



St. Matthew Parish

Regular Sunday Mass (with TWO Servers) Altar Server Notes

(1) Report and Be Vested 15 minutes before Mass.

--Your parish needs you to be in the sacristy **vested** and **ready** to be briefed **15 minutes before the start of Mass.**

Why is this 15 minutes so vitally important? It allows us to:

Learn about anything special or **unusual** going on at that Mass.

There are two serving jobs: **Cross** and **Acolyte**. Decide **who will do which**.

See who the Presider is at that Mass and plan accordingly.

Review serving **skills** and learn new ones.

Check upcoming opportunities to serve at special liturgies.

Get to know other servers.

Ask questions and provide **feedback** to Fr. McCabe (what's working for you, what's not, etc.).

(2) The Procession IN and Liturgy of the Word.

--Go with the priest and other ministers to the back-back of church.

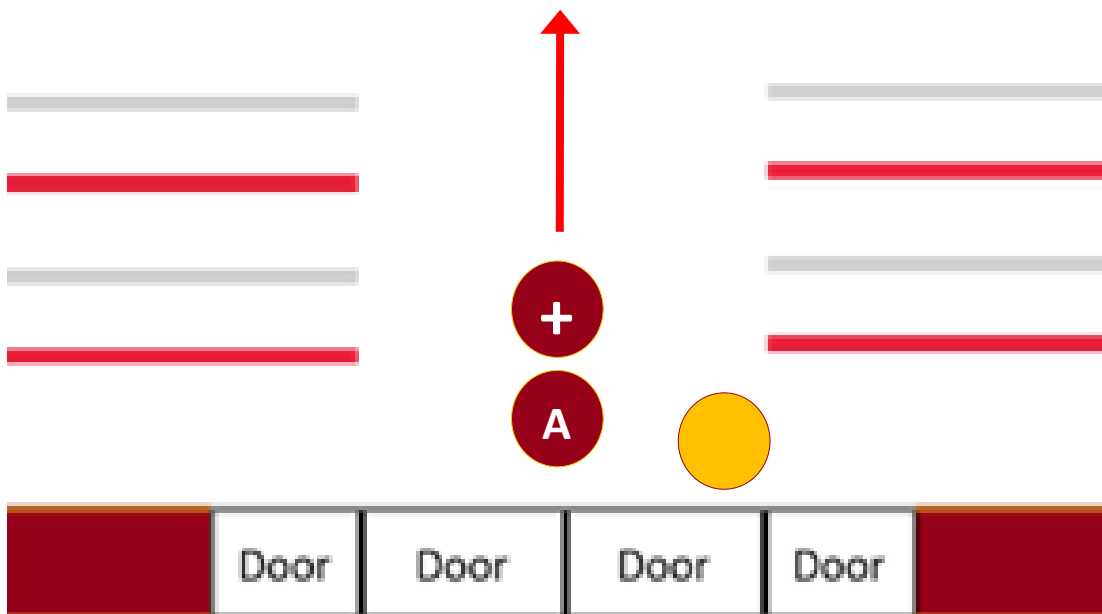
--Line up for the procession IN.

