celebrant says or sings "**Let us Pray**",  
**Server A** carries the Roman Missal to the chair and hold it for the Celebrant to pray from.
5. After the prayer, return to chair and be seated.

## ORDER OF ENTRANCE RITE:

- Sign of the Cross, greeting,
- penitential rite,
- Gloria, (except Advent and Lent)
- Opening Prayer.

If Celebrant has not motioned for the Roman Missal before the Opening Prayer, bring it to him when he says or sings, "**Let Us Pray**".

## OPENING PRAYER:

1. Toward end of "Hymn of Praise", **Server A** with The Roman Missal moves to an angle to the left of Celebrant so he can pray the prayer.  
Hold Roman Missal, resting open-book on fingers of both hands, supporting covers of book with thumbs.  
**Server B** remains in place, hands folded in prayer
2. When Celebrant finishes prayer, **Server A** closes Roman Missal taking it back to chair.
3. Celebrant is seated.  
Altar Servers are seated.

## LITURGY OF THE WORD

Altar Servers duties during the Liturgy of the Word is to pay attention to the readings, and when it is time for the Gospel to be proclaimed and the Celebrant stands, servers also rise and stand reverently.  
Sit & pay close attention as the Celebrant begins Homily.  
Stand and profess the Creed with the congregation.

After the Profession of Faith is the Preparation of the Gifts

## CHILDREN'S OFFERING:

1. Celebrant moves to the base of the steps with the children's basket.
2. While Celebrant is taking the children's offering, **Server B** takes the Roman Missal to the Altar and places it in the middle.
3. **Server A** goes to the Credence table and gets the chalices and places them on the Altar to the left side.
4. Both Servers return to the chairs and wait until the conclusion of the children's offering.

## PRESENTATION OF GIFTS:

1. When Celebrant stands after receiving the offering from the children, both Servers join him at the center aisle, one on each side.
2. Celebrant takes basket with peoples offering and gives it to **Server A** to his left.  
Celebrant takes wine flagon (pitcher) and gives it to **Server B** at his right.  
Celebrant takes bread. (Or gives to Deacon)
3. All, Celebrant and Servers, turn and go to back-side of Altar. **Server A** with peoples offering basket places it next to the chair with children's collection. Then **Server A** goes to the Credence table for the little cruet of water and goes to the altar.
4. **Server B** with wine, places wine flagon on corner of Altar beside the chalices. **Server B** goes to the credence table. When Celebrant is done mixing water and wine, **Server A** places water cruet and empty wine flagon (Pitcher) on credence table.
5. **Server B** picks up pitcher and bowl, **Server A** picks up towel. Both go to the Celebrant to wash his hands.
6. Both Servers return items and return to chairs, stay standing.

Continue... next up the Liturgy of the EUCHARIST....

## THE EUCHARIST PRAYER – THE WORDS OF CONSECRATION – MEMORIAL ACCLAMATION

**Extremely important and reverent parts of the mass, Servers MUST act accordingly.  
Pay attention and participate in the Mass.**

### COMMUNION RITE

The Celebrant will invite the congregation to recite the Lord's Prayer, Servers will join hands and pray it out loud. It is ok to join hands with those behind you if you feel comfortable doing so.

### GREETING OF PEACE:

1. As Celebrant invites people to share a sign of peace, both Servers share the sign of peace with each other then go to the credence table.
2. **Server A** will get the extra patens and take them to the Altar. Place them to the left of the center. Then go back to seat. Remain standing.
3. **Server B** will get the purificators and hand them out to the Extra-Ordinary Eucharist Ministers of the Cup when they come forward.
4. **Server B** returns to chair.

### SERVER'S COMMUNION:

1. Servers go to the aisle and start the procession of receiving Communion.
2. After receiving Communion, Servers go and sit in their chairs.

