

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 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. **Keep your eyes on Father! Father may need to give you instruction so pay attention.**
7. If you cannot serve on your assigned day, PLEASE arrange for someone else to serve for you.
8. Hang up your robe neatly after Mass!

When you arrive:

1. Please – check off your name on the schedule which is posted on the bulletin board 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.
2. 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.
3. We suggest that long hair is pulled back away from your face.
4. Use the bathroom before Mass.
5. 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 5-10 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

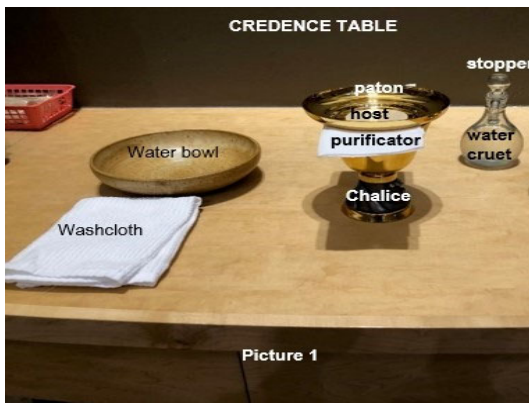
The candles are placed up beside the lectern/ambo before Mass begins and the Cross is carried in procession while the other Altar Server follows behind.

IF THERE IS ONLY 1 ALTAR SERVER

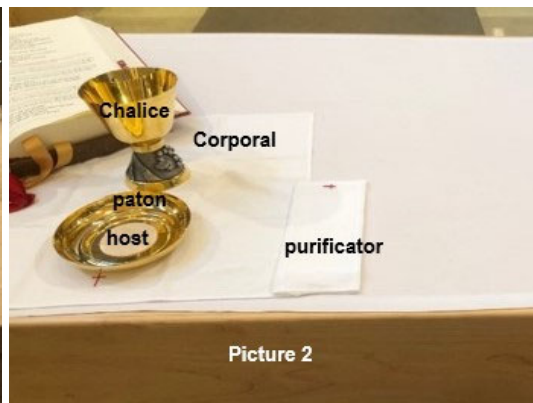
The candles are placed up beside the lectern/ambo before Mass begins and the Cross is carried in procession.

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 (red book located on small tray table) for the opening prayer
 - you will sit on the bench at the back beside the small tray table(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 (red book) back on the small tray table – NOT on the Altar.
3. **When collection begins:**
 - (if an acolyte or deacon is present, they will set the Altar and you will help them) if there is no acolyte or deacon then you will set the Altar with help from a Candle Bearer.
 - **Move the large chalice, purificator and ciborium from the credence table to the Altar.** Place the chalice towards the top of the cloth (corporal) – the corporal is the large square cloth with a cross on it and is located in the center of the Altar. Move the paton (contains the large host) from the chalice and place on the cloth directly behind the chalice. Place the purificator (rectangular cloth with cross on it) to the right of the chalice and paton. The Cross Bearer will place the ciborium onto the cloth (corporal) located to the far right of the Altar. See pictures below.



vessels on credence table



vessels moved to Altar

- **IF** wine is to be consecrated then you, with help from the Candle Bearer **also** need to place the additional chalices and purificators on the Altar which will be present on the credence table.

- move the smaller chalices from the credence table to the Altar, place them to the right of the large chalice, move the purificators (cloths with crosses on them) from the credence table and place them to the right of the smaller chalices as shown below. There should be one purificator for each chalice. See picture below.