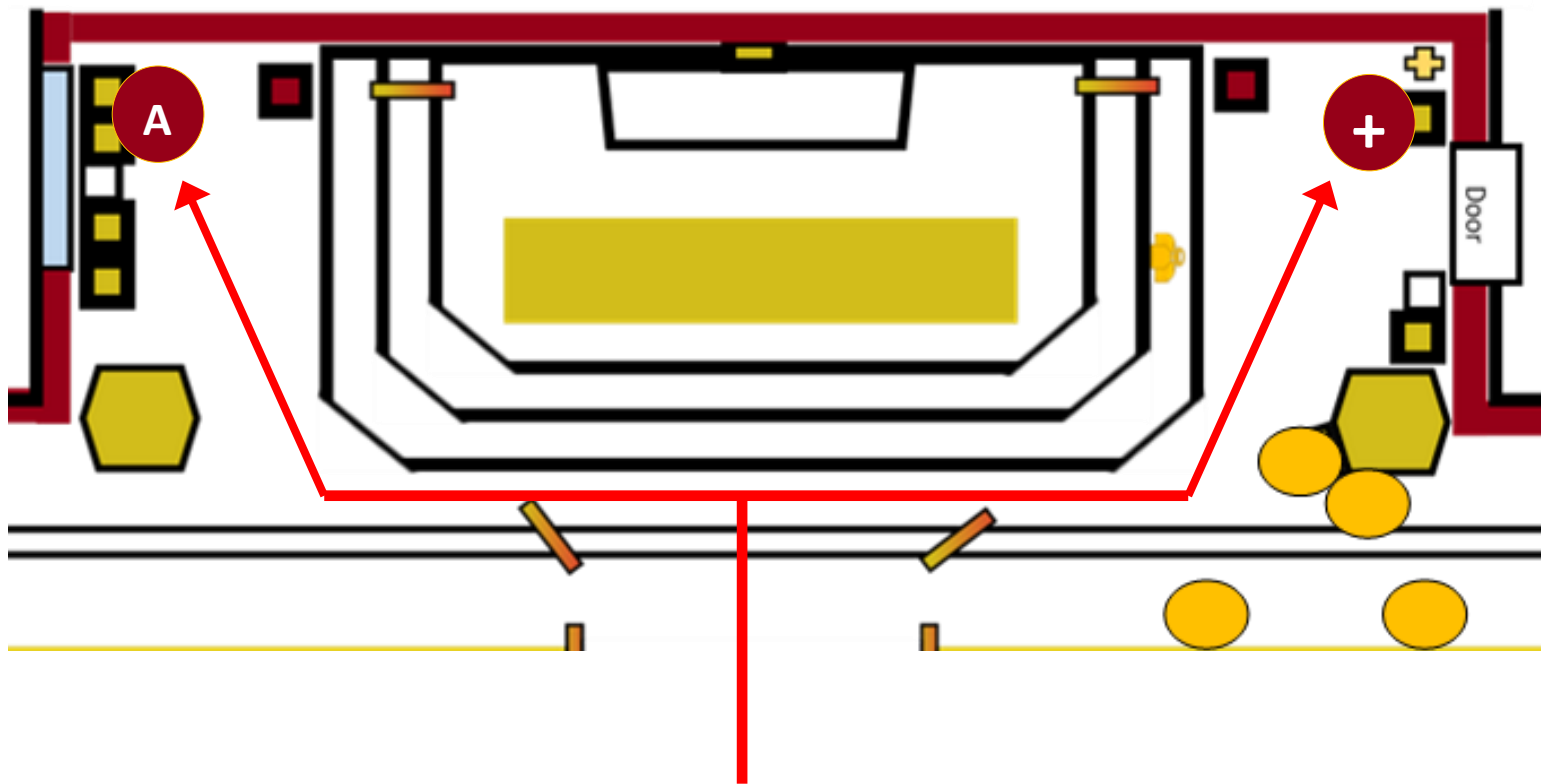
--We are in God's place now. We focus on praying and participating in Mass.

Everything we do as servers is simply helping Mass happen.

We fold our hands and point them to God. This helps us re-focus when we wander.

--Music gives the cue. When we start singing the words, **Cross** starts the procession IN.





When you arrive at the sanctuary:

If you have something in your hands, make a **little head bow** and keep going.

If your hands are empty, **genuflect quickly** and go to your seat.

--**Cross** makes a little head bow but **keeps moving**.

--**Cross** puts the Cross in the stand and stays at the St. Joseph side corner seat.

It's easy to lift the Cross off the stand and put it back on

if you can hold the Cross **straight up and down**. To straighten it, just look up at the top.

--**Acolyte** genuflects quickly and goes to the BVM side, to a corner seat.

DON'T STOP IN FRONT OF THE ALTAR AND WAIT FOR EVERYONE ELSE.

Cross: lil' head bow and GO.

Acolyte: quick genuflect and GO.

Sit and stand at all the usual times for the Liturgy of the Word.

The Liturgy of the Word ends with the General Intercessions.

Be ready for what happens next!

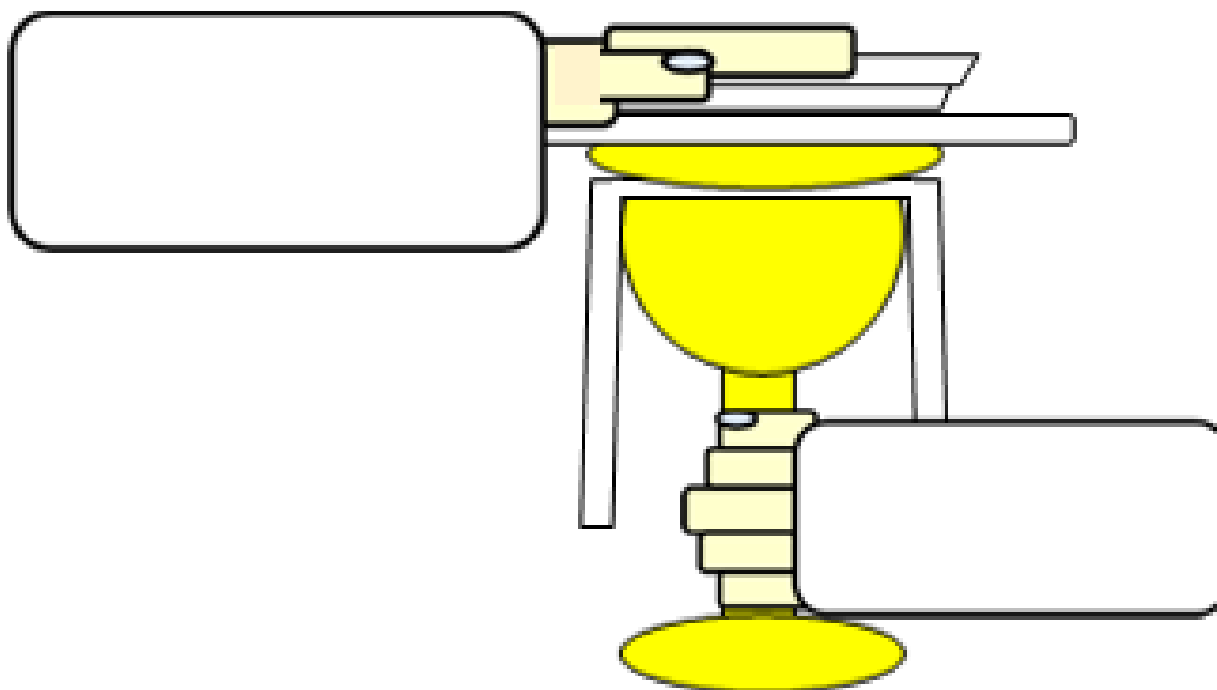
(3) The Liturgy of the Eucharist.

