

St. Isidore Altar Server Handbook



*Do
this
in
memory
of Me*

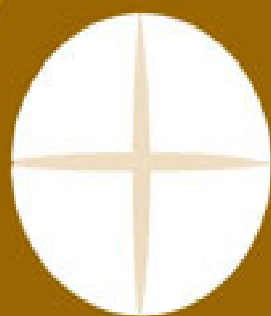


TABLE OF CONTENTS

Altar Server Ministry	4
General Information	5
Before Mass	6
Entrance Procession	7
Opening Prayer	8
Liturgy of the Word	9
Preparation of Gifts	10
Sign of Peace	11
Communion	12
Concluding Rite	13
After Mass	14
Questions & Concerns	15

ALTAR SERVER MINISTRY

You are part of an important ministry, because you are helping our parish to worship our Lord Jesus at Mass. Since altar servers have a very visible role in the sanctuary, the way you look and conduct yourself during Mass makes a big difference.

When becoming an altar server, you are making a commitment to your parish. You need to be faithful to this commitment by being present for each Mass for which you are scheduled.

The following guidelines should help you: to perform your duties as devoutly and effectively as possible. Please read them carefully and follow them to the best of your ability.

We hope that serving at Mass will help you to grow closer to the Lord Jesus and that you will find the ministry interesting, meaningful and enjoyable.

GENERAL INFORMATION

1. ***PLEASE DRESS APPROPRIATELY AND RESPECTFULLY WHEN YOU SERVE AT MASS.***
Your hands are to be clean and your hair combed. No torn jeans, dirty, torn shoes, or flip-flops.
2. ***YOU ARE RESPONSIBLE*** for being at every Mass that you are scheduled for, unless **you** have found a replacement. Names and phone numbers of other servers are included on the schedule that you will receive. If you have an attendance problem and do not communicate with the Liturgy Office (295-8350) you may be removed from the altar server roster.
3. ***YOU ARE RESPONSIBLE*** for finding a substitute if you are unable to serve for an assigned Mass. Please take this responsibility seriously. It causes a great deal of confusion if the priest or other ministers must find altar servers just before Mass. Give the altar server who is replacing you at Mass plenty of advance notice. Don't call him/her the morning of Mass. When you are at Mass and see that servers are missing, volunteer your services as soon as possible.
4. ***Servers are scheduled by Mass preference*** (5:00pm, 7:00 am, 8:30am, 10:00am, 10:30am (Chapel) in English and 6:30pm and 11:30am in Spanish. We carefully consider your Mass preference when you are scheduled.
5. ***Funerals*** are usually served by sixth, seventh and eighth graders and you will be contacted by the Parish Office. Summer is a time to volunteer your services regardless of grade level.

BEFORE MASS

1. Arrive **AT LEAST 15 MINUTES BEFORE MASS** and go right to the **CHURCH LIBRARY FOR PRAYER**, together with the other ministers of the liturgy.
2. **Place your initials** by your name in the Altar Server notebook in the Church Library, or in the Sacristy sign-in book (where you put your robe on). The Chapel sign-in sheet is on the inside the door of the closet where the altar server's robes are kept.
3. If you are **substituting**, **WRITE YOUR OWN NAME** on the sign-in sheet. If you "**fill in**", **CROSS OUT** the assigned server's name and **WRITE YOUR OWN NAME**.
4. After you pray, go to the back sacristy and select a robe that is long enough (*ankle length*) and fasten it with a cord.
5. The Sacramentary should be put on the cross bearer's chair.
6. The Cross bearer **must be able to carry the cross without difficulty**. The Processional Cross in the **Chapel** is by the closet where the altar servers robes are kept. It is placed there during Mass. Before the recessional, it is taken from that room and processed down the aisle, then it is returned to the room.
7. In the **Church**, the Cross bearer and candle bearers get the Processional Cross and the candles from the sanctuary and wait in the back of the Nave for the Entrance Procession to begin.

ENTRANCE PROCESSION

1. When the Cantor greets the assembly the servers line up in the center aisle. The Cross bearer is first. Then the two candle bearers stand shoulder to shoulder behind the Cross bearer. The Lector and the Celebrant/Deacon follow in procession.
2. When the assembly begins to **sing**, or when the celebrant instructs you, begin moving slowly up the aisle.
3. At the Sanctuary steps, all servers move to their right and face the altar. Wait for the priest to bow (*servers do not bow*) and then move to your places.
4. When standing always stand straight and have your hands at your sides or in front of you.
5. When sitting you should sit up straight. Never cross your legs. Keep your hands in your lap.
6. Servers should always participate in the Mass by answering prayers and singing the songs whenever possible.
7. There should not be an unnecessary talking or “goofing around”. Never play with the cord on your robe.

COLLECT

1. When the priest says, **“LET US PRAY”**, Cross bearer takes the Sacramentary (the large red book, also called the Roman Missal) and brings it to the priest at the Presider’s chair.
2. The priest will take the book and open it and hand it to the Cross bearer. Hold it against your chest as Father reads the prayer. He will close it when he is finished. Please place it on the credence (server’s) table, at that time. The Cross bearer returns to their place.



