



Altar Servers' Guide

SAINT PETER PARISH, QUINCY

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Altar Servers Responsibilities At a Glance

- ⇒ **Arrive at least 15mins. Before Mass**
- ⇒ **Dress appropriately for Mass**
- ⇒ **Assist with the setup before Mass if need be**
- ⇒ **Carry the cross or candles in the procession (Sundays , Holy Days and school Mass)**
- ⇒ **Help the priest during Mass**
- ⇒ **Extinguish certain candles after Mass**
- ⇒ **Put away vestments (on hangers) after Mass**



**St. John Berchmans
Patron Saint of Altar
Servers**

How to be an Altar Server At the Saint Peter Parish

We are delighted that you have chosen to serve our Parish in this way. Serving at Mass is an important ministry. We want you to be comfortable, and that is the purpose of this Guide! However, if you have any questions, just ask someone! You can always ask a more experienced Server, or you can contact the Parish Office 217-222-3155. We are happy to have you with us!

General Information:

Serving is a ministry

- ⇒ Ministry is the work of all the baptized faithful.
- ⇒ Ministry is about serving others. By your reverent participation as an altar server, you assist the priest *and* you assist the entire worshipping community.
- ⇒ Serving is one of the many ministries which is needed for the celebration of the Mass.
- ⇒ Christian service is an **attitude of excellence!**

There are requirements to be an Altar Server

Servers at St. Peter's...

- ⇒ Must be baptized and have received First Communion
- ⇒ Must take the responsibilities of a server seriously, especially the responsibilities to be here when scheduled and to be engaged in the celebration of the liturgy as an example to others
- ⇒ Should be at least in fifth or sixth grade. There is no upper age limit and we will keep you on the servers' list until you tell us to take you off.

There are three kinds of server assignments:

Servers typically help at:

- ⇒ Sunday Mass & Holy Day Mass
- ⇒ Daily Mass (Monday thru Saturday)

You and your family can specify which Masses you can serve.

Don't Worry!

You will get used to serving in no time! And if you forget something, there will always be someone to help you! One of the most important things about serving is to have an attitude of service.

*Being an Altar Server is an attitude
and a desire to serve as Jesus did.*

What do servers look like when they are serving?

- ⇒ They look happy to be here.
- ⇒ They are standing up straight.
- ⇒ Their hands are folded.
- ⇒ They are paying attention.
- ⇒ They are watching what is going on.
- ⇒ They participate in song and in prayer.

Preparing for Mass:

Please dress as if though you're going to church...

- ⇒ Please wear nice clothes.
- ⇒ Please wear dress shoes (if possible, wear shoes with soft soles because they make less noise).
- ⇒ Tennis shoes are less appropriate, but okay if you are serving a weekday Mass on a school day.
- ⇒ High heels, sandals and flip-flops are not permitted.

VERY IMPORTANT!

- ⇒ Please arrive 15 minutes before Mass. You'll have things to do!
- ⇒ When you are late or do not show up, it creates problems.
- ⇒ If you are not able to serve, please find a replacement and if you can't find one let the parish office know!
- ⇒ Since we are in the presence of the Holy Eucharist, from the Sacristy till after the Mass there must not be personal conversation.
- ⇒ Any time servers go into the sanctuary they must genuflect to the Blessed Sacrament, if unable to do so for health reasons, please make a profound bow (from the waist)
- ⇒ If you do not wish to serve in this ministry anymore or have other commitments, please call the parish office so we can update our schedules and servers' list.