When the General Intercessions are finished:

- Cross** puts the **Book** (and the **bookstand**, for Fr. Welsh) on the altar.
- Acolyte** puts the **Chalice** on the altar.
- Cross** and **Acolyte** **WAIT** off to the side and **WATCH THE PRIEST FOR THE NEXT CUE.**

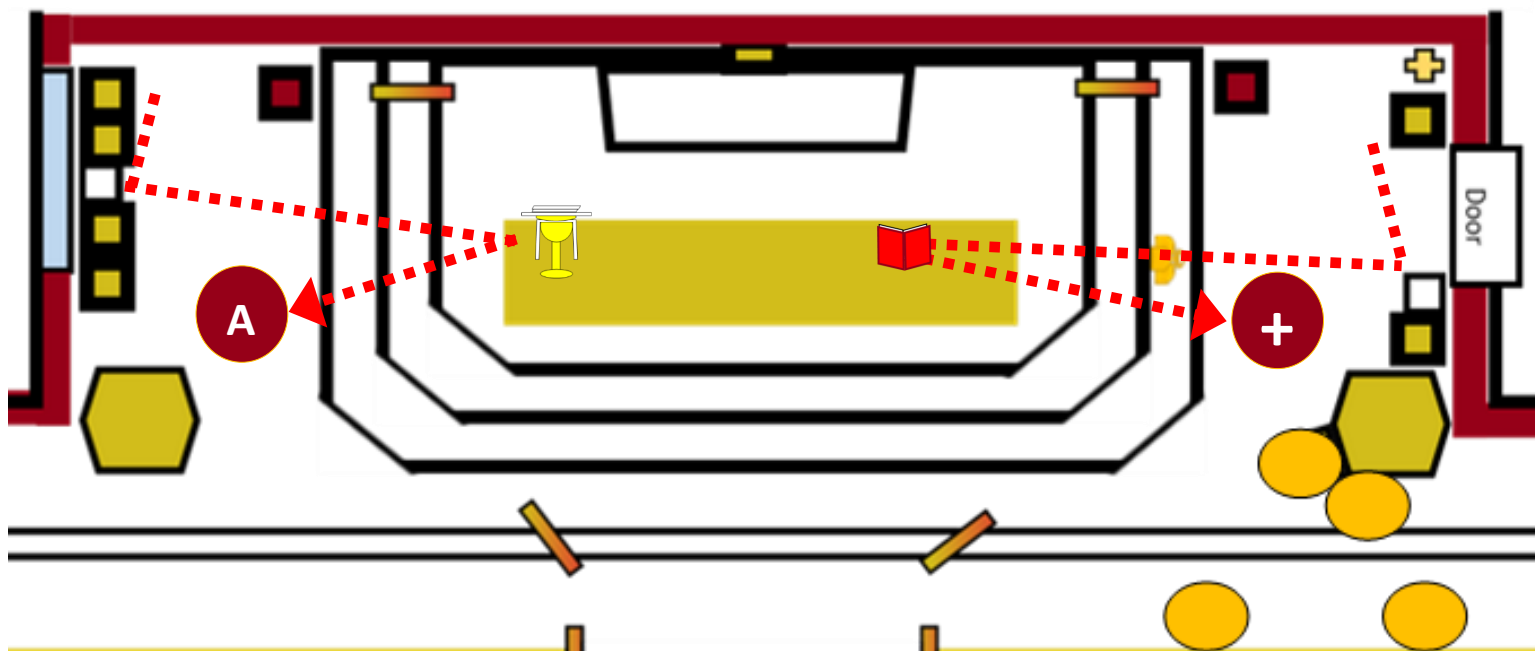
ALWAYS give the chalice a **slow, careful, solo ride.**

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!