### AFTER COMMUNION OF ALL:

1. After Communion, Celebrant returns to Altar; Extra-Ordinary Ministers return Ciborium to Tabernacle and Ministers of the Blood take chalices to Credence table. Servers may need to return Eucharist vessels to credence table.
2. If the Missal was not handed back to you at the Sign of Peace, **Server A** retrieves the Missal.
3. Servers return to their places at their chairs and are seated in prayer during the meditation time of silence.

### PRAYER AFTER COMMUNION:

1. When Celebrant stands for Prayers after Communion and says or sings "**Let Us Pray**", **Server B** with the Roman Missal goes to Celebrant and offers the book.  
**Server B** stands before the Celebrant the same as during opening prayer.

(Celebrant may or may not want the Roman Missal for the final blessing. **Server B** continues to hold the Roman Missal until finished)

2. When prayer and/or blessing are finished, **Server B** takes the closed Roman Missal back to chair and waits for Celebrant to nod or begin the recessional.

### RECESSIONAL:

1. When Celebrant begins recessional, he will go to reverence the Altar.  
Servers go directly to the front of the Sanctuary, facing the Altar, standing apart for Celebrant and Lector to be between them.  
When Celebrant bows all bow, then Servers go directly down the main aisle toward the entrance carrying the song book **and** singing.  
The Lector will follow.  
The Celebrant will come out last.

These guidelines are proposed as a means to provide uniformity in the actions and the conduct of all servers at the Altar. The suggestions should not be looked on as rules to follow or regulations to be strictly adhered to, they are, rather, a means to giving confidence to the server, answering some questions that might arise, and providing a recognizable format that everyone can follow. This will hopefully enhance our liturgies, and make them more meaningful for the servers, other ministers and the congregation.

### **The responsibility to get a substitute is the servers.**

Please contact another server to take your place when you are assigned and cannot serve.

The following are terms and definitions that may be helpful to recognize.

Alb - full-length white robe worn by the priest or server.  
Chalice - holy cup in which wine is consecrated and served.  
Chasuble - Outer robe of various colors used on special occasion worn by the priest.  
Cincture or Sash – rope/belt worn around the waist.  
Credence table - place to set items when not needed on the Altar.  
Cruet - small pitcher with handle for holding water.  
Decanter/Flagon - pitcher used for holding wine on the Altar.  
Lectionary - book containing the Scriptural readings used at Mass.  
Paten – holy bowl/plate that the hosts are consecrated and served.  
Purificator - small towel or napkin used to wipe the chalice.  
Roman Missal - book of prayers used by the Celebrant.  
Sacristan - one who takes care of the items used at Mass.  
Sacristy - room where Mass garments and other items are kept.  
Sanctuary - the area around the main Altar.  
Tabernacle - place where consecrated hosts are kept.  
Vestibule - area at the entrance of the church where priest and ministers gather.

**“Serve the Lord with gladness” Psalm 100**

## **ALTAR SERVER’S PRAYER**

Loving Father, Creator of the universe,  
you call your people to worship,  
to be with you and each other at Mass.  
Help me, for you have called me also.  
Keep me prayerful and alert.  
Help me to help others in prayer.  
Thank you for the trust you’ve placed in me.  
Keep me true to that trust.  
I make my prayer in Jesus' name,  
who is with us in the Holy Spirit.  
Amen.

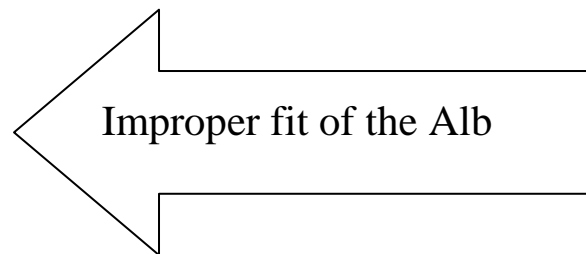
# WELCOME TO THE SACRISTY....



This is where you will begin to prepare for Mass.

You will find an Alb in your size in the **closet** and put it on. Remember to find a proper fitting Alb... remember that you are growing youth and your size will change as you mature... it is important to have the right fit

## DO NOT LOOK LIKE THIS:



.. if we can see your ankles- socks- pants- cuffs on sleeves – go up a size!!!