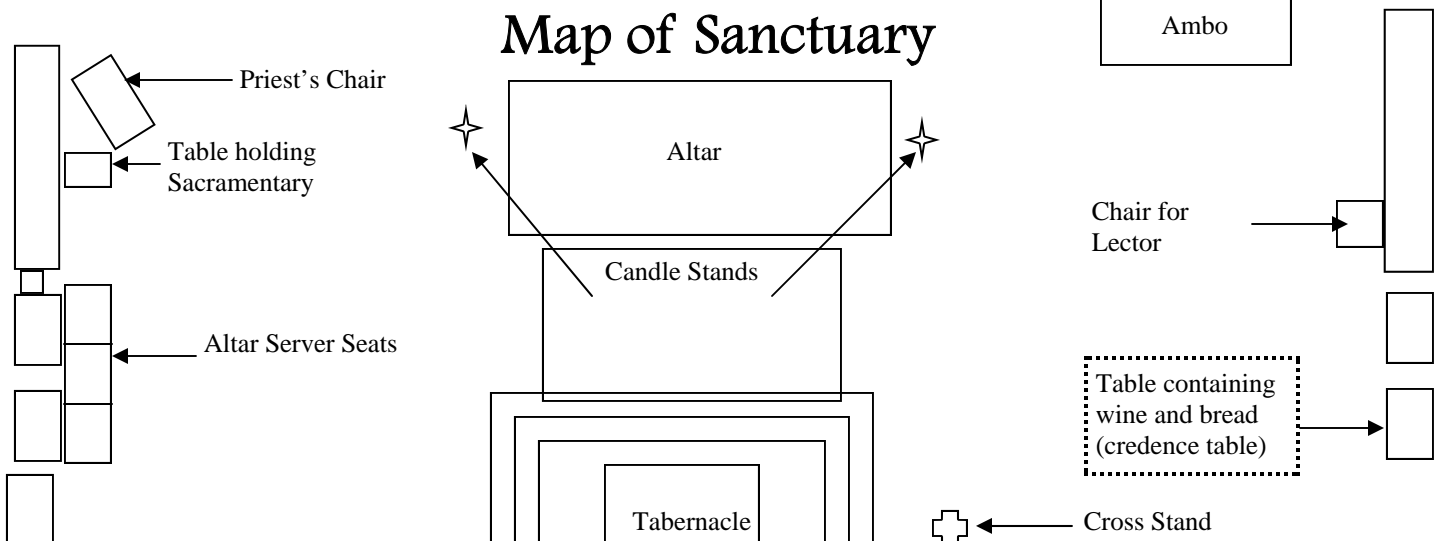
Model Servers



Servers smile and stand straight with their hands folded while serving.



Servers participate in Mass.





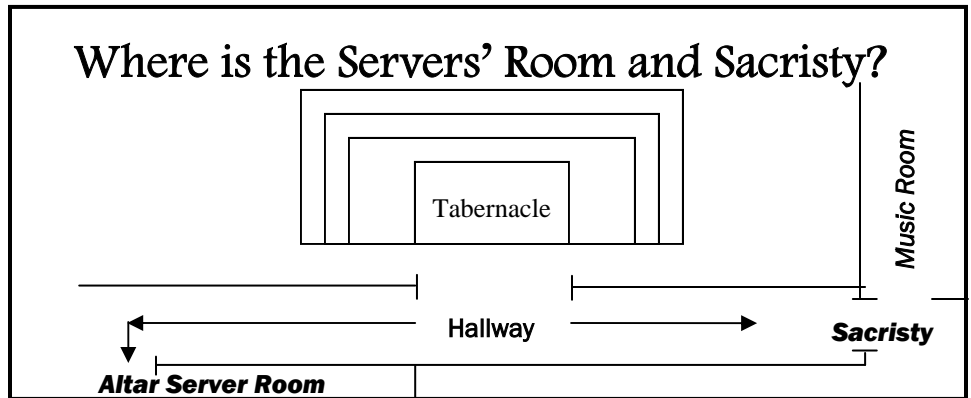
Servers in just cassocks. Please note that all of the buttons are buttoned and street clothes are tucked in.



A well-fitting surplice reaches just below the hips.

When you get to church...

