

two communion ministers are side by side and you are assisting the one on the left, stand to his left and use your left hand only.) Keep the paten always under the host. Do not stand or hold the paten in a way that blocks the communicant from approaching close to the communion minister.

After communion, if there is any particle of host on your paten, take the paten carefully to the corporal where the vessels will be purified, whether it be at the side of the altar or at the back side table. If there are no particles on the paten, simply return it to its place. Remain standing until the Blessed Sacrament is returned to the tabernacle. When the priest genuflects before closing the tabernacle, genuflect along with him towards the tabernacle, and then the CnBs may be seated. A CnB takes the water to pour into the chalice for the purification, pouring until a signal is giving to stop, and then returning the cruet to its place. The CrB goes to the altar to return the missal and stand to the side table. (If the priest remains at the altar, the CrB leaves the missal at the altar.) He then returns to the altar to fold the corporal and bring it, the chalice, pall, purificator, and communion plate from the altar back to the side table.

When the priest says "Let us pray" (or *Oremos* or *Oremus*), all stand. After the "Amen," be seated.

DISMISSAL RITE: While the priest asks for a volunteer to take the vocation cross, a server takes the vocation cross and prayer booklet and stands in front ready to present it to the volunteer coming forward, or to take it to someone in the pew with hand raised. After the final "Thanks be to God" (or *Demus gracias a Dios* or *Deo gratias*), take the processional cross and candles and stand below the lowest step in front of the altar with the CrB in the middle. After the priest and ministers genuflect to the Blessed Sacrament, turn and lead the procession down the aisle through the front doors.

AFTER MASS: Keep your albs on and return all the things you used to their proper place in the sacristy, or prepare them for the next Mass if there is another Mass soon following. Do not touch anything at the table of the priest beside his chair. If you ever carry the sacred chalice or ciborium or communion plate, carry it alone reverently with both hands and with nothing else in your hands. Remember the same procedures for reverence as for before Mass. Hang your albs carefully in their place.

ALTAR SERVERS GUIDE



Dear Altar Servers:

Thank you for your special service to the Lord, the Church, and our parish community! The Mass is our greatest and most special prayer and so deserves our greatest respect. Your service is not simply a job, but a great privilege and responsibility. You must first of all listen to God's Word and worship Him truly present in the Most Holy Eucharist. Your reverence must be expressed externally in each moment, posture, and gesture, so as to honor Our Lord and to inspire our people to worship Him.

This ministry sometimes will require sacrifices from you and your family; for example, the sacrifice of arriving early and showing up when you are assigned to a time that is inconvenient. I thank you and your parents for being dependable, so that the community may rely upon your faithful service. *Agradezco a sus papás por sus sacrificios en ver que cumplan puntualmente con su responsabilidad asignada, aún cuando inconveniente.* When circumstances make it really impossible for you to serve at your assigned time, be sure to get a reliable substitute in advance. The Lord will reward you many times over.

May this guide lead you to faithful fulfilment of your important role and to grow in God's love.

Fr. Larry and the Oblates of St. Joseph

Praised be Jesus Christ! Now and forever!

3/25/13

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PREPARE: Arrive early. Say a prayer to prepare your mind and heart. Observe quiet in the sacristy, talking only in a whisper when necessary. Put on an alb and the cincture of the color of the day before entering the sanctuary. Genuflect to the Blessed Sacrament whenever crossing the center. **Do not enter the priests' sacristy.** See that the candle stands, water cruet, bowl with water, towel, bells, and patens are in their proper places.

DURING MASS: Avoid any distracting movement. Lead the people in observing the proper posture with reverence, in listening to the Word, in answering all the prayer responses, and in worshipping the Lord. When standing or kneeling, hold hands always flat together pointing upward in prayer. When sitting place hands apart flat on knees or thighs. When holding objects such as cruet or paten in one hand, place the other hand flat across your chest. Always anticipate what needs to be done next, without waiting for the priest to signal or wait for you.

