

St Raymond's Altar Servers

Thank you for serving!

Notes

Show reverence when serving. Stand still with hands folded when you are not doing something.

Do not be a distraction to the congregation, Father or the other servers.

Always bow when passing the tabernacle. Do not genuflect.

When standing at the altar, use the edge of rug as a guide.

Know when you are scheduled to serve. If you cannot serve when you are scheduled, please find a sub. If you cannot find a sub, please contact Tom Falbo (tnfalbo@charter.net 715-878-4767).

Before Mass

Arrive 10-15 minutes prior to Mass. If you are not there 10 minutes prior to Mass we will start looking to find someone to replace you.

Wear black shoes with black or solid bottoms. Dark socks and dark pants are preferred. No sandals, flip flops or heels.

Sign in on sheet in back.

Put on cassock and surplus. Check to make sure surplus is straight and collar is not showing.

Light candles, place book on table next to Father's bench.

Check to make sure all looks in order (i.e. communion, chalice, etc.)

When Father is ready- Attendant Server takes cross, servers take candles and go to back of church, using aisle on the right.

Mass

Entrance Procession

Process in- Incense, Cross, Candles, lector/deacon, Father. If only 2 servers, cross, server w/ hands folded, lector/deacon, Father

Proceed onto altar, do not pause, put cross in stand, candles on corner of altar and meet in front of tabernacle. Bow TOGETHER (follow attendant server lead) and process to chairs.

Gospel

** 2 servers move with Father. Servers go to front of tabernacle, bow TOGETHER, go to candles. Take candles from altar and stand in front of altar, facing tabernacle. When Father turns to go to ambo, servers go too. Front server should cross in front of ambo.

** STAND STILL DURING THE GOSPEL. After gospel, servers bring candles back to altar, proceed to front of tabernacle, bow TOGETHER, and return to seat.

Offertory

Servers process to front of tabernacle, bow TOGETHER. Attendant server should bring book and put it on the altar. Servers should bring chalice, cups and water to the altar.

Attendant server- Take corporal out of burse and open. Unveil chalice, fold veil and give burse and veil to one server to bring back to credence table.

** Place chalice to the right of corporal. Set cups to right of chalice with purificators in front.

Face tabernacle, bow TOGETHER and return to seats.

Servers go with Father to receive the gifts. Attendant server goes to credence table. Server who is handed the wine, is the wine server. The server who is handed the offertory baskets is the water server. Water server puts baskets on the floor next to credence table and takes the small pitcher of water and brings to altar, holding with the handle towards Father. Wine server takes cover off pitcher and holds both with handle towards Father. After Father empties the wine and hands the pitcher back to the wine server, the server puts cover back on and brings back to the credence table. Wine server will then take dish and towel draped over one arm.

When Father approaches, pour water over his hands into dish and offer towel to dry his hands. Bow to Father and return water, dish and towel to credence table and process to bottom of steps, in front of altar.

Consecration

Ring bells one time when Father places palms over the chalice. Ring bell 3x when Father raises the consecrated host and 3x with the consecrated wine.

At sign of peace process back to altar and stand by the credence table, waiting for communion.

Communion

2 servers take patens and stand on the outside of Father or the extraordinary minister. Hold paten under the hands of everyone receiving communion (under chin if receiving on the tongue) to catch crumbs or falling hosts. DO NOT TIP THE PATEN.

After Communion, bring patens back to altar and wait for father to take them. DO NOT TIP THE PATENS.

After Father purifies the patens, attendant server is ready with water and pours for Father into the ciborium. Father purifies cups and ciborium and servers bring them back to the credence table.

Attendant Server when Father is done purifying vessels, fold the corporal properly - all folds should be to the inside. Place the corporal inside the burse, veil the chalice, place burse on top and key on top of burse (if it's there) and hand to server to bring back to credence table. Take book and wait at tabernacle with other server.

Server- straighten the veil and proceed to tabernacle. All bow TOGETHER and go back to seats.

Recession

After final blessing, attendant server place book on table. When Father moves after final blessing, servers go to tabernacle, bow TOGETHER, get cross and candles and wait at bottom of steps.

When Father genuflects, process out = Cross, candles, Father.

At back of church, thank Father and put out candles. Return to the altar using the aisle on the left. If recessional hymn is still going, wait at the corner until hymn is concluded.

Thank you again for serving Mass at St. Raymonds. If you have any questions please feel free to call or email Tom Falbo. (715) 878-4767 tnfalbo@charter.net