

ALTAR SERVER REMINDERS

Updated: 10/1/25

1. ARRIVAL FOR SERVING

- Arrive at least 15 minutes before Mass to give you time to dress.
- Check the calendar for the proper cincture color to wear. Ask the Sacristan if you need help.
- Your cincture knot (a simple square knot is fine) should be **worn on the right**.

2. HOLDING THE BOOK

- Remember to hold the book for the Presider
- Move the Roman Missal to the Altar from the Presider Chair's side table at the preparation.

3. WHEN TO MOVE TO THE STEPS

- Move to the bottom, center of the steps at the Holy, Holy, Holy.

4. DRESSING THE ALTAR

- Sacristan will have placed the corporal on the Altar before Mass, red cross at bottom center.
- Move acrylic stand to lower shelf of small table behind the Altar, if priest/deacon did not move it.
- Bring tray of cups over and place it on the Presider Chair side of the Altar, toward the front.
- Bring tray of ciboria over and place it on the Ambo side of the Altar, toward the front.
- If Deacon is present, he will dress the Altar. Be flexible because he may ask the Lead Altar Server to perform this role.
- When crossing in front of or behind the Altar, reverently bow in the center.



5. UNDRRESSING THE ALTAR

- Stand when Jesus is being moved to the Tabernacle.
- Wait until Jesus is back in the Tabernacle before clearing the Altar.
- When undressing, reassemble all linens and Priest's vessels...chalice, purificator, paten, pall & corporal and return to Credence Table.
- If Deacon is present, he will undress the altar.
- Folding corporal: fold up from bottom, down from top, right side in, left side in (open edge will be on right)

6. HELP SACRISTAN AFTER MASS

- After taking off your Alb, return to the church and offer to help the Sacristan blow out the candles and remove the trays and vessels to the Work Sacristy.