wine chalices on credence table



wine chalices on Altar

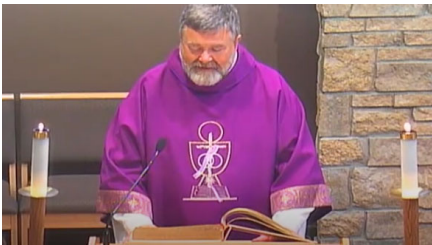
4. When Father stands to walk down to receive the gifts go down with him. This happens right after the collection so be ready to stand and walk with Father as soon as he starts. Be ready to receive the gifts and step forward when Father holds something out for you to take. Do not return to the Altar until Father does. Whatever you are carrying goes on the Altar (remove any lids and take the lids to the credence table behind the Altar). Remain behind the Altar to help the Candle Bearers and stay there until after communion is finished.
5. ***When Father indicates it is time to kneel, 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. Stand up after Father finishes genuflecting following the Consecration of the Precious Blood.***
6. At the Sign of Peace move out of the way of the credence table until the Communion Ministers have used the hand sanitizer. As they are taking their places, 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 a Host, consume once you receive - remember this is NOT bread – it is now Jesus**please remember to hold your hands high to receive and hold the Host reverently.**
8. **During communion there will be a ciborium on the Altar containing Consecrated Hosts, please leave this ciborium on the Altar for the Eucharistic Ministers to use if they need it. It will be returned to the Tabernacle by a Eucharistic Minister after communion.**
9. ***Once Communion has finished help Father clear the Altar.***
Note: *Father will clean the ciboriums first and hand them to you to take to the credence table. Next he will pour water from the cruet into the chalice to purify it then he will hand you the chalice and paton to be taken to the credence table. Everyone needs to pay attention and be ready to do their part ...*
Cross Bearer – *When Father hands the Eucharistic minister the ciborium to take to the tabernacle, immediately bring the water cruet (without the lid) and move to the right corner of the Altar, hold it until Father receives it from you (DO NOT PLACE IT ON THE ALTAR), stay there until Father hands it back to you.*
Candle Bearers - *Remain standing, keep your eyes on Father and be ready to move. Take everything Father gives you and move it to the credence table. Once the Altar has been cleared of the ciboriums, Chalice and paton sit down.*
10. Remain standing until communion is over and ***Keep your eyes on Father!*** He will have you move vessels from the Altar to the credence table. **There will be a ciborium on the Altar containing Consecrated Hosts, please leave this ciborium on the Altar for the Eucharistic Minister,** it will be returned to the Tabernacle by a Eucharistic Minister after communion.

There should just be one small square of cloth (corporal), the book and the candle remaining on the Altar.

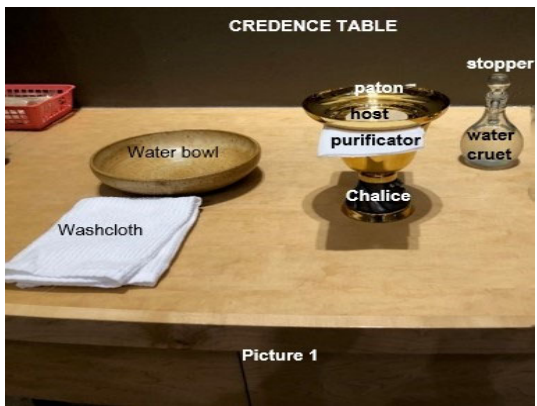
11. Return to your chair when Father does. As soon as the final hymn begins go retrieve the Cross – and line up at the bottom of the steps by the pews – and **WAIT** until Father bows and then process out. The Cross leads everyone.

CANDLE BEARERS - Responsibilities:

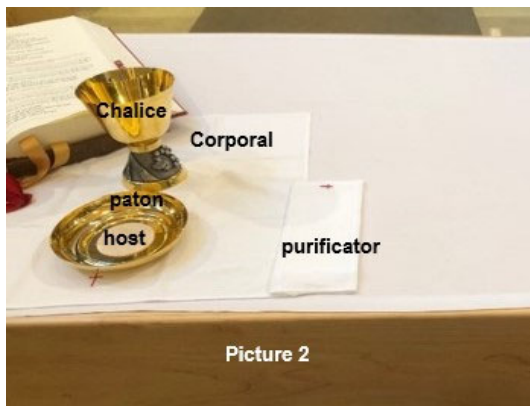
1. Light candles just before we begin ... make sure not to adjust the flame or tip candles as they are oil. If the flame needs to be adjusted it will be done by the Mass Coordinator.
2. The Candle Bearers will walk side by side a few feet (2 rows) behind the Cross Bearer for both the entrance and the exit processions. Be sure to hold your candles up and away from yourself or anyone else so that no one gets burned.
3. When you reach the Altar, the candle bearer on the right moves to the stand closest to the choir, the candle bearer on the left moves to the stand closest to the Altar. Place the candles into their holders securely, look at each other to make sure that both candles are securely in their stand and then at the same time go to your seats.
4. *As soon as Father rises to proclaim the Gospel*, (the Alleluia begins) each of you get your candles immediately from where you placed them, do not cross each other. The candle bearer closest to the Altar goes first and the candle bearer closest to the choir follows. Go to the corners of the Altar – *facing each other* -- and then process with Father to the ambo, see note with important instructions below.
(Note: the Altar server closest to the lectionary/ambo, **keep your eyes on Father**, once he raises the book of Gospels and turns to walk to the lectionary/ambo, turn immediately and lead Father and the book of Gospels. The other Altar server follows Father. Once at the lectionary/ambo stand close enough that your candles are visible on the screen)
5. During the Gospel stand still and hold your candles straight. Take a quick look at the screen behind the ambo to make sure that your candle is visible in the picture. Candles should be held at the same height and be kept straight. *Only the candles should be visible on the screen, see picture below.*



