

# How to be an Altar Server at St. Vincent de Paul Catholic Church

Welcome to Ministry  
as an Altar Server



# Where do “we” begin...



- ❖ You have to pray that you do a good job in your ministry!
- ❖ Be at Church 20 minutes before Mass begins



# Why 20 minutes?

- ❖ As an Altar Server, you become part of the ministry team for that specific Mass.
- ❖ The ministry team prays together in the Gathering Area 20 minutes before Mass.
- ❖ This prayer unites and helps us to focus on using our gifts in the best way possible.







- ❖ Get vested in a appropriate size alb
- ❖ Wear a cincture that is the same color for the Liturgical Season.





- ❖ Ask who the Sacristan is for the Mass and consult about what needs to be done before Mass.
- ❖ Before Mass, you will probably only have to light the candles by the Altar, the Ambo and the candle carried in the procession
- ❖ During Easter Season, and on other special days, you will also light the Easter Candle.



# Mass Begins – “The Line-Up”



When it is time for Mass to begin...

- The Cross-Bearer will be first in the procession.
- The Cross-Bearer will start down the aisle when the Opening Song begins...when you hear the words!
- The 2 Altar Servers with processional candles will follow once the Cross-Bearer reaches the steps at the Altar.

# Mass Begins – “The Procession”



❖ The Cross-Bearer will go up steps on the left side of the Altar...

❖ And place the Cross in the stand.



❖ The Cross-Bearer will then go and stand in front of the Tabernacle.



# Mass Begins – “The Procession”



- ❖ When the Candle-Bearers reach the Altar steps, they will stop and then make a simple “bow” to the Altar.



- ❖ They will go up the steps on the left side of the Altar...
- ❖ And place their candles on the stands next to the Cross.



# Mass Begins – “The Procession”



- ❖ After the candles have been placed on the stands by the Cross, the 2 Altar Servers who had candles will go and stand on either side of Cross-Bearer in front of Tabernacle.

# Mass Begins – “The Procession”



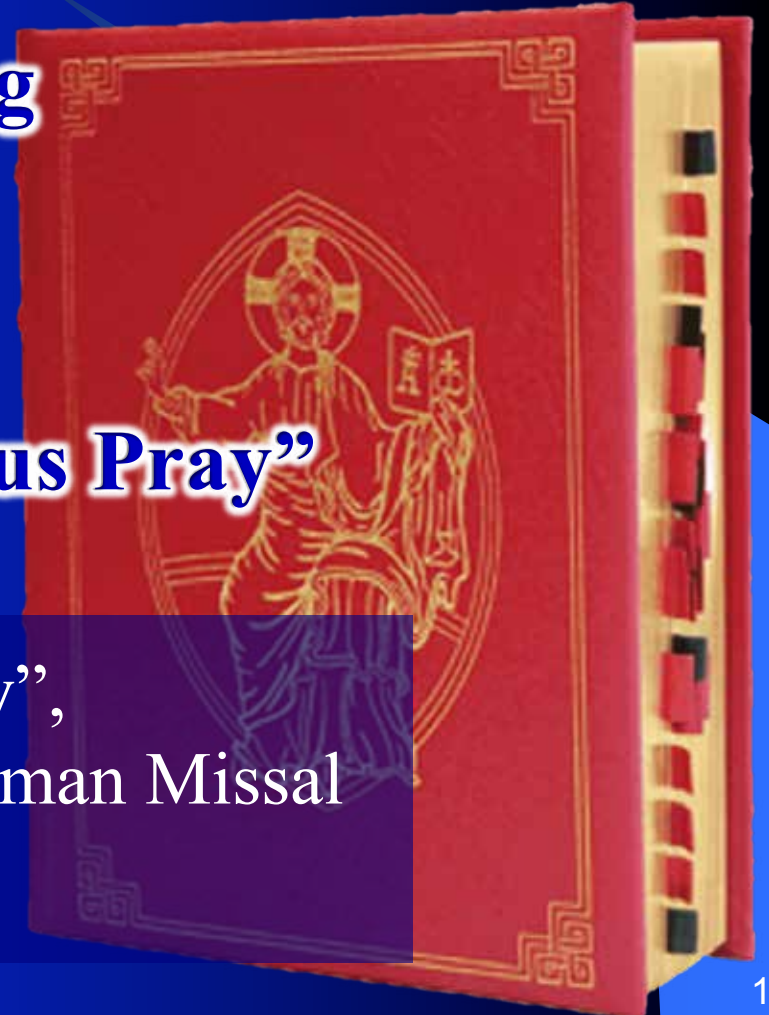
- ❖ Together the 3 Altar Servers genuflect on their right knee.
- ❖ After the genuflection, the 3 Altar Servers go to their chairs in the Overflow Area.