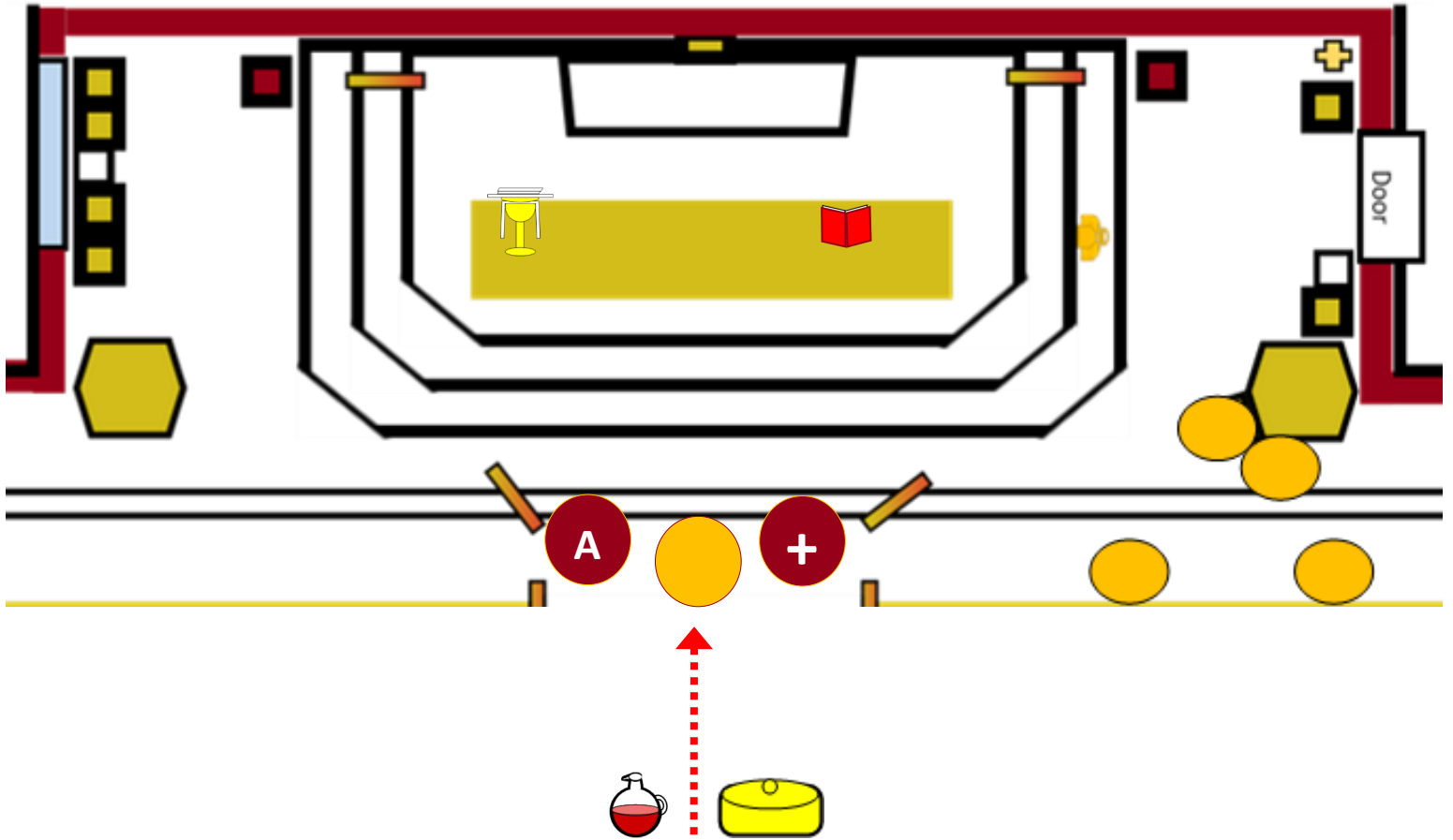


(3) The Liturgy of the Eucharist (*continued*).

(Before going to the center to receive the Gifts, the priest might go to the altar and set it up.)

- Cross** puts the **Book** (and the **bookstand**, for Fr. Welsh) on the altar.
- Acolyte** puts the **Chalice** on the altar.
- Cross** and **Acolyte** **WAIT** off to the side and **WATCH THE PRIEST FOR THE NEXT CUE**.