6. After Father has placed the Book of the Gospels on the shelf, place your candles securely back into the stands, look at each other to make sure that both candles are securely in their stand and then together return to your seat. ***Pay attention to the homily and do not fidget.***
7. **When collection begins:**
 - (if an acolyte or deacon is present they will set the Altar and you will help them) if there is no acolyte or deacon then **you will help*** the Cross Bearer set the Altar.
 - **The one closest to the Cross Bearer will help them set the Altar. The Cross Bearer will place the chalice, paton and purificator on the Altar. They will move the ciborium onto the cloth (corporal) located to the far right of the Altar. See pictures below.**



vessels on credence table



vessels moved to Altar

- ***IF** wine is to be consecrated then you **also help** to place the additional chalices and purificators on the Altar which will be present on the credence table.

- move the smaller chalices from the credence table to the Altar, place them to the right of the large chalice, move the purificators (cloths with crosses on them) from the credence table and place them to the right of the smaller chalices as shown below. There should be one purificator for each chalice. See picture below.

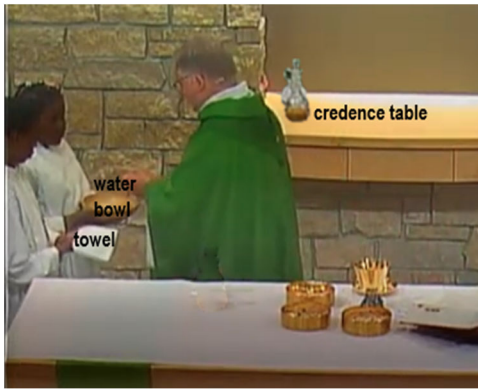


wine chalices on credence table



wine chalices on Altar

8. When Father stands to walk down to receive the gifts 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 when Father holds something out for you to take. *Do not return to the Altar until Father does, go up all at the same time* Whatever you are carrying goes on the Altar (remove any lids and take the lids to the credence table behind the Altar).
9. **DO NOT SIT DOWN** Wait at credence table until Father has finished the prayer over the Bread then go to Altar as per step 10.
10. **Right away,** one of you will go to the credence table, remove the lid from the water decanter/cruet and move beside Father. Hold the water until Father receives it from you. **(DO NOT PLACE IT ON THE ALTAR)**. Father will hand you the wine cruet/decanter and will also hand you back the water when he is finished with it. After Father hands the water back to you, return both the wine and the water to the credence table. **Then both of you go to the credence table and 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 the 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. *After the Sign of Peace 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.*
14. *At communion time – Father will give everyone at the Altar a Host, consume once you receive - remember this is NOT bread – it is now Jesus - **please remember to hold your hands high to receive and hold the Host reverently.***
15. *During communion there will be a ciborium on the Altar containing Consecrated Hosts, please leave this ciborium on the Altar for the Eucharistic Ministers to use if they need it. It will be returned to the Tabernacle by a Eucharistic Minister after communion.*
16. ***Once Communion has finished help Father clear the Altar.***
Note: *Father will clean the ciboriums first and hand them to you to take to the credence table. Next he will pour water from the cruet into the chalice to purify it then he will hand you the chalice and paton to be taken to the credence table. Everyone needs to pay attention and be ready to do their part ...*
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Candle Bearers - *Remain standing, keep your eyes on Father and be ready to move. Take everything Father gives you and move it to the credence table. Once the Altar has been cleared of the ciboriums, Chalice and paton sit down.*
17. *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: please contact the office 306-352-0800 or ministry@resurrectionparish.ca for current information

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 or Deacon Joe and they will help you.

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

Revised March, 2024 vj