



LITURGICAL MINISTRY PROCEDURES

ALTAR SERVERS

UPDATED: 10/25/2023

ALL MINISTERS

OLGC is delighted to offer opportunities for parishioners to participate in the liturgy. Serving as a liturgical minister is a unique opportunity for individual parishioners to deepen their spirituality by taking part in the celebration of the Mass. It is also a great help to our priests and all who worship at our parish to have the liturgy celebrated smoothly and reverently.

Check-in

- **Ministry Scheduler Pro (MSP):** This app is used to schedule and manage all ministers for Mass. An email will be sent to you at intervals throughout the year to let you know when you are scheduled. You can indicate your availability and/or blackout dates on the site. You can also request a substitute on the site when needed.
- **Reminders:** MSP will send you a reminder two (2) days before your assignment. Your device's¹ calendar will also send you a reminder the day of your assignment.
- **iPad:** There is an iPad located the Narthex near the double entry doors. When you arrive at church, locate your name on the iPad and "check in" so that the Sacristan will know you have arrived and are ready to serve.
- **Frequently asked Questions:**
 - Q:** Can I check in from home?
A: Yes, you can check in up to 12 hours before Mass begins.
 - Q:** What if I can't make my assigned Mass and time?
A: Request a sub **as soon as you know** you will need one. You can request a sub up until 10 minutes before Mass begins on the MSP app.
 - Q:** What if I arrive late for Mass?
A: If you have not checked in and arrive after the bells have rung assume a substitute has been arranged. Check the iPad which should reflect the name change.

Attire

There is an expectation that you come to Mass ready to serve and properly dressed for ministry. Your appearance should be appropriate, reflecting the role you are undertaking. Common

¹ MSP can download your schedule to your device's calendar (google calendar or iCal/Outlook). This is done by logging into the MSP website, My Schedule tab.

practice is professional business attire. Please make sure no clothing is too short, too revealing or too casual. Examples of acceptable attire includes: slacks, dresses/skirts resting not more than 2” above the knee and covered shoulders. Inappropriate clothing would include: spaghetti strap dresses and tops, t-shirts with wording, athletic shoes, flip flops, campaign buttons, etc. Liturgical ministers may be called upon to serve even though they have not been previously assigned so it is good practice to be dressed appropriately whenever you attend Mass.

Before Mass

Altar Servers (Arrival: 10-15 minutes prior to the start of Mass)

- Check-in on iPad.
- Vest, making sure you choose an alb that fits.
- Check the calendar to see what color cincture (cord) to wear.
- Collect candles and cross and ensure the colored glass of the candle is correct for the season/holiday.
- Once vested, wait for Presider in Narthex left of the TV screen (not blocking the doors or hallway to the restroom) and participate in the Gathering Prayer (Direction of Intention).

The Introductory Rites

- When the Presider is ready to begin Mass, Sacristan (or Priest) will motion to Lector 1 who is in the Sanctuary to read the opening announcements.
- Lector 1 reads the opening announcements printed in the binder and remains in the Sanctuary.
- The procession begins after the first verse of the opening hymn.

Order of Procession

Cross
Candle Candle
Server Server
MC
Lector #2 w/ Book of the Gospel
(Deacon w/ Book of the Gospel)
Presider

When the procession reaches the Altar:

- the Cross Bearer and Candle Bearers walk up the steps and place the cross and candles in their respective places, then go to their seats and remain standing.
 - Candle bearers stand on Ambo side
 - Cross bearer stands on Presider side

- Lector 2 (or Deacon) places the Book of the Gospels face down on the Altar and goes to their place in the assembly. The Deacon waits at the Altar for the Presider to reverence the Altar.
- If there is a Deacon, Lector 2 still processes in with the line, taking the position in front of the Deacon.
- Presider and remaining server(s) reverence the Altar and go to their places.
- Music Ministers should endeavor to end the opening hymn/song once all ministers are in place.
- After the Gloria (or the Penitential Act during Advent and Lent), the Server designated for the book goes to the Presider and holds the Roman Missal or binder for the Collect (Opening Prayer).