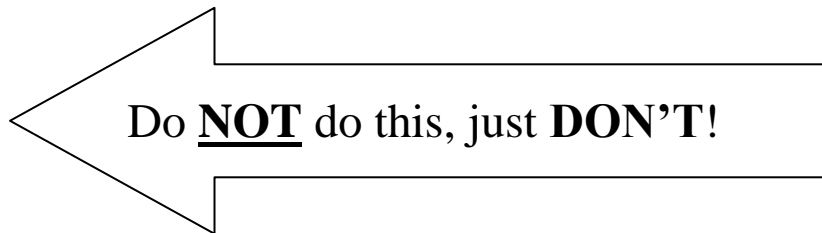


You'll also wear a server's medallion.

These next series of pictures are the server in proper sized alb and proper standing positions:



Refrain from fidgeting while serving for mass as well as refrain from standing this way:



the pocket holes are there for convenience only – so as to reach for pockets or pull up pants ☺ it is **not** intended as a resting place for your hands!

Back to the Sacristy and what you will find in here... These are all things you need to be sure are out in the church, either on the credence table or in their proper place:



Chalices



water cruet

Purificators (currently 6 are needed –1 for the altar, 5 for EOM)



hand washing  
bowl pitcher  
and towel



Paten and wine flagon (Pitcher) these should be out in the vestibule on the counter top along with the collection basket, children's basket is in the Ambo.



A Paten will need to be on credence table.  
The taller one, or one with a cover, is usually in the  
Tabernacle.



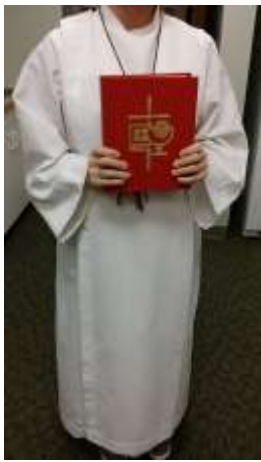
The Lectionary and the Book of Gospels  
not your responsibility but good for you to  
know what they are!! The Lectionary  
should be on the Ambo and the Lector or  
Deacon will carry in the Book of Gospels.

After Mass is over, you are responsible for blowing out the candles and bringing the collection money back to the sacristy. You will find the money bags in the drawer that you put the collections into, be sure to put them in the correct bags. Do NOT count or sort, just shove(place) the monies and envelops in the proper bags (children have their own bag, extra collections have their own bag) Please do not organize the collection just get them in the bags!





When the celebrant says “Let us Pray” if you have not already begun to move that is your cue to head up with the Roman Missal. Even if you are fumbling to get the Missal – DO NOT RUN or RUSH with the book. Be swift, if need be, but maintain reverence. Here are the proper ways to hold the Missal.



Some Celebrants will position the book, and possibly you, to find the best lightening for them to read, depending on your height, their height and their eyesight. Allow yourself to be posed if necessary.

This is how you set up the Altar **before** the Presentation of the Gifts:



And this is how it is set up **after** Sign of Peace:



And this is where you will sit  
 Server A      Server B      Missal and      Server C



**Server C is on the occasion we need a cross bearer or an additional server**

## Servers Cheat Sheet ☺

### Entrance

Walk in Singing  
Bow  
Go to seat

### Opening Prayer

LET US PRAY - take up Missal

### Readings

### Collection Time

Put Missal on Altar  
Put Chalices on Alar

### Prep. Of Gifts

Join Celebrant for gifts  
Put \$ baskets together by chair  
Put wine on Altar  
Get cruet of water  
Take cruet & wine pitcher to table  
Get bowl, towel & water- wash hands  
Go to seats

### Sign of Peace

Put Paten on Altar  
Hand out purificators

### After Communion

Retrieve Missal  
Put away anything left on Altar

### Closing Prayer

LET US PRAY - take up Missal

### Recession

Bow  
Leave singing

*"Serve the Lord with gladness" Psalm 100*

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