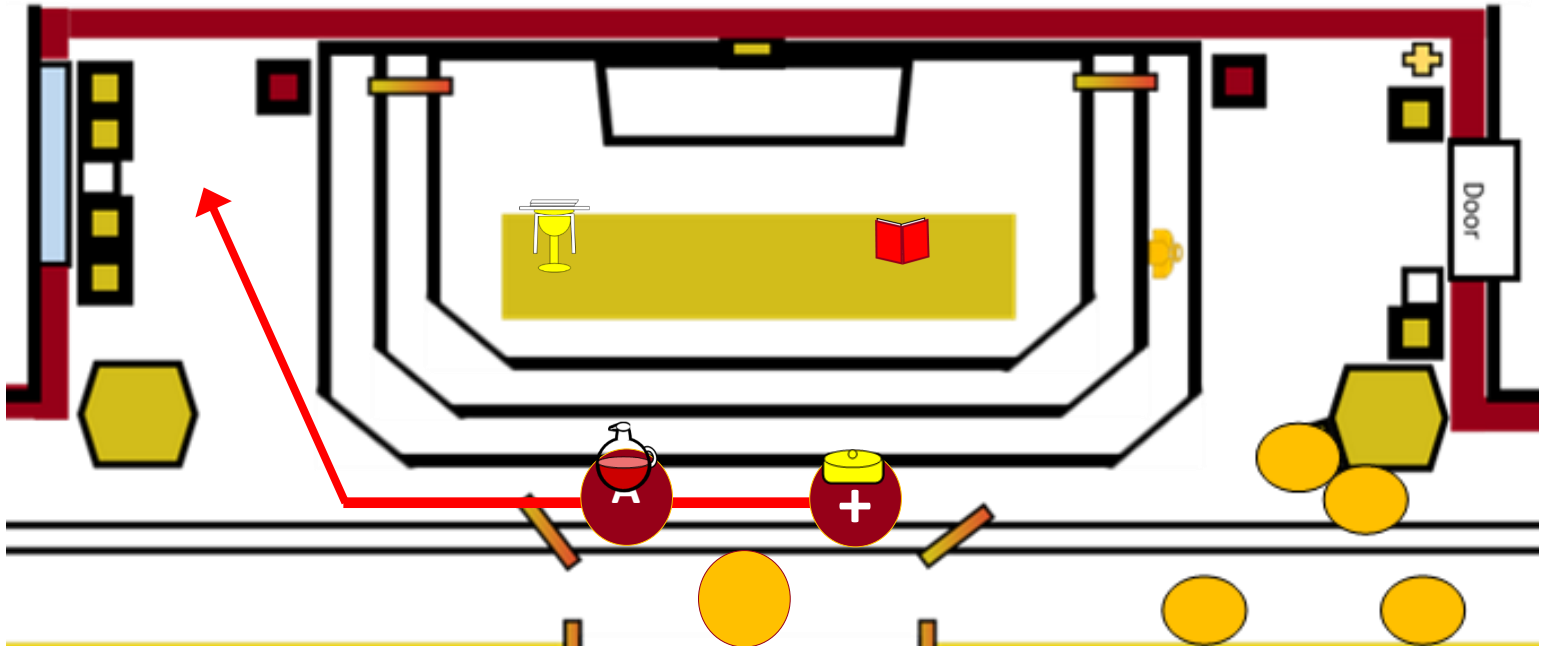
When the priest goes to the center to receive the Gifts, **Cross** and **Acolyte** go to help him.



(3) The Liturgy of the Eucharist (*continued*).

The priest hands off the **ciborium** and **wine cruet**. It doesn't matter which server gets which.

Cross and **Acolyte** face the altar and make a slight head bow, then keep going to the BVM side of the altar.

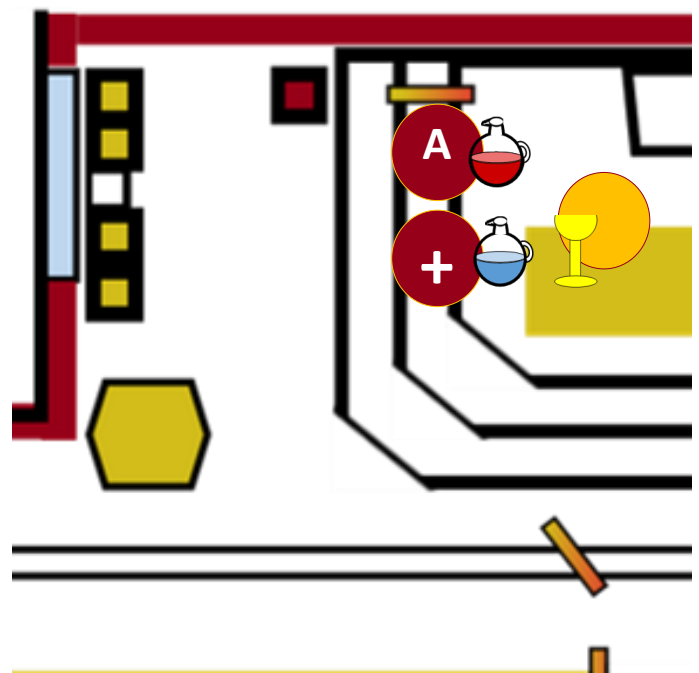
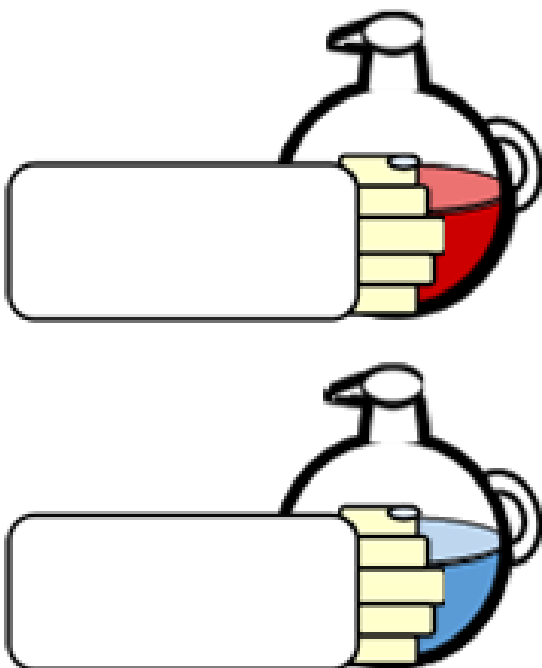


The **ciborium** goes directly to the corner of the altar.

