

# **ST. GREGORY AND HOLY TRINITY PARISHES**



## **HOW TO BE AN ALTAR SERVER**



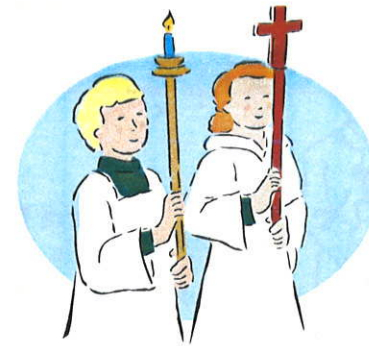
## Why become an Altar Server?

First, because God loves you and wants you to be close to him as often as possible.

Serving on the altar is a **great way** to get closer to God and to show Jesus how much you love him.

## Can anyone be an Altar Server?

- You need to be 7 years old or More.
- You need to have received First Communion.
- You must be Catholic and Love God!
- You need to be responsible.
- You need to come to Mass **15 Minutes early!**
- You need to be reverent and serious in Church!
- You need to see Fr. Patrick to begin training.



## Rules for Altar Servers:

- Always come on the Sunday you are assigned.
- Arrive 15 minutes early.
- Never wear shorts or tennis shoes to Church.
- Put on your cassock, cord and cross before Mass.
- Light the Candles 5 minutes before Mass.
- [Do we need incense – at Today's Mass? ]
- Are the book and chalice out on the ambo?
- Does Father have any Special Instructions before Mass?
- Take the Processional Cross to the back with you.
- Assemble in the back of the Church.
- You are an example of Prayer – FOLD YOUR HANDS
- Don't be distracted by others in Church, stay focused!
- Never talk to each other during Mass. Pay Attention!
- REMEMBER! *You are serving God on the Altar!*



## WHAT DO I DO NOW?



### *When to BOW and When to GENUFLECT?*

Bow – always to the ALTAR during Mass (not the tabernacle).

Bow – when you are holding something (don't genuflect).

Bow – slowly and fully in great reverence to God.

Bow – after Father washes his hands (Lavabo).

**Genuflect** – with the priest at the foot of the altar.

**Genuflect** – **IF** you need to approach the Tabernacle.

At all other times an Altar Server must be alert and quiet!

**WATCH – WATCH** – Are your hands folded in prayer?

**ALWAYS** – Work together as a team, not alone!



1. The Server prepares:
  - and lights the altar candles.
  - and takes the procession cross to the back.
2. The Server carries all these to the back of the church before Mass and gets in place.
3. The entrance and leaving processions are the the Server's hardest job to do smoothly!
4. **Learn** how to process with incense and have it ready for the priest – when he needs it.
5. **Learn** how to process to the altar before going to your seat. Stay at the ends of the carpet.
6. **At the Offertory**, Servers prepare the altar **Stay at the altar** until the priest is done, **do not leave.**  
**Help the priest receive the gifts**  
**Learn** how to process to the altar, smoothly!
7. Servers bring the wine and water to the altar.  
The priest will pour wine and then water – **WAIT** until the priest is done pouring!  
-You need to take the bottles back to the credence table.
8. Servers bring water to the priest for washing.  
**Learn** how to hold the water and towel.

9. **Stay at the altar**; while the priest pours water on His fingers, and dries them with a small towel!
10. **Bow** to father and return the water, bowl and towel to the table.
11. **Learn** how to process around the Altar, to the kneelers in front of the altar.
12. At the Consecration – Ring the Bell – **short & loud.**
13. During Communion, CLEAR the Book and Chalice. Take them to the table and leave room for the wine cups when communion is over!  
Remain standing at your chair until the priest sits down.
14. At “The Mass is Ended” – process to the front of the altar with the priest and wait.  
\* Stay at the ends of the carpet.\*
15. Wait for the priest to stand between you.  
Stand and wait at the foot of the altar steps.
16. **Genuflect** – together with the other Ministers.
17. Turn to the front and follow the cross down the main isle. Process as before – S P A C E yourselves to make a good procession.
18. Return to the Altar and blow out the Candles.
19. Go to the Server’s Room, hang up your robes, **neatly!**  
**MASS IS NOW OVER, THANK YOU!**