



# St. Matthew Parish

## Regular Weekday Mass Altar Server Notes

### Part 1: Report and Be Vested 15 minutes before Mass.

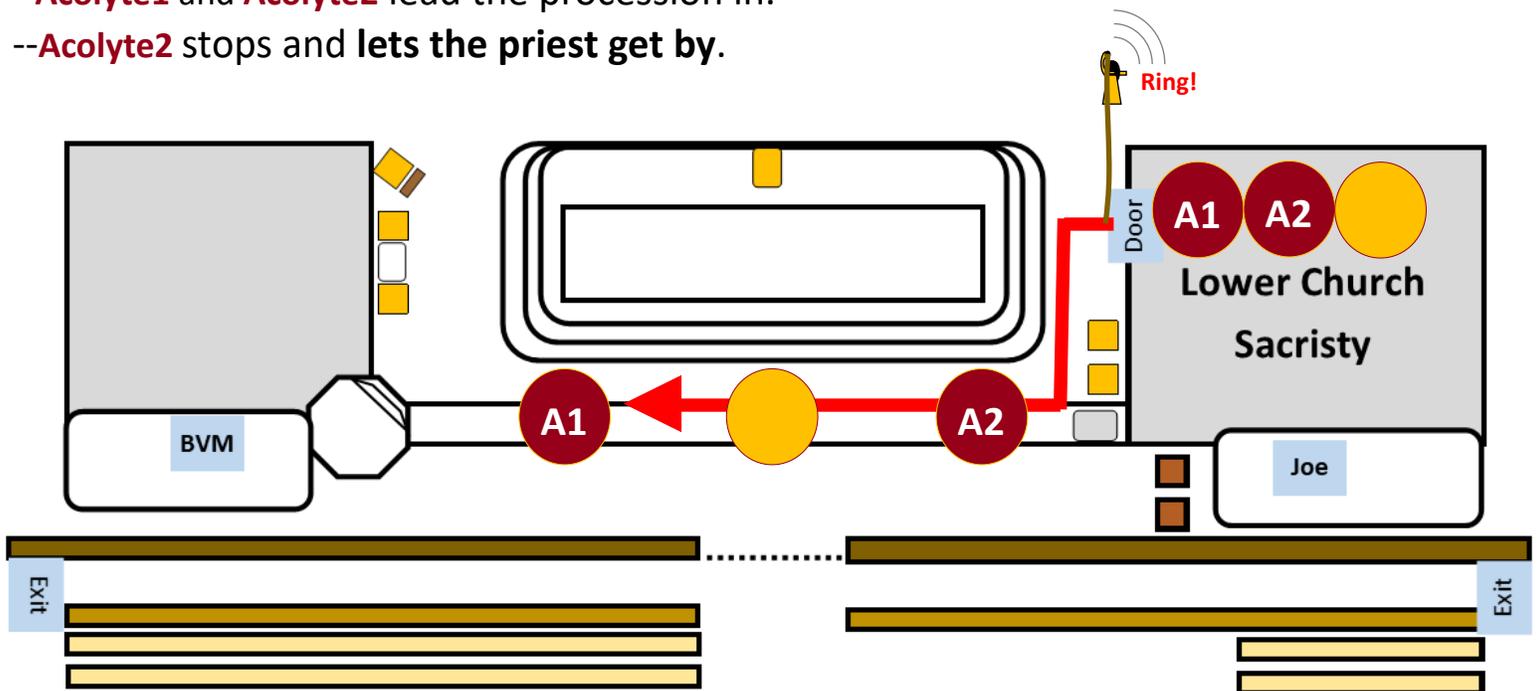
--There are two jobs at a Weekday Mass: **Acolyte1** and **Acolyte2**. Decide who will do which job.

### Part 2: The Procession IN

--To let the people know we're starting, a server rings the sacristy door bell.