Altar Service Guidance when all servers are not present:

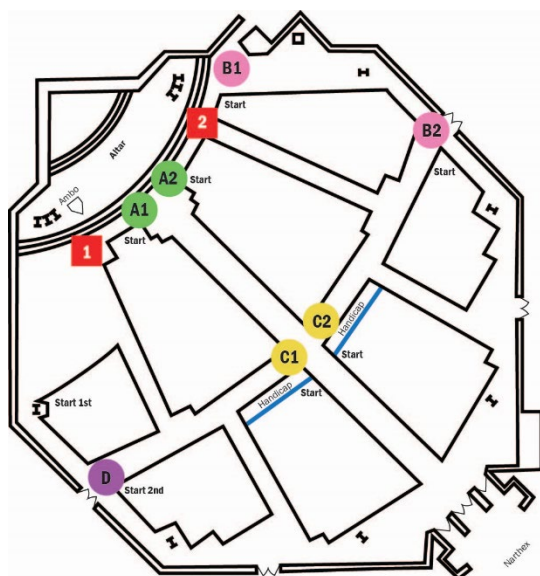
One Altar Server:

- Will carry in cross at procession
- *Likely* will **not** meet gift bearers with cross if they have to dress the Altar.* *Check with the Priest to ask if they want you to meet the gift bearers *or* dress the Altar.
- If no cross procession, Usher will assist by meeting gift bearers at gifts table and send them forth when Priest and Altar Server have descended the steps to receive gifts.

Two Altar Servers:

- No candles
- One carries the cross
- One processes
- Cross bearer will meet gift bearers to process with the cross, returning the cross to the holder and then returning to the Altar to assist with dressing the Altar.

The Liturgy of the Eucharist



Altar Servers

- Once the Prayer of the Faithful is finished and the assembly is seated, the Cross Bearer proceeds to lead the gift procession. The gift presenters meet the Cross Bearer at the table at the break between the front “A” sections and the rear “C” sections of the church. The Cross Bearer starts the procession as soon as the Presider reaches the bottom step. The gift bearers follow, hand the gifts to the Presider, bow and then return to their pew. The Cross Bearer returns the cross to its stand.
- The remaining servers set up the Altar at the beginning of the Preparation Rite.

- Designated server brings the chalice from the Credence Table to the Altar and sets it down on the right side of the Altar.
- Opens the corporal and places it at the bottom center of the Altar. The small red cross on the cloth is to be placed at the bottom of the Altar.
- Places the purificator and pall, to the right of the corporal.
- The chalice is placed on the corporal.
- **Brings the trays of ciboria and chalices to the Altar and places them to the right of the chalice.**
- The servers then join the Presider at the foot of the Sanctuary to assist in reception of the gifts.
- The server with the paten, and any additional ciboria, place them on the Altar. The server with the cruet of wine holds it in order to hand to the Presider to fill the chalice.
- As the Holy, Holy, Holy is sung; all Altar Servers move in a solemn and dignified manner down the steps and stand in front of the Altar. When the Holy, Holy, Holy is over, they kneel and remain there until the "Great Amen" is sung.
- Following the "Great Amen," the servers stand in place.

Communion Rite

Altar Servers

- Once the Eucharistic Ministers begin to receive Holy Communion, the servers stand and take their place in line to receive Holy Communion at Station A (see diagram at left).
- After all servers have received Holy Communion and the EMs have left the Sanctuary, designated server places small cruet of water on the right side of the Altar.
- Servers move to their seats in a solemn and dignified manner. They remain standing, hands folded, until the Eucharist is placed in the Tabernacle.
- After the Presider (or Deacon) has purified the vessels, a server reverently reassembles all communion vessels—corporal, chalice, purificator and pall—and any other items remaining on the Altar, and places them on the Credence Table and returns to their seat.
- If the Deacon is present, he places all items on the Credence Table where he will purify the vessels.

The Concluding Rites

- The server designated for the book goes to the Presider and holds the Roman Missal or binder for the Prayer after Communion (and the announcements).
- The Cross Bearer collects the cross and proceeds to the center aisle where the remaining servers will meet.
- For the recessional, the servers proceed to the center aisle. The Presider (and Deacon) reverence the Altar and join the servers at the foot of the Sanctuary facing the Sanctuary. After the second verse (or longer at the discretion of the Presider), the procession turns and heads to the Narthex.

After Mass

Altar Servers

- Cross bearer returns cross to stand in the Nave, located by the Tabernacle.
- Unvest, rehang alb and hang it up in the correct size location. Place the cincture (cord) on the hook.
- Offer assistance to Sacristan to carry vessels to Work Sacristy for purifying.

For additional questions, please contact Derek Rogers, youth@olgeva.org.