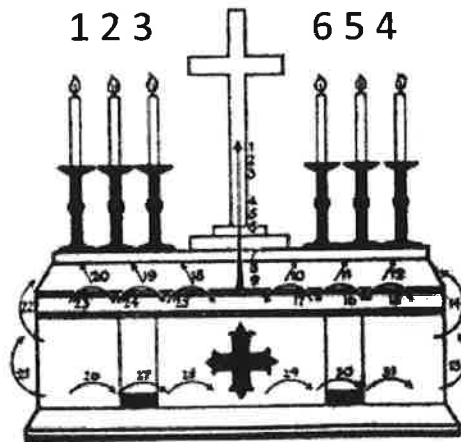


## Spirit of Life Roman Catholic Church

### Altar Server Procedure Manual

#### A. Before Mass

1. Please arrive 15 minutes prior to the start of mass.
2. Vest
  - a. Make sure the alb is the RIGHT SIZE, the bottom should be right above the tops of the shoes
3. Check to make sure that everything is set up, on the altar, for the mass
  - a. Light candles on the altar. See diagram.



- b. Lighting the candles in this order shows the Light of Christ coming from the outside in to give blessings to this mass.
4. In the Easter Season, light the Easter Candle. Ask for help if you need it.

#### B. Procession into the church

- a. Procession Arrangement
  - i. If there is only one server, the person will carry in the cross
  - ii. If there are only two servers, then no candles will be used and the server will line up behind the cross-bearer
  - iii. If there are three or more servers then two servers, they will be candle bearers, and will line up next to each other behind the cross bearer
- b. Decide who will ring the bells and who will attend the Roman Missal (Big Red Book)
- c. Approaching the Altar
  - i. If 3 Servers
  - ii. If 2 Servers
  - iii. After priest genuflects
    1. Priest goes to the altar

2. Servers take the candles and crucifix behind the tabernacle wall
3. Blow out the candles
4. Go to your seats

### C. During Mass

- a. Parishioners will look to you for guidance during mass.
- b. Lead the people when to sit, stand and kneel. Pray the prayers.
- c. The Gloria (Glory to God in the Highest)
  - i. At the end of the Gloria (in the glory of God the Father) – Get the Roman Missal from the Credence Table.
  - ii. When priest says “Let us pray” bring him the Roman Missal
    1. Stand directly in front of the priest
    2. Hold the Roman Missal
  - iii. After prayer, return Roman Missal to the credence table.
- d. When to sit and stand
 

i. Reading # 1	Sit
ii. Responsorial	Sit
iii. Reading # 2	Sit
iv. Gospel	Stand
v. Homily	Sit
vi. Profession of Faith	Stand
vii. Intercession	Stand
- e. After Intercessions prepare the altar
  - i. Bring Corporal & Purificors
  - ii. Bring Roman Missal
  - iii. Bring Cups (with Wine) & plates (with Bread)
  - iv. Bring Cruet (Vessel with water)
  - v. Receive gifts (Collection, priests patten & Chalice)
- f. After Holy, Holy, Holy prayer (kneel)

### D. Preparing the Eucharist

- a. Ringing the bell during mass – Each ring must be distinct. It’s a flick of the wrist for each ring. Dampen between rings. Ask for training prior to service if you are unsure.
- b. Eucharistic Prayers
  - i. Eucharistic Prayer #1
 

To you, therefore, most merciful father we make humble prayer and petition through Jesus Christ, your Son, Our Lord that you accept and bless (✠) these gifts **(DO NOT RING BELL)** until Be pleased, O God, we pray, to bless, acknowledge, and approve.
  - ii. Eucharistic Prayer #2 (Used most often)
 

You are indeed holy O Lord, the fount of all holiness. Make holy, therefore, these gifts, we pray, by sending down your Spirit upon them like the dewfall, so that they may become for us the Body and (✠)**(Ring Bell Once** 🛎 **)** Blood of our Lord Jesus Christ.

c. Consecration

i. Body

*TAKE THIS, ALL OF YOU, AND EAT OF IT, FOR THIS IS MY BODY, WHICH WILL BE GIVEN UP FOR YOU.* Priest lifts the host - **(Ring Bell 3 Times 🛎 🛎 🛎)**

ii. Blood

*TAKE THIS, ALL OF YOU, AND DRINK FROM IT, FOR THIS IS THE CHALICE OF MY BLOOD, THE BLOOD OF THE NEW AND ETERNAL COVENANT, WHICH WILL BE Poured OUT FOR YOU AND FOR MANY FOR THE FORGIVENESS OF SINS.*

*DO THIS IN MEMORY OF ME.* Priest lifts the Chalice **(Ring Bell 3 Times 🛎 🛎 🛎)**

- d. After the Prayer "Lord, I am not worthy" the priest will take and consume the Body of Christ (Host) and then consume the Blood of Christ (wine in chalice). After he is done with the Blood of Christ, **(Ring Bell Once 🛎)**.

E. Following Communion

- a. After communion, bring the cruet of water.
- b. Priest or deacon will clear altar of Roman Missal, water cruet, cups & plates and bring them to you.
- c. Light the candle(s) behind the Tabernacle wall, you will bring them out at the conclusion of mass.

F. Conclusion of mass

- a. After blessing and prayer, get the crucifix and candle(s) from behind the Tabernacle wall.
- b. Arrange yourself with the priest and deacon in the following fashion
  - i. Altar
  - ii. Steps
  - iii. Candle Deacon Priest Candle
  - iv. Crucifix
- c. Concluding procession.
  - i. Crucifix leads, then candles, priest and deacon.
  - ii. Stop at the baptismal font for prayer.
    1. Priest says "Praise be Jesus Christ"
    2. Alter Servers say "Now and Forever"

G. Tasks after Mass

- a. 9 am Mass
  - i. Bring water bowl, cruet of water, all cups & plates and priests chalice to the Sacristy.
  - ii. Leave Candles Burning
- b. 11 am & 5 pm Mass
  - i. Bring everything
  - ii. Extinguish candles