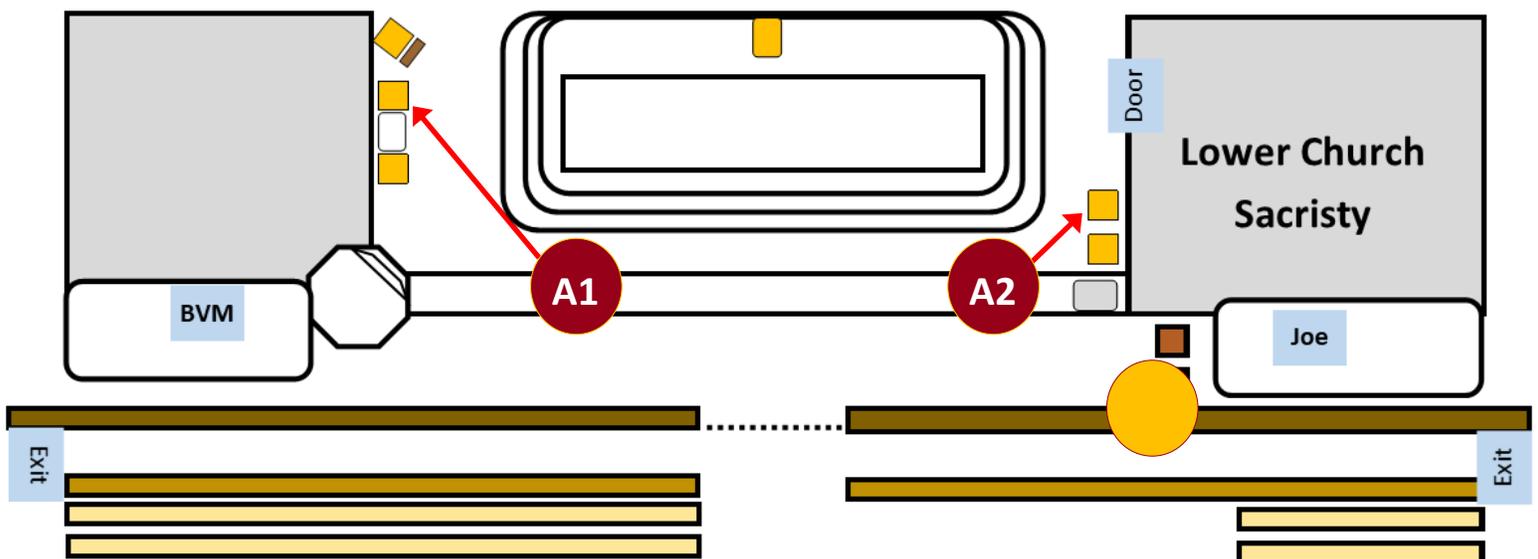
--**Acolyte1** and **Acolyte2** lead the procession in.

--**Acolyte2** stops and lets the priest get by.



--Genuflect with the priest and go to your seats.

--Sit and stand for the Liturgy of the Word, as usual.



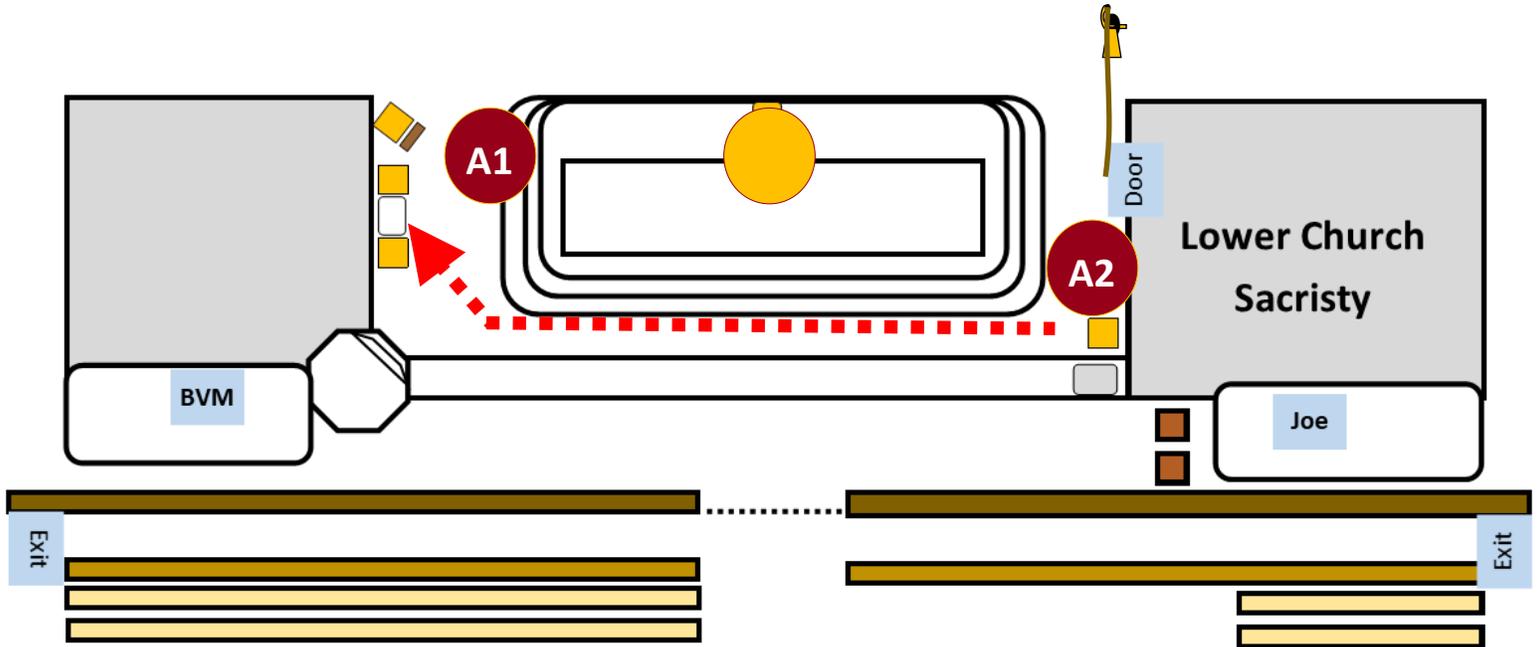
### Part 3: The Liturgy of the Eucharist