# Mass Begins

- ✓ Intro
- ✓ Gathering & Welcoming
- ✓ “Lord Have Mercy”
- ✓ “Glory to God”
- ✓ Opening Prayer – “Let us Pray”

When the priest says: “Let us Pray”,  
the Cross-Bearer will take the Roman Missal  
(the Big Red Book) to the priest.



# Mass Begins

## Opening Prayer - “Let us Pray”



- ✓ The Roman Missal is a heavy book, so, make sure the top of the book rests on your chest under your neck. The bottom of the book will rest on your hands.
- ✓ After the prayer, return the Roman Missal to the table where it was.



# Preparation of the Gifts

- ❖ After the Prayers of the Faithful (the Petitions) everyone will be seated and the collection will begin.
- ❖ At this same time all 3 Altar Servers will go and do their assigned tasks in preparing the Altar for the bread and wine.



# Preparation of the Gifts



- ❖ The Cross-Bearer takes the Roman Missal to the Altar and places it on the left side of the Altar. The Cross-Bearer then takes the plastic holder off the Altar and places it on the bottom shelf of the Credence Table.



# Preparation of the Gifts

## The older Candle-Bearer



- ❖ Goes to the Credence Table and gets the main Chalice. This server takes the main Chalice to the center of the Altar...
- ❖ ...unfolds the Corporal and places it in the center of the Altar, and the Pall and Purificator on the right side.
- ❖ Places the main Chalice in the center of the Corporal.

# Preparation of the Gifts



- ❖ The younger Candle-Bearer will begin taking chalices to the Altar and placing them on the side of the Altar.



# Preparation of the Gifts



❖ The older Candle-Bearer goes to help the younger Candle-Bearer with the chalices that go on the side of the Altar.



❖ The Cross-Bearer goes to the Credence Table and brings the water cruet to the Altar.

❖ Then the three Altar Servers go to help Father with the Gifts being brought forward.

# Preparation of the Gifts



- ❖ The Cross-Bearer goes to the left side of the priest and when given the money basket, places it next to the Ambo.



# Preparation of the Gifts



- ❖ The two Candle-Bearers go to the right side of the priest and they help the priest with the bread and wine.



# Preparation of the Gifts



- ❖ After the gifts have been placed on the Altar, the older Candle-Bearer goes to get the bowl for washing the priest's hands found on the Credence Table.
- ❖ The younger Candle-Bearer will get the towel.
- ❖ Together they go immediately back to the side of the Altar where they will wash and dry the priest's hands.

# Preparation of the Gifts



- ❖ After the priest has dried his hands and given the towel back, both servers go back to the Credence Table and place the water cruet, bowl, towel and empty wine cruet on the Credence Table.



# Eucharistic Prayer

- ✓ The priest invites the people to pray by saying:  
“The Lord be with you”
- And the people say?

- ✓ The priest says:  
“Lift up your heart”
- And the people say?

- ✓ The priest then says:  
“Let us give thanks to the Lord, our God”
- And the people say?



# Eucharistic Prayer

- ✓ Preface
- ✓ Holy (at the Holy, the 3 Altar Servers go to kneel on the bottom step on our Blessed Mother's side)
- ✓ Consecration
- ✓ Memorial
- ✓ Amen

...then what?





# The Our Father

✓ Then there is the Sing of Peace



... at the Sign of Peace, the Cross-Bearer goes to the Credence Table and brings the patens to the priest.

...the other two Altar Servers offer the Sign of Peace to the people in the first pew.

# Communion



❖ During Communion,


# Communion



- ❖ During Communion, the Cross-Bearer will go and move the Roman Missal from the Altar to the Credence Table.
- ❖ The priest will fold the Corporal and place it on top of the Pall. Then the priest will take the main Chalice with the Pall and Corporal to the Credence Table.
- ❖ If the Tabernacle Key is on the Pall, please take it to the closet where the chalices are stored and hang it up.