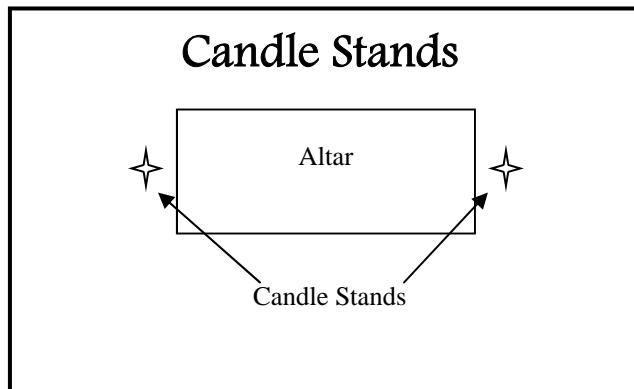
1. Please go to the Servers' Room. (Go through the Music Room and Sacristy and take hall behind the Sanctuary. Please do not cut through the Sanctuary.
2. Promptly put on a black cassock and white surplice. The cassock should come to your ankles and the surplice to just below your hips.
3. Please check each other and in the mirror to make sure no tags are showing and that the cassock and surplice are hanging on the shoulders correctly.
4. Light candles on each side of the Altar before each Mass. Before 5:30 p.m. Mass on Saturday and 7:30 a.m. Mass on Sunday, light the tall candles by the Tabernacle. Genuflect before the Tabernacle before and after lighting the candles.
5. Check to see if the book holder is on the Altar. If it is not, please place it there.
6. Go to the Sacristy, sit down, and speak in whispers or pray quietly.



5 Minutes before Sunday Mass

(this includes 5:30 p.m. Mass on Saturday)...

- ⇒ **Candle Bearers:** Two servers walk to the side of the Tabernacle, genuflect, walk to the Altar, take a candle and walk down the main aisle to the back of the church.
- ⇒ **Cross Bearer:** The third server walks through the side door to the ushers' room to retrieve the cross.



During Mass:

The Entrance Processional...

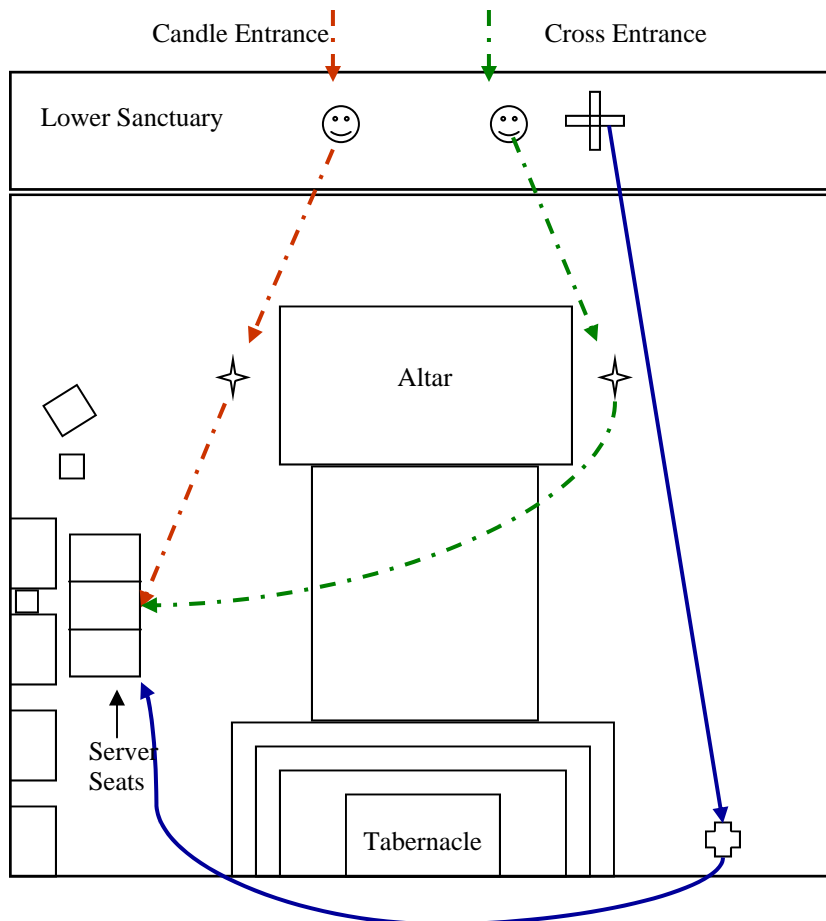
1. After the singing begins, proceed up the main aisle. The Cross Bearer leads, followed by the Candle Bearers who walk side by side.
2. Walk at a normal pace.
3. Candles are held at eye level. If a candle goes out, don't worry. Just leave it out.
4. Servers make a slight bow of the head in front of the altar and place the candles or cross in their stands and then go to their seats (**note** a slight change from before). The Lector and the Priest stop in front of the Altar on the first step. The Priest and lector genuflect.
5. The Cross Bearer places the crucifix in the holder with the face of Jesus facing the congregation.