--When the General Intercessions are finished,

**Acolyte2** comes around the front of the altar, bows to the altar and gets the **book**.

Where's the **book**? Under the **side table**.

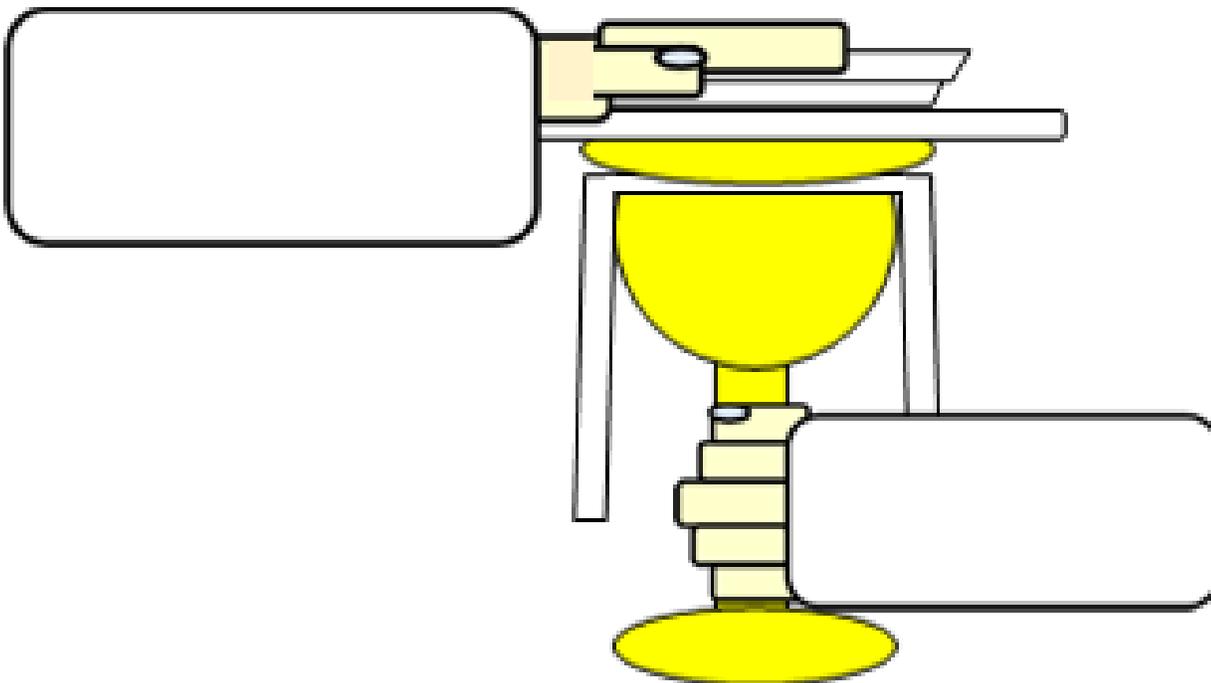
**Acolyte2** puts the **book** (and **bookstand**, for Fr. Welsh) on the altar.