Cross and **Acolyte** then get ready with the **water** and **wine**.

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

--**Cross** and **Acolyte** hold the **Water** and **Wine** cruets for the priest **HANDLES OUT**.



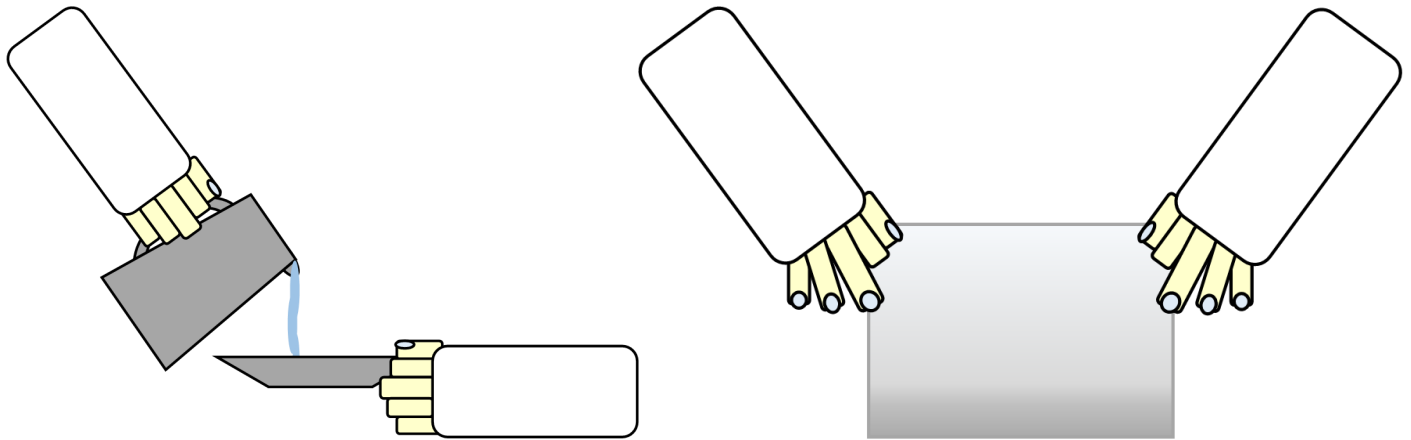
(3) The Liturgy of the Eucharist (*continued*).

--After the priest uses the Water and Wine, **Cross** and **Acolyte** put the **crucets** 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.



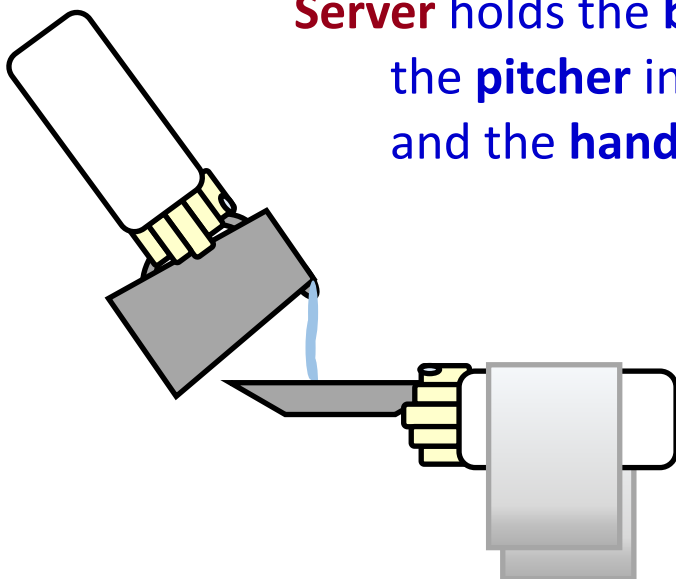
--Put the **pitcher** and **bowl** back on the side table.