Entrance Processional



The Candle Bearers hold the candles at eye-level. They follow the Cross Bearer.

The Entrance Processional

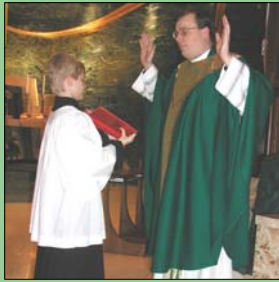


Stop on the first step of the Sanctuary. Bow your head while the priest genuflects.



After the priest genuflects, place the candles or cross in its appropriate stand and go to your chair.

Opening Prayer



During the opening prayer, please pick up the Sacramentary and hand it to the Priest. You will hold it for the Priest as he says the prayer. When he is finished, the book goes on the table by the Priest's Chair.

Gospel Procession



Wait for the Priest as he picks up the Book of Gospels. You will already have the candle holders out of their stands.



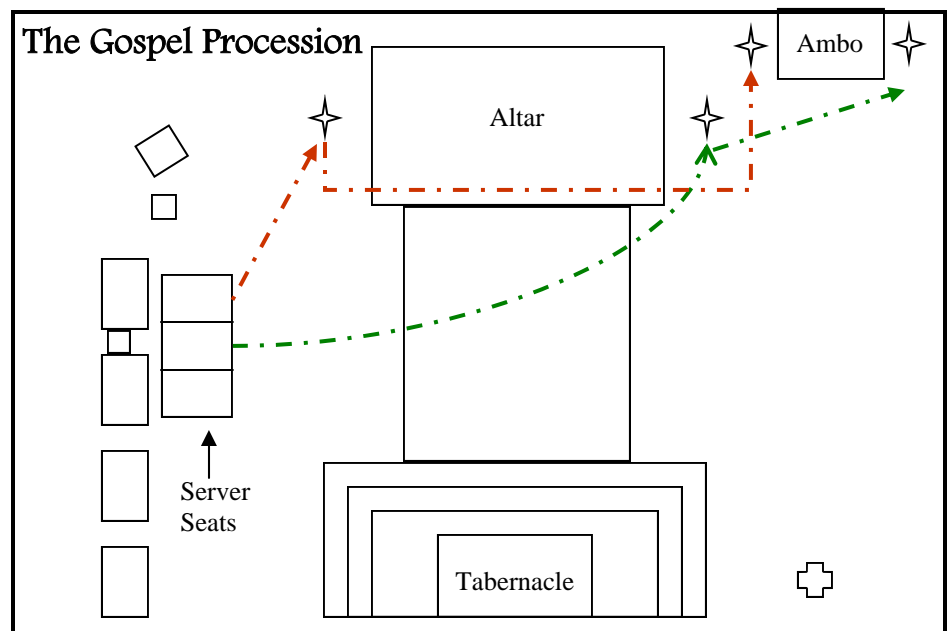
When the Priest starts to move towards the ambo, process over. One Candle Bearer stands on each side of the Ambo.

During the Opening Prayer...

1. When the Priest says "Let us pray," the server closest to the Priest picks up the Sacramentary and reverently hands it to the Priest.
2. Please do not stand directly in front of the Priest, but slightly to the side closest to your chair. The Priest will open the book and put it in your hands.
3. Please do not hold your fingers over the words.
4. After the prayer, the Sacramentary goes back on the table next to the Priest's Chair.
5. Please return to your seat, be attentive, and listen.

