

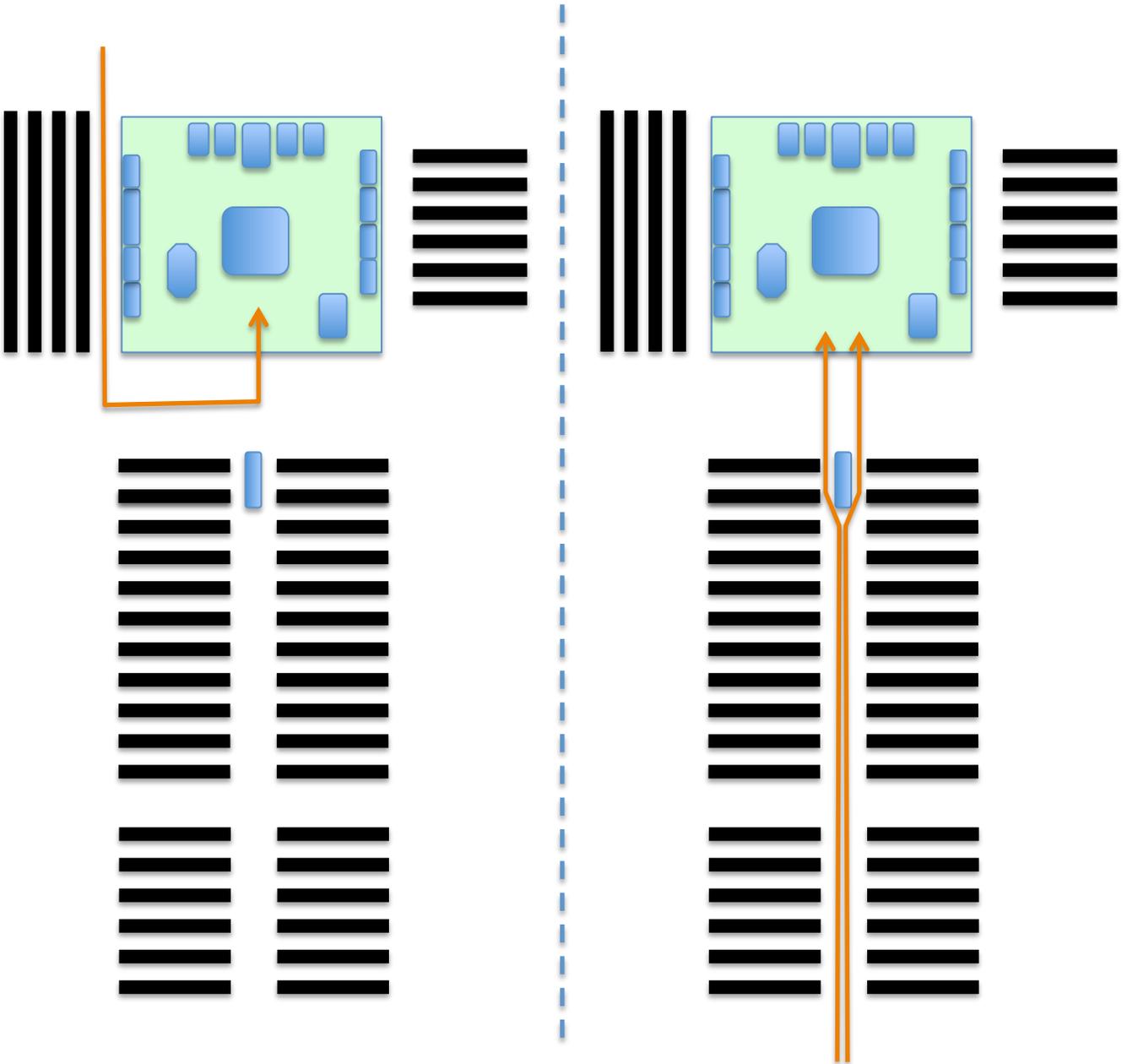
Altar Server Guide

St. Anne's Church
Shrewsbury, MA

Procession

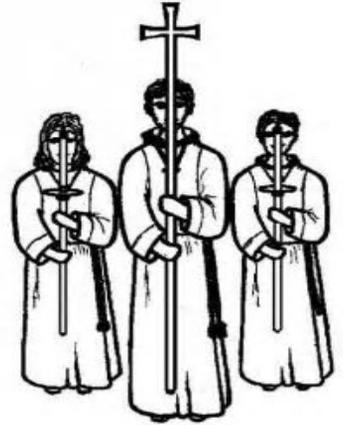
Sunday, 7:00 Mass (short procession)

All other Masses
(unless the priest says otherwise)



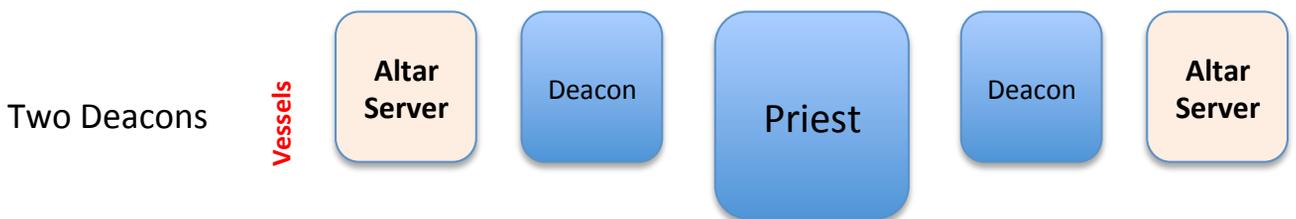
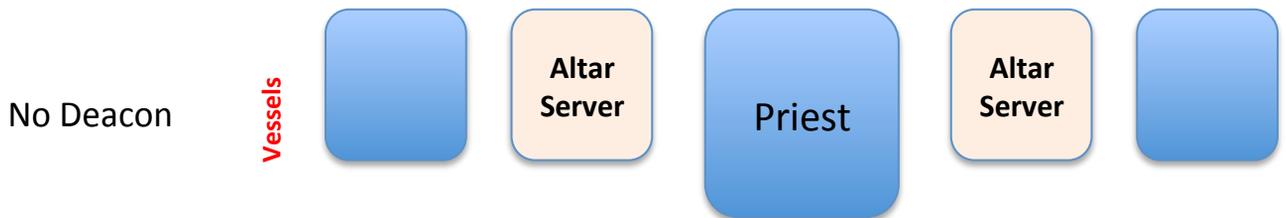
Order of Procession

1. Cross Bearer
2. Other Servers (in pairs)
3. Lector
4. Eucharistic Ministers (in pairs)
5. Clergy

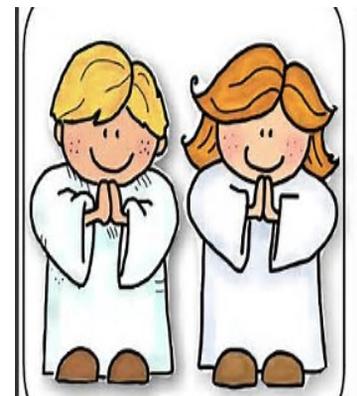


- When you reach the altar, pause and bow **ONLY IF** you are not carrying anything.
If you are holding anything (such as the cross), pause and do not bow.
- Everyone leaves in the same order as they had entered.

Seating



- The deacon always sits next to the priest.
- At some special Masses, there may be multiple deacons and priests. The priest or deacon will let you know where you will be sitting at these Masses.
- If you are the only server, sit on the side nearest the vessels. Bring the book with you.