# Communion

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- A photograph of a priest in purple vestments and glasses, gesturing with his hands while speaking to a young woman in a white robe. She is holding a large book, likely the Roman Missal. They are in a church with wooden pews and arched windows in the background.
- ❖ When Communion is over and all the Eucharistic Ministers have gone back to their pews, the priest will stand and say, “Let us pray.”
  - ❖ The Cross-Bearer goes forward, gets the Roman Missal and brings it to the priest to read out of it.

# Concluding Prayer



- ❖ When the priest has finished the prayer, place the Roman Missal back on the Credence Table.
- ❖ FYI, sometimes the priest will ask you to stay and hold the book for a special blessing prayer that has to be used at the very end.



# Recessional



- ❖ When the final blessing has been given, the Recessional Song begins.
- ❖ When you see the priest move toward the Altar, the Cross-Bearer goes to the Cross and picks it up.
- ❖ The two Candle-Bearers go to the Candles and pick them up.



# Recessional

- ❖ The priest will reverence the Altar and walk down to the bottom step in front of the Altar.
- ❖ At this same time the Cross-Bearer with the Cross and the two Candle-Bearers with the Candles go to the center aisle near the 2<sup>nd</sup> & 3<sup>rd</sup> pews.
- ❖ The servers face the Altar as the priest is doing.

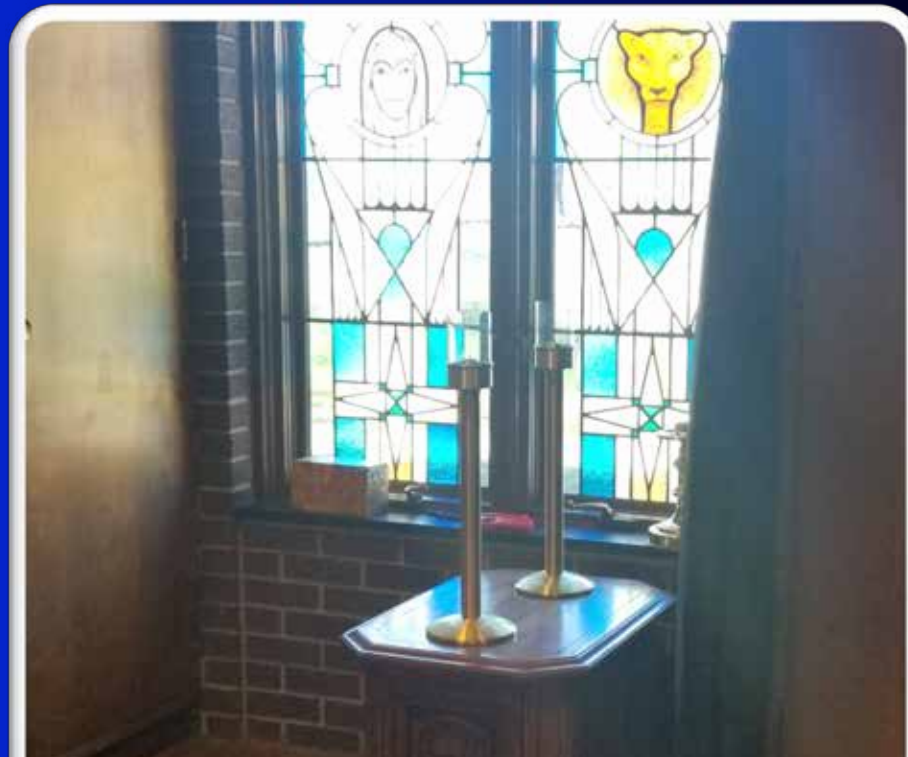


# Recessional

- ❖ When the priest genuflects, the two Candle-Bearers make a simple bow.
- ❖ Everyone turns toward the entrance of Church and begin to walk toward the Baptismal Font.



# Conclusion



- ❖ The Cross-Bearer places the processional cross in its appropriate place.
- ❖ The two Candle-Bearers place their processional candles in the Sacristy.
- ❖ All three Altar Servers should ask the Sacristans if they need to do anything to help clean up after Mass.



# Conclusion



- ❖ If everything is finished, then the three Altar Servers should place their albs (white robes) and cinctures back in their appropriate places.

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# Thank You for your Ministry!

**M** = me

**I** = I and Integrity

**N** = Never Underestimate the Holy Spirit

**I** = Instrument

**S** = Sacramental Service

**T** = Total

**R** = Radical

**Y** = “Yes”