--**Acolyte1** puts the **chalice** on the altar.

**ALWAYS** give the chalice a **slow, careful, solo ride**.

**One hand flat on top, the other hand gripping the stem.**



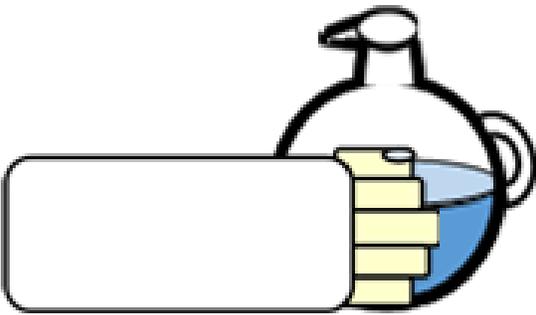
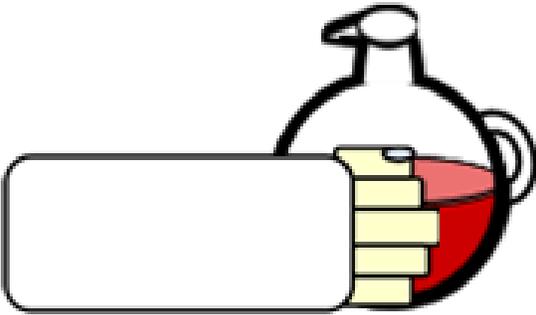
**NEVER** carry the chalice in one hand.

**NEVER** carry *another thing* along with the chalice. **Solo ride!**

### Part 3: The Liturgy of the Eucharist (*continued*)

--Take the **STOPPERS OUT** of the **Water** and **Wine** cruets (so the priest can pour).

--**Acolyte1** and **Acolyte2** hold the **Water** and **Wine** cruets for the priest **HANDLES OUT**.

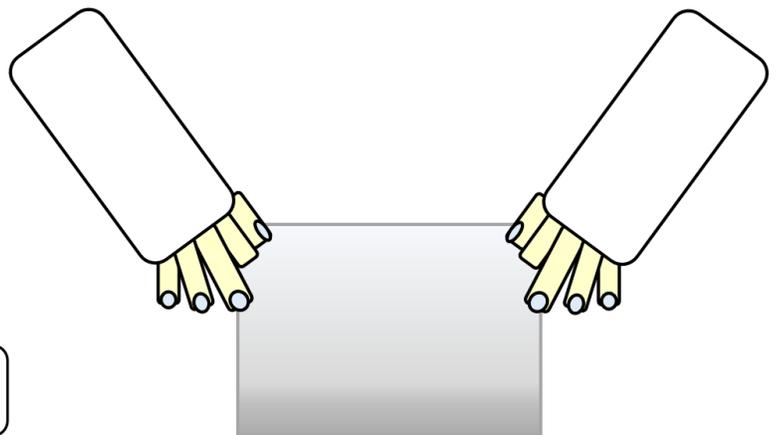
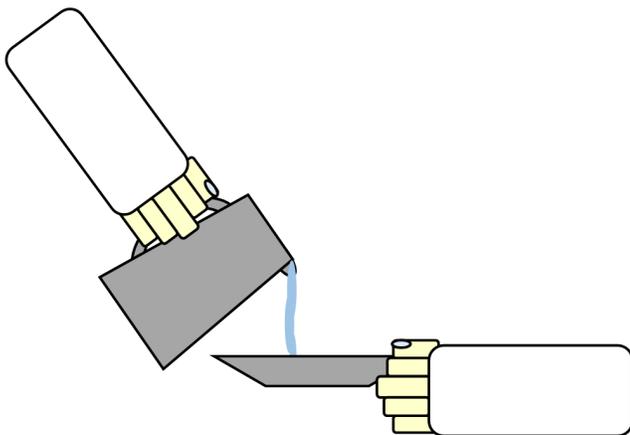


--After the priest uses the Water and Wine, **Acolyte1** and **Acolyte2** put the **cruets** back.

--The priest then washes his hands.

One server holds the **pitcher** and **bowl**, and will pour water over the priest's **finger tips**.

The other server **unfolds** the **hand towel** and holds it out for the priest to dry his hands.



--Put the **pitcher** and **bowl** back on the side table.