When the Priest stands for the Gospel...

1. When the Priest/deacon stands, the Candle Bearers go to either side of the Altar facing the congregation.
2. As the Priest picks up the Gospel Book, Candle Bearers take candles from the holders.
3. The Priest will elevate the Book of Gospels while the Alleluia is being sung.
4. The Priest will turn to walk to the Ambo. As he does, Candle Bearers should turn as well. Candle Bearer, Priest, and Candle Bearer all walk to the Ambo in a straight line.
5. A Candle Bearer stands on each side of the Ambo, holding the candle and facing the gospel (facing each other not the congregation). Candle Bearers should stand slightly back from the Ambo so the Priest doesn't get burned while he is speaking and moving his arms.
6. At the end of the Gospel, return your candle to its holder and go back to your chair picking up the gospel stand from the altar.



After the Intercessions — the Preparation of Gifts...

1. After the petitions are read, Servers go immediately to work. Please do not sit down!
2. Candle Bearers go to the Credence Table and work in a pair. Take the following to the Altar in this order:
First, the chalices and purificators and then **Altar Bread**.
Second, the water and wine. The person carrying the wine should be closest to the Priest/deacon. Please make sure handles are pointed toward the Priest/deacon so they are easy to grab. No passing of the water or wine! After the Priest has poured the water and wine, he will hand them to you. Please return them to the Credence Table.
Finally, the pitcher, bowl and towel. Please pour water so the Priest does not get wet and then return the pitcher, bowl and towel to the Credence Table.
3. Return to your chairs.

Receiving Communion...

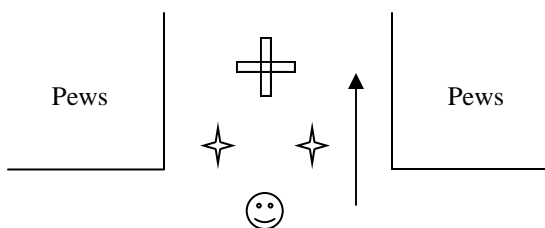
1. Servers receive Communion.
2. During Communion, one Server returns the Sacramentary to the table by the Priest's Chair.

Closing Prayer...

1. After Communion, the priest will say, "Let us pray."
2. The Server closest to the Priest holds the Sacramentary.

The Recessional — the reverse of the Processional...

1. When the closing hymn begins, the cross bearer gets the cross and the candle bearers get the candles then stand at attention, facing the Altar, on the regular floor, at the end of the first pew on either side **not** on the first step.
2. The cross bearer stands behind the candle bearers in the middle aisle. Wait for the Priest, when the Priest genuflects and turns around, all turn around and follow the cross bearer toward the narthex, candle bearers walk side by side.



Preparation of Gifts

Credence Table behind
Server's seats

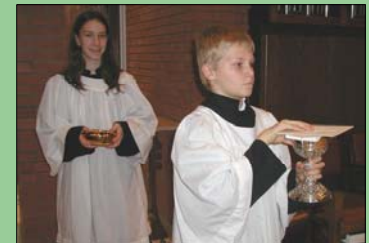


Water
pitcher
and basin
for hand
washing
rite

Water
and wine

Ciborium
with hosts

Chalice



After the intercessions, two servers bring hosts and chalice to the Altar and give them to the Priest.



Next, get the water and the wine. When offering them, please make sure the handles face the priest.



After the gifts have been taken up, two servers bring the pitcher, basin and towel so the priest can wash his hands.

After Mass...

1. The Cross Bearer returns the cross to the Reconciliation room. The Candle Bearers go downstairs and use the side stairs to return the candles to the holders by the Altar.
2. A Candle Bearer uses a candle snuffer to extinguish the candles by the Altar. Extinguish the candles by the Tabernacle only after the 5:30 p.m. and noon Masses on Sunday. Please do not allow the snuffer to touch the wicks, and do not blow out the candles. (Blowing out candles causes wax to fly all over.)
3. Hang up your Cassock and Surplice in the Servers' Room.

Thank You for serving!



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