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

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

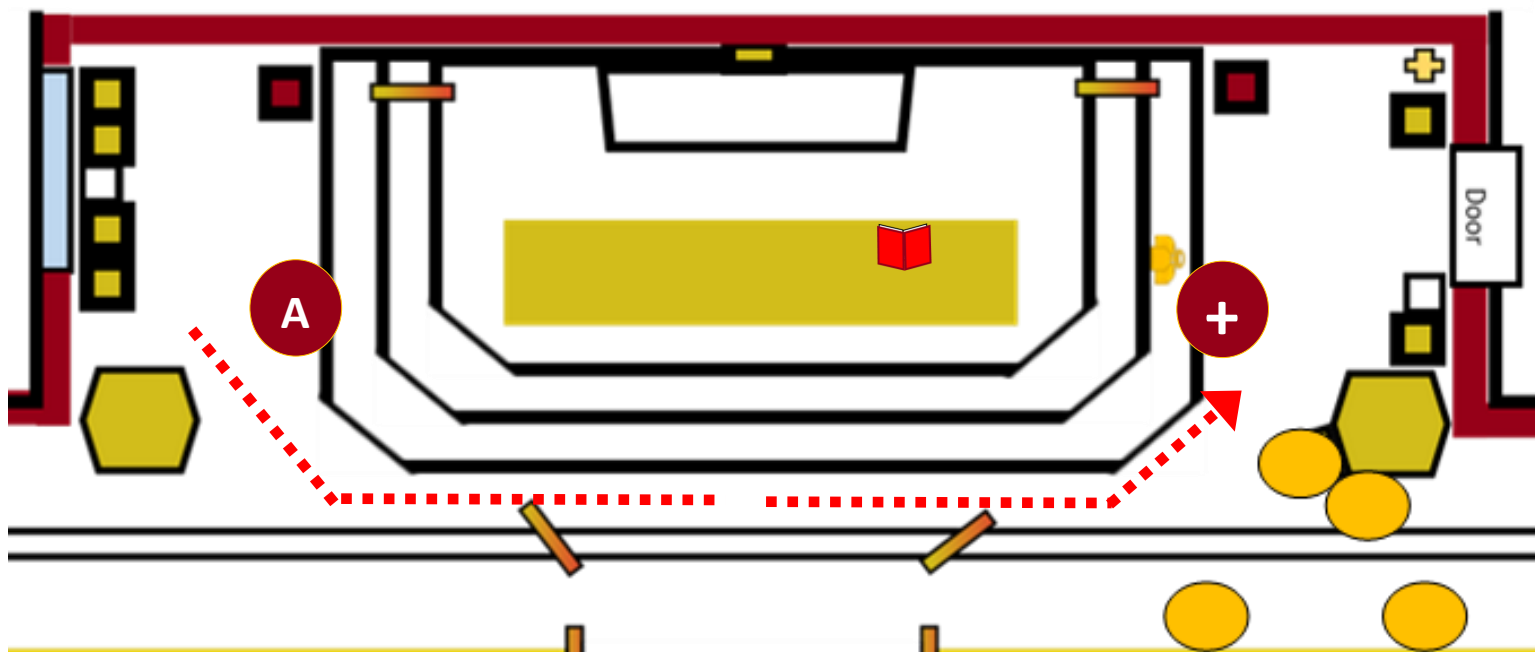
--IF YOU EVER HAVE TO SERVE MASS BY YOURSELF (it's not ideal but it can happen), here's how to **wash the priest's hands**:

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



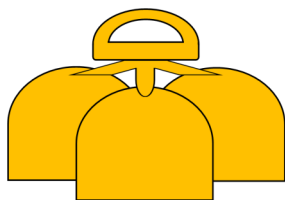
(3) The Liturgy of the Eucharist (*continued*).

After the hand washing, **Cross** goes to front of the altar, bows, then stands by the **Bells**.

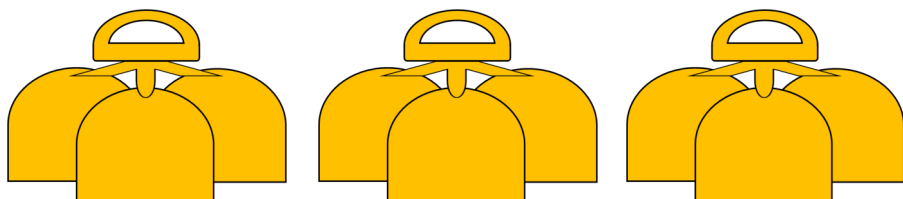


--**Cross** rings the bells (One-Three-Three)

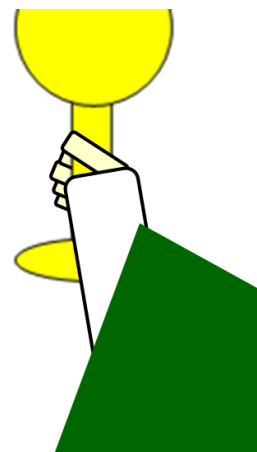
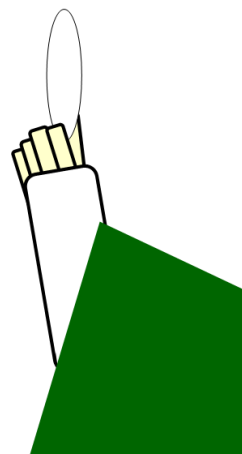
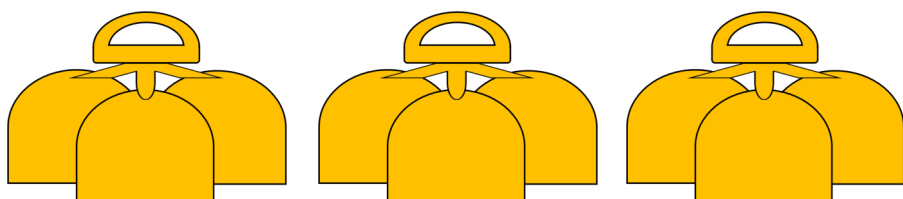
ONCE at the epiclesis ("Lord, let your **Spirit...**"),



THREE times at the **elevation** of the Host,



THREE times at the **elevation** of the Chalice.