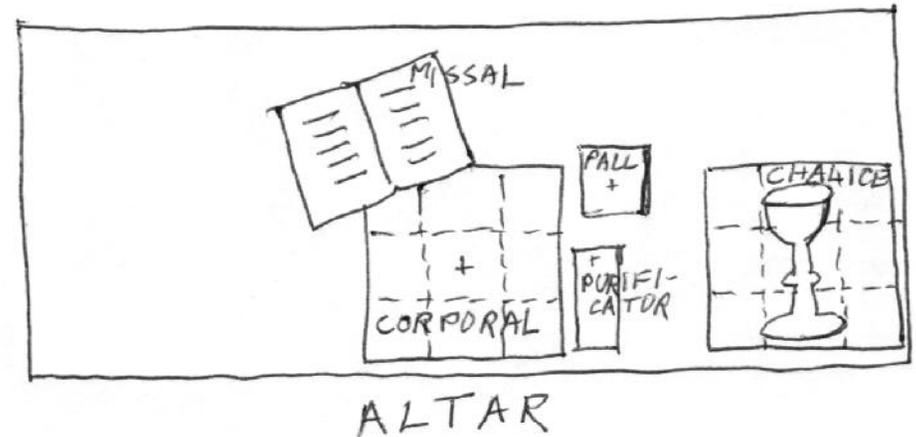
PROCESSION: The **Cross Bearer (CrB)** leads two steps in front of the two **Candle Bearers (CnBs)**. (If there is an incense bearer, though, he goes in front of the CrB.) While the lector places the Gospel book on the altar, the CnBs place the candles in the candle stands in front of the altar. Everyone except the CrB reverences the Blessed Sacrament in the Tabernacle by genuflecting on the right knee along with the priest. Afterward, the CrB places the cross in its stand and takes his place at the right side of the sanctuary, while the CnBs take their places at the left side.

INTRODUCTORY RITES: Remain standing. After the "Amen" that follows the Collect Prayer, be seated.

LITURGY OF THE WORD: Stand when the priest stands for the Gospel acclamation. At the end of the Gospel sit for the homily. Stand for the Profession of Faith (Creed) and for the Prayer of the Faithful (Intercessions).

OFFERTORY: After the Intercessions the CnBs sit, while the CrB prepares the altar. He carries the chalice carefully with both hands, one on top. He bows to the altar from the side once, without turning his back to the tabernacle. He places the chalice on the right side of the altar and carefully unfolds the corporal at the center of the altar. The corporal is never turned over, lest any particle of the host be lost. He places the purificator and pall on the right side of the corporal. He brings the missal on the plastic missal stand and places it at an angle at the top left corner of the corporal. He leaves the missal open to the Offertory ribbon.

When the ushers have begun the collection, the CnBs go in front of the altar and together bow once. They get the candles from in front



of the altar and process to the entrance of the church to accompany the offertory gift-bearers to the altar. Once the servers arrive to the altar they place the candles back in their stands. Meanwhile, the CrB is standing next to the priest to receive the wine. He then gives it to one of CnBs. They take the wine and water to the side of the altar, holding the cruets in their right hand with the handle positioned so that the priest may easily take it to pour into the chalice. Do not stand behind the priest or make him turn around or reach. After receiving the cruets back, bow to the priest and return the cruets to the side table. Take the bowl of water and towel for the washing of the priest's hands. When the priest has washed his hands, bow to him and return the bowl and towel to the side table. When the priest invites "Pray, brethren" (or *Oren, hermanos* or *Orate, fratres*), remain standing.

EUCCHARISTIC PRAYER: When the "Holy, Holy" (or *Santo* or *Sanctus*) concludes, kneel. Before the consecration of the bread and wine, when the priest places his hands over the gifts, the CrB rings the bells in a brief signal to call all to attention. At elevation of the consecrated Host, he briefly rings the bell again, and also at the elevation of the consecrated chalice. After the great "Amen," all stand.

COMMUNION RITE: Come to the priest for the sign of peace. After the sign of peace, go to take the patens in hand. After the last "Lamb of God" (or *Cordero de Dios* or *Agnus Dei*) kneel. After the priest receives from the chalice, stand and approach the altar if you are to receive communion. Accompany the priest and the extraordinary ministers of communion with the patens to catch any part of the Body of Christ that might fall. Stand to the right of the communion minister and hold the paten only in your right hand, with your left hand across your chest and making sure to allow plenty of space to never touch or brush against the communion minister or the ciborium. (When