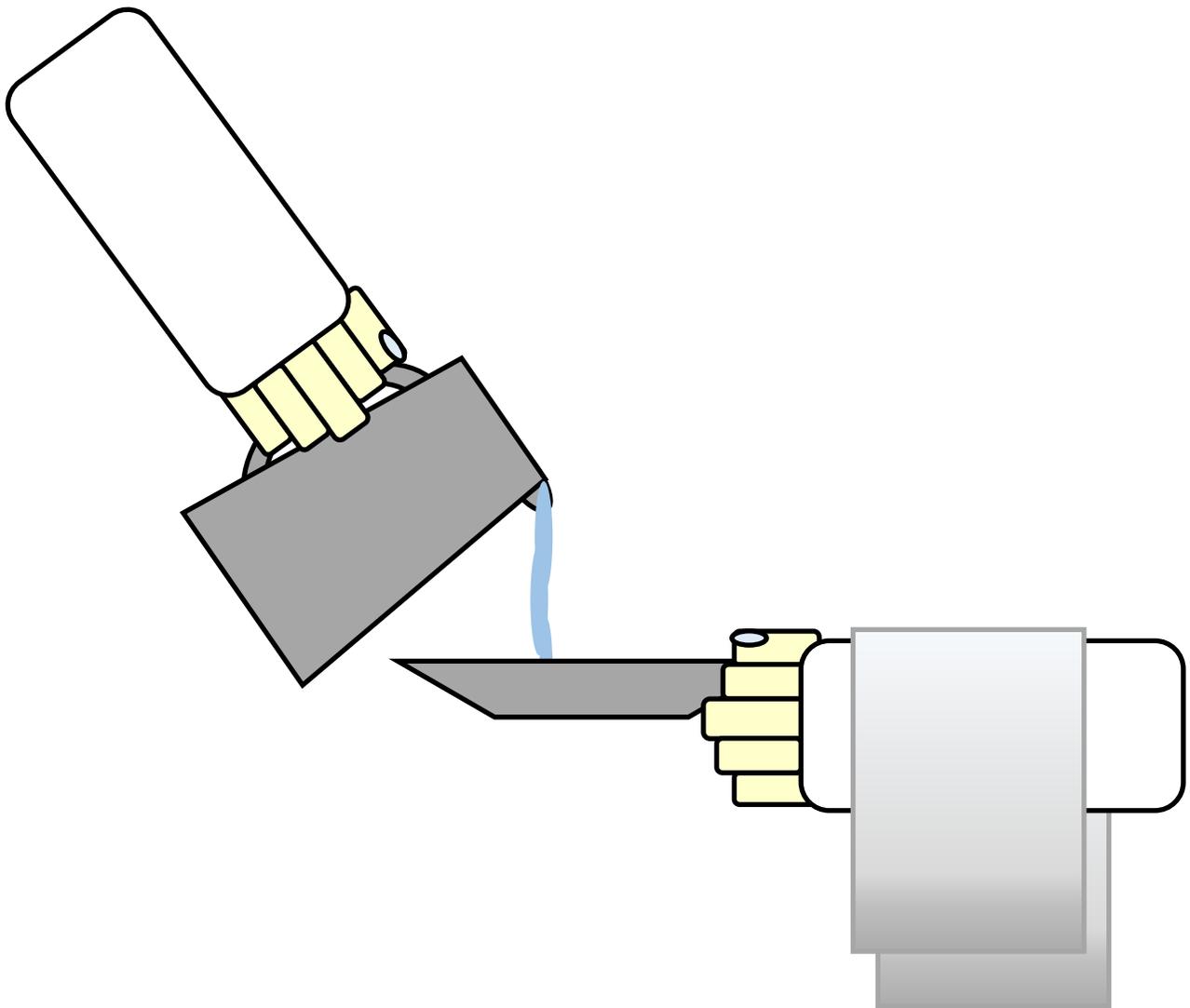
--**Fold** the **hand towel** and put it back on the side table.

**DO NOT put the hand towel IN the bowl !!!**

### Part 3: The Liturgy of the Eucharist (*continued*)

--IF YOU EVER HAVE TO SERVE MASS BY YOURSELF (it's not ideal but it can happen), here's how to **wash the priest's hands**:

**Acolyte** holds the **bowl** in the left hand,  
the **pitcher** in the right hand,  
and the **hand towel** draped over the left forearm.