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

--During Holy Communion,

Cross removes the **book** (and **bookstand**) from the altar.

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

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

--**Acolyte** helps to clear the altar.

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

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

Part 4: The Procession OUT

--When the priest goes up to kiss the altar,

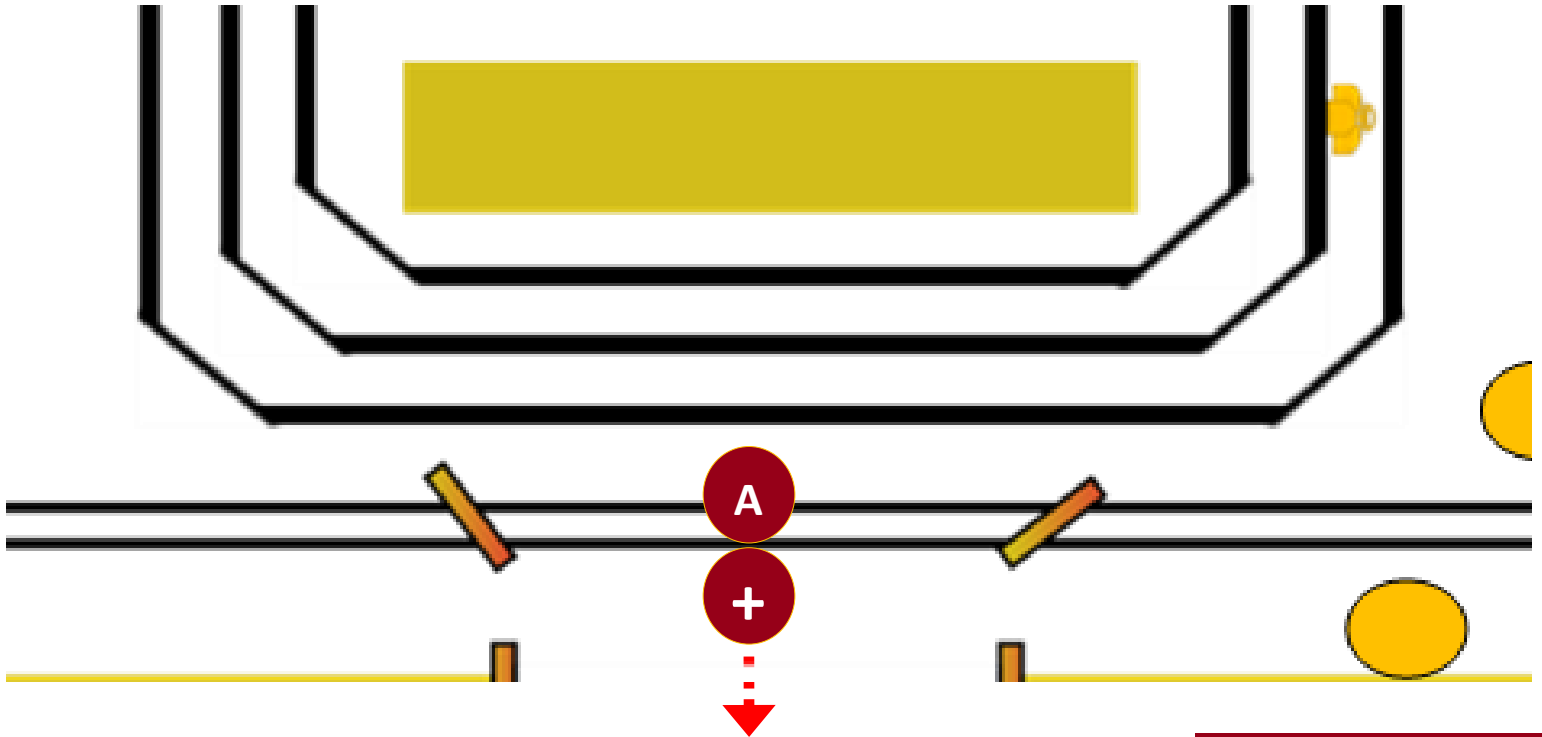
Acolyte goes to the center **ABOVE THE GREEN STEPS**. Hands folded and pointed to Heaven!

Cross goes to the center **BELOW THE GREEN STEPS**.

--When the priest genuflects and turns,

Acolyte genuflects and turns.

Cross makes a little head bow and turns to lead the Procession OUT.



Part 5: The After-Mass

--Hang up your alb.

--Bring in the **Chalice**, the water and wine **cruets**, the hand washing **bowl**...

---ASK the Sacristan what you can do to help clean up.

**HANG UP
YOUR
ALB !!!**