

Altar Servers for Resurrection Parish

PLEASE REMEMBER:

1. Be on time – arrive at least 15 minutes before Mass begins and get vested right away. If you are late, a replacement will be found and that replacement will be the altar server for Mass.
2. Check your altar server robe to make sure you are dressed properly and have your cross and cincture (rope) on.
3. Do not chew gum or candy during Mass
4. Act respectfully during Mass. As everyone can see you – your actions could become a distraction. Swinging and playing with the cincture (rope) can ruin it and some servers have broken the crosses by playing with them.
5. *Participate in the prayers and the singing – don't just stand there. Pay attention please.*
6. If you cannot serve on your assigned day, PLEASE call and arrange for someone else to serve for you.
7. *Hang up your robe neatly after Mass!*

When you arrive:

Please – check off your name on the list and get vested. Put on a robe, cincture (rope around the waist) and cross around your neck. Your cincture should match the colour Father is wearing. Be sure your robe length falls somewhere on the lower half of your leg, closer to your ankle. Remember that the robe can get warm if you are wearing several layers. We suggest a light shirt under the robe, you may leave your sweater or jacket in the Vestry during Mass. Shoes should be comfortable for standing and kneeling. If you need to bring a pair of indoor shoes in the winter, you may also leave your boots in the Vestry. We suggest that long hair is pulled back away from your face.

Use the bathroom before Mass.

After you have been vested – you may go and assist the greeters at the doors of the church in welcoming people into the celebration or you may remain in the Vestry. We will all pray as a group 5 minutes before Mass begins so do not go too far from the Vestry.

GENERAL POSITIONS

IF THERE ARE 3 ALTAR SERVERS

There will be 2 Candle Bearers and 1 Cross Bearer.

IF THERE ARE 2 ALTAR SERVERS

The candles are placed up beside the lectern before Mass begins and the Cross is carried in procession, while the other altar server follows behind.

IF THERE IS ONLY 1 ALTAR SERVER

The candles are placed up beside the lectern before Mass begins and the Cross is carried in procession.

CROSS BEARER - Responsibilities:

1. Carry Cross at the front of the entrance and exit processions (hold Cross out and slightly upwards). Walk up the stairs and place cross in the stand on the choir side around the corner ... and then come to your seat—but do not cut across Father.
2. Stand beside Father and hold the Sacramentary for the opening prayer
– if two priests are present you will still sit beside whoever is presiding.
- if a Deacon **or Acolyte** is present you will sit on the bench at the back
(NOTE: Bring the book to Father at the end of the Kyrie (Lord have mercy) or at the end of Gloria (Father will also give you a nod as to when to hold it for him). When Father is finished with the opening prayer – place the Sacramentary (book) on your chair or on the bench behind you – NOT on the altar.
3. When collection begins place the Sacramentary (book) on the left side of the altar (**if an Acolyte is present they will set the Altar**) **if there is no Acolyte** then place the large chalice on the cloth in the centre of the altar.
4. When Father stands to walk down to receive the gifts, you go down with him. (this happens right after the collection so be ready to stand and walk with Father as soon as he starts). Be ready to receive the gifts and step forward if Father holds something out for you to take. Do not return to the altar until Father does. Whatever you are carrying goes on the altar (remove any lids and take the lid to the Credence table behind the Altar). Remain behind the altar to help the candle bearers and stay there until after communion.
5. *When Father indicates it is time to kneel, you will kneel in your spot at the same time as the congregation. You should kneel in the tallest position possible, do not let your bottom rest on your heels. You will stand up after Father finishes genuflecting following the Consecration of the Precious Blood.*
6. At the Sign of Peace – help the candle bearers put the rest of the chalices on the right side of the altar. Move out of the way of the credence table until the communion ministers have used the hand sanitizer. As they are taking their places, you will go and stand directly under the Cross to prepare to receive Holy Communion. You should not need to use the hand sanitizer.
7. Father will give everyone at the Altar the Host at the same time to hold in their hand ... wait until Father consumes and then all consume it at the same time....please remember to hold the Host reverently.
8. You remain standing until Communion is over and return to your chair when Father does. Be sure that the book and all vessels are off of the altar. There should just be a small square cloth and the candle remaining on the altar.
9. As soon as the final hymn begins go retrieve the Cross – and line up at the bottom of the steps by the pews – and WAIT until Father bows and then process out. The cross leads everyone.