### Part 3: The Liturgy of the Eucharist (*continued*)

--**Acolyte2** comes around the front of the altar, bows to the altar and stands by the bells.

--**Acolyte2** rings the bells (One-Three-Three)  
ONCE at the epiclesis ("Lord, let your **Spirit...**"),  
THREE times at the **elevation** of the Host,  
THREE times at the **elevation** of the Chalice.

--**During** Holy Communion,  
**Acolyte2** removes the **book** (and **bookstand**) from the altar.

--**After** Holy Communion, the priest puts the Blessed Sacrament in the tabernacle.

--**Acolyte1** provides the **water** when the priest purifies the chalice.

--**Acolyte1** and **Acolyte2** help to clear the altar.

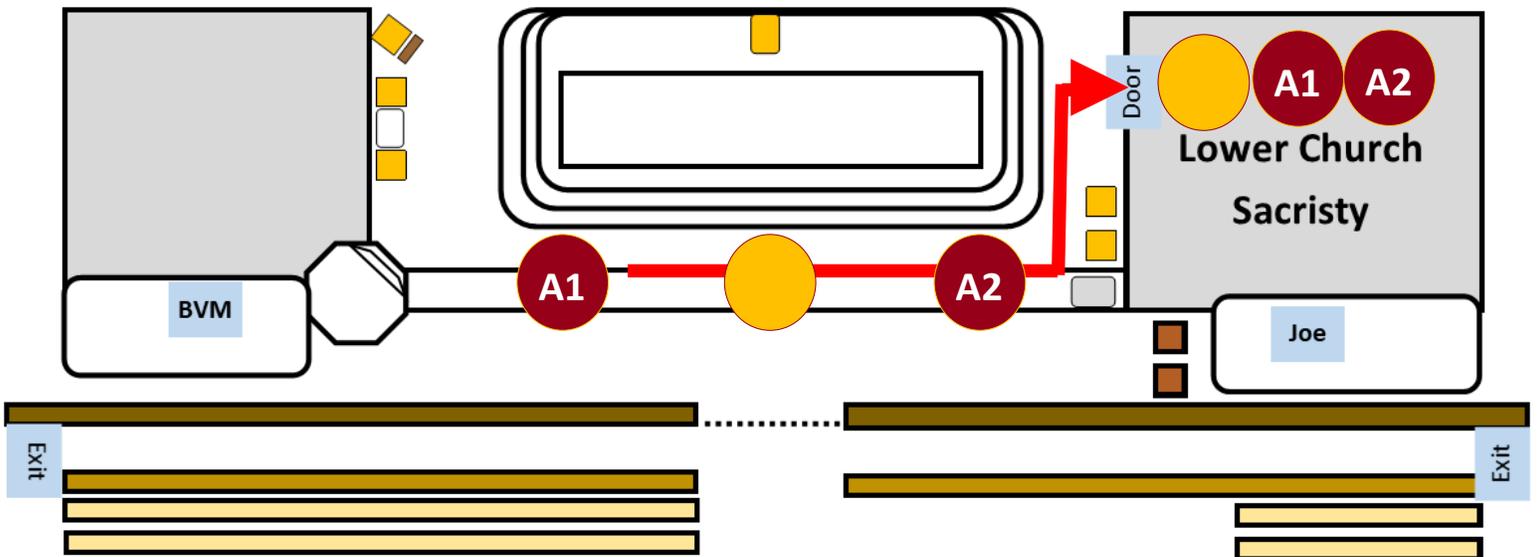
**ALWAYS give the chalice a slow, careful, solo ride.**

**One hand flat on top, the other hand gripping the stem.**

--When the altar is cleared, **Acolyte2** goes around the altar, stopping and bowing at the middle, back to the St. Joe side seat.

## Part 4: The Procession OUT

- The priest prays the Prayer after Communion (“Let us pray...”), gives the blessing and dismissal, and leads the Prayer to St. Michael.
- When the priest moves to venerate the altar, **Acolyte1** and **Acolyte2** come to the front of the altar.
- Genuflect with the priest.
- The priest will let **Acolyte1** get by him so that the Procession to the sacristy goes **Acolyte2** first, then **Acolyte1**, then the priest last.



## Stick around after Mass. Your help is needed!

The **priest** might want to give you specific instructions for cleaning up afterwards. Ask the **sacristan** what more you can do to help.

Thanks for  
serving!