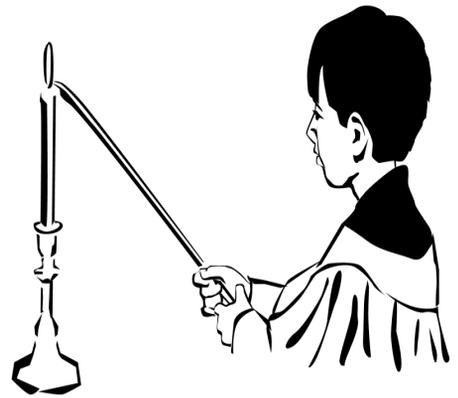
Server Roles

- **Book Bearer**
 - Brings the big red book (“Roman Missal”) to the priest whenever he says, “Let us pray.”
 - Sits on the side nearest the pulpit if there are two altar servers.
- **Cross Bearer**
 - Carries the cross at the beginning of the Mass.
 - Do not bow at the altar.
- **Candle Bearer**
 - Carries lit candles during special Masses.
 - Do not bow at the altar.
 - See a deacon or priest for special instructions.
- **Incense Bearer**
 - Carries the incense during special Masses.
 - Do not bow at the altar.
 - See a deacon or priest for special instructions.



Before Mass

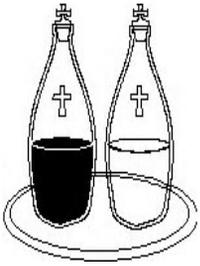
- Arrive at least 10 minutes before Mass begins.
- Put on your alb (white robe), cincture (red belt), and cross.
- Light the altar candles.
- During the Easter season only, light the Easter candle.
- Make sure the red book is at your chair if you are the book bearer.
- Get the cross if you are the cross bearer.



Altar Preparation

- After the Prayers of the Faithful are done:
 - Place the red book on the altar.
 - Place all vessels on the altar (hosts and chalice). Leave the pitcher, towel, and bowl on the side table for now.
 - The deacon or priest will arrange the book and vessels on the altar.





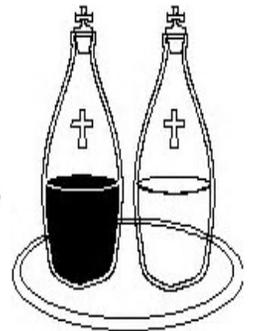
Offertory



- After the altar is prepared and the collection has begun, the deacon or priest will go to the front of the altar. Follow the deacon or priest.
- People from the pews will offer the gifts (bread, water, and wine) to the deacon or priest. The deacon accepts the gifts and hands them to the servers.
- Follow the deacon or priest to the altar and give him the bread, wine, and water when he reaches for them.
- The deacon or priest will give you the cruets of water and wine back after he fills the chalice. Place them on the side table.
- While the priest blesses the bread and wine, bring the pitcher of water, towel, and bowl to him. After he washes his hands, bring the pitcher, towel, and bowl back to the side table.
- Go to the front of the altar, bow, and return to your seat when you are done.

After Communion

- The priest cleans the chalice after Communion is over. The server nearest the side table brings the small cruet of water to the priest and waits for him to clean the chalice. The priest will hand the chalice and water to the server to be placed on the side table.
- The priest removes the red book from the altar and hands it to the book bearer. Bring it back to your seat and get ready for the final prayer (“Let us pray”). Leave the book on your seat at the end of Mass.



After Mass

- Blow out the candles.
- Bring the pitcher, bowl, towel, and chalice into the sacristy. Place them on the counter next to the sink.
- Bring the water and wine into the sacristy. Place them in the refrigerator.
- Hang up your alb, cincture, and cross.
Please do not leave the alb on the floor of the closet. Ask for help if you can't reach the hanger.



Other Hints and Tips

- Bow at the waist when required to do so at the altar.
- Never bow when you are carrying anything.
- Sit upright and alert in your seat with feet flat on the floor.
- Please do not chew gum during Mass.
- When standing and processing, join your hands together as a sign of prayer.
- Watch the priest and deacon for your cues.
- If you're not sure what to do, ask for help.