CANDLE BEARERS - Responsibilities:

1. Light candles just before we begin ... make sure not to tip candles as they are oil.
2. The Candle Bearers will walk side by side a few feet (2 rows) behind the Cross Bearer for both the entrance and the exit processions. Be sure to hold your candles up and away from yourself or anyone else so that no one gets burned.
3. Place the candles into their holders securely and stand together on the side closest to the ambo.
4. *As soon as Father rises to proclaim the Gospel*, (the Alleluia begins) each of you gets your candles immediately and goes to the corners of the altar – facing each other -- and then you process with Father to the ambo.
5. After Father has placed the Book of the Gospels on the shelf, place your candles back and return to your seats.
6. ***New as of September 2016*** When collection begins, one of the candle bearers will pick up the Children's Collection basket from the steps and hold it for children to bring their own money forward. Be welcoming and look at the children when they come forward. When it looks like there are no more children coming, you can put the basket down again and return to your seat.
7. When Father stands to walk down to receive the gifts, you will both go down with him. (this happens right after the collection so be ready to stand and walk with Father as soon as he starts). Be ready to receive the gifts. (don't be too far away and be ready to reach for the gifts). **One of the candle bearers should pick up the children's collection basket and hold it.** The priest should take the basket from you when giving you either the bread or wine container. *Do not return to the Altar until Father does*, go up all at the same time.
8. Place the bread and decanter near the centre of the altar and take any lids to Credence table.
9. **DO NOT SIT DOWN** Wait at Credence Table until Acolyte has presented Father with the Bread. Once Father has finished the prayer over the bread the go to Altar as per step 10.
10. Right away, one of you will bring the water container without the lid and move beside Father. Hold the water until Father receives it from you. (**DO NOT PLACE IT ON THE ALTAR**). Wait for the water to be given back to you. After Father gives you the water back, return it to the table and then both of you take the bowl of water and the towel and stand beside Father.
11. Father will turn towards you and wash and dry his hands, and then you can return bowl and towel to the table. (make sure to return to table at the same time). **REMAIN STANDING.**

12. *When Father indicates it is time to kneel, you will kneel in your spot at the same time as the congregation. You should kneel in the tallest position possible, do not let your bottom rest on your heels. You will stand up after Father finishes genuflecting following the Consecration of the Precious Blood. Remember that during this time you should keep your eyes on Father or the altar as this is a very sacred time.*

13. During the Sign of Peace – bring all of the chalices to the altar and place on the right side in a row.

14. After the chalices are on the Altar– go back to your spot until the communion ministers finish using the hand sanitizer. When they are moving to their positions, you move to stand directly under the Cross to prepare to receive Holy Communion. You do not need to use the hand sanitizer.

15. At communion time – Father will give everyone the Host to hold – DO NOT consume it until he consumes – then consume all at the same time as the other ministers of communion. Please remember – this is NOT bread – it is now Jesus – hold the Host reverently in your hands.

16. As the final hymn begins – get the candles and line up side by side in front of the cross bearer (closer to the altar)– and WAIT until Father bows – and then turn to process out.

Trainer contact: Gabby Ring gabby555@live.ca or 306-209-1499.

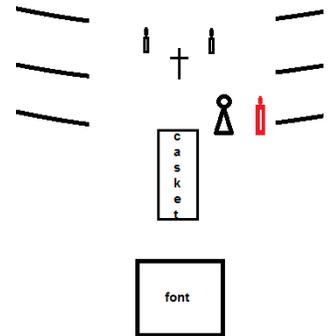
Thank you for giving of your time and talent to the Lord for this service. And remember – if you are not sure about something or have forgotten –don't be nervous just ask Father Steve or Lisa Polk and they will help you.

Remember we are here to Serve and Worship the Lord....
thanks for sharing your gifts with our community.

Altar Server Funeral Instructions:

Opening Procession:

- ✠ Proceed to center Isle and stop facing the Casket as per diagram.
- ✠ Priest will start with opening prayers. Once prayers are complete, **4th server hands priest the Easter Candle and takes Funeral Rites book from priest.** Procession will start.
- ✠ Cross, candles, **4th server**, Easter Candle (carried by priest or deacon)
- ✠ **4th Alter Server Places Funeral Rites book on priests chair**

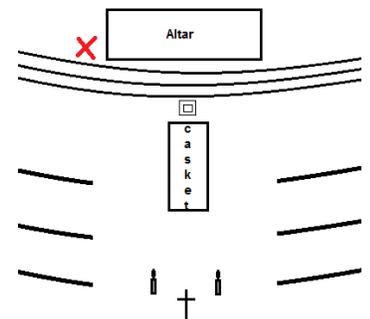


For the Funeral Mass:

- ✠ Remainder of Mass is the same as a regular Mass until final procession.
- ✠ **4th Altar Server lights coals and brings to stand immediately after Communion**
- ✠ **4th Altar Server places Aspergillum on Altar during reception of Communion** (if no 4th Server one of the other Altar Servers)

Closing Procession:

- ✠ After Eucharist, priest will sit for the closing prayers
- ✠ After closing prayers priest will rise and proceed to the Altar. As soon as priest rises, get the cross and candles and proceed to the front of the casket, as per diagram, facing the Crucifix. Ensure to leave enough room between yourselves and the casket so priest can get in-between.
- ✠ **4th Altar Server will bring incense and Thurible to priest (stand as per X on diagram).**
- ✠ Priest will sprinkle Holy Water on the casket then incense the casket. (**4th Altar Server will wait and return incense and Thurible to stand**)
- ✠ Process down center isle (cross, candles, **4th Alter Server**, Priest) stopping at the Vestry door and wait until the family has left the church.



NOTE: instructions in RED apply to funeral where both Holy Water and incense are used.