LITURGY OF THE WORD

1. All servers sit during the first and second readings from Scripture and the homily. You stand for the Gospel. (A good rule of thumb is: **When the assembly stands, kneels, or sits, the servers stand, kneel or sit.**)
2. When the celebrant **stands** for the “Alleluia” (Gospel Acclamation), the two candle bearers take the candles and stand shoulder to shoulder on the right side of the Altar, facing the community, with their back to the celebrant or deacon.
3. When the celebrant/deacon is ready, the altar servers lead him to the Ambo, processing in front of the Altar. One candle bearer is on right side of the Ambo, and the other candle bearer is on the left side. They face each other. After the proclamation of the Gospel, they return shoulder to shoulder, behind the Altar, replace the candles in their stands and return to their places. Please keep the candles straight (upright), **do not tilt them** as it may break the glass topper.



PREPARATION OF GIFTS

1. After the Prayer of the Faithful, the assembly will all sit. The servers go to the credence (server's) table, to begin preparing the altar for the Liturgy of the Eucharist.
2. The Cross bearer gets the Sacramentary and places it on the left hand corner of the corporal and then returns to their chair.
3. One server brings the chalice and places it to the right of the corporal (square cloth placed in the middle of the Altar.)
4. The other server brings the cruet of water, places it on the right rear corner of the Altar, and stands next to the Ambo. The server who brought the chalice to the Altar goes and gets the bowl and towel for the washing of hands and stands next to the server who placed the cruet on the Altar.
5. The priest moves to stand behind the Altar as the gifts are brought up and placed on the corporal. After using the water, he will hand the cruet to the server who brought it to the altar.
6. The two servers with the cruet of water and the bowl and towel, step forward to the edge of the Altar. The **handle of the cruet faces the priest**. The priest will step toward the servers to wash his hands - the server with the cruet of water pours some of the water over the priest's hands and then the priest will take the towel to dry his hands, then gives it back.
7. Return the bowl, towel, water cruet and, take the wine cruet as well to the credence (server's) table, then return to your chairs.
8. When the congregation kneels for the Eucharistic Prayer, the servers kneel on the "*pad*" on the steps leading up to the Altar.

OUR FATHER & SIGN OF PEACE

1. When the “**Amen**” is being sung, the servers should go up the stairs to hold the hands of the priest and each other for the “Our Father”.
2. They **offer the sign of peace** enthusiastically (*like they mean it*) to the priest and each other.
3. They then return to their chairs, and prepare to receive the Eucharist. The Eucharistic ministers for the Body and Blood of Christ will position themselves at their stations. The servers should be the first in the processional line to receive, and then be seated.

COMMUNION

1. After receiving communion, the servers sit, until all the Eucharistic Ministers are off the Altar. They then clear ***EVERYTHING*** off the altar. Place everything on the credence (server's) table, ***EVEN THE CHALICE***.
2. **At the 8:30AM Mass**, they leave the four ciborias for the nursing home visits on the Altar for the dismissal of the ministers. They return to their places and sit down singing, if appropriate.
3. The servers remain seated during the announcements, after communion.

CLOSING RITE

1. The priest will stand and say, **“LET US PRAY”**.
2. The Cross bearer brings the Sacramentary to the priest who is by the Presider’s Chair.
3. The priest will take the book, open it and hand it to the server to hold against their chest.
4. He reads the prayer, closes the book and hands it back to the server, who takes it and puts it on the credence (server’s) table. The cross bearer remains standing by the credence table until it is time to take the Processional Cross for the Recessional.
5. When the Closing Hymn starts and the priest moves, the servers get their candles and the Processional Cross and move to the middle aisle.
6. Cross bearer first, (third row of seats) and then the candle bearers, at the second pew. All face the Altar.
7. When the priest bows and turns around, all servers turn and process slowly down the aisle.
8. In Church, ***NEVER GO INTO THE NARTHEX OF THE CHURCH WITH THE PROCESSIONAL CROSS OR THE CANDLES.***
9. In the Church and Chapel ***ALL*** servers stay in the back of the Nave until the Processional Hymn is over.

AFTER MASS

1. The Cross bearer returns the Cross to its place.
2. The candle bearers return their processional candles to the stands.
3. Hang up your robes, *ON A HANGER*, neatly and leave the room in order.

Prayer Thought

The Holy Spirit is like the wind.

When the wind blows in, things change-

Rain may come or maybe cold weather.

When the Holy Spirit blows in, people change – they may become brave, smart, or excited about God. Can you think of a time when the Holy Spirit blew into your life?

What Happened?

QUESTIONS & CONCERNS

Your faithfulness and dedication are greatly appreciated. If you come to a point in your ministry life that being an altar server is no longer a ministry that you wish to belong to, please call Sue Entwistle at 341-8926 and ask to have your name removed from the roster. If you have a change of address, phone number, or e-mail address, please let us know immediately. If you have any questions, or concerns, please don't hesitate to call.

**Mrs. Sue Entwistle
Ministry Scheduler
(630) 341-8926
sentwistle@stisidoreparish.org

**Deacon Don Randolph
Facilitator of Altar Server Training
630-289-5550
Randolphd@comcast.net

**Deacon Terry Cummiskey
Pastoral Associate/ Liturgy Director
630-295-8350
tcummiskey@stisidoreparish.org

How To Review or Get a Minister's Schedule

The **Ministers Schedule** is prepared three times a year and includes Lectors, Eucharistic Ministers, Mass Coordinators, and Altar Servers by Mass time. To review the current schedule **Log on** to your Internet provider and type in: **www.stisidoreparish.org**

Click on the **Worship Icon**, then **click** on **Liturgical Ministers Schedules** in the box to the right, then **click** on **your preferred Mass time** (an Adobe Reader 6.0 file will open) using **EDIT** from the MS Tool bar and **FIND** (type your name). You will be able to see the days that you have been assigned. Any questions call 295-8350.