

Altar Server Instructions for Easter Mass at Historic Church Without Incense 2019

4/18/19

This is a supplement existing Altar Server Training documents that highlights the differences at the historic church.

Prior to Mass

- **Servers:** There will be 3 servers: the missal server (senior server) sits to the Priest's left (toward the wall), the bell server and holy water server sit behind the altar past the credence table and vesting room door. There will be a chair behind the altar for the missal server during the Eucharistic prayer.
- **Vesting:** Albs and crosses are located in the vesting room to the left behind the altar.
- **Candles:** The Pascal and all altar candles, including those by tabernacle, are lit at least 15 minutes before mass. The candle lighter is located behind the door in the sacristy.
- **Bells:** Located at the bell server's chair.
- **Missal and White Folder:** Located on small table between Priest's and missal server's chairs. Check missal for the location of the following: Collect Prayer (ribbon), Prayer After Communion (next page from Collect), Renewal of Baptismal Promises (ribbon in Easter Vigil), and Solemn Blessing (ribbon – page before Collect) are located. Review folder contents (Creed and Announcements).
- **Holy Water Vessel and Aspergillum:** Located on floor near holy water server's chair.
- **Credence Table:** Located to the left of the altar. Contains
 - Chalice with one or two large size corporals, pall, and purificators on top (set-up by Sacristan)
 - 2 x communion cups / Ciborium of hosts / Water cruet, bowl & towel / Pillow or missal holder
- **Gift Table:** Located in back of church. Contains: Paten with large host / Wine cruet / Ciborium with hosts
- **Five minutes prior to Mass beginning:** Together, the servers genuflect to Our Lord in the tabernacle and retrieve the procession candles (from either side of the altar) and crucifix, and move to the back of the church to stand in the corners, out of people's way, until it is time for the procession.
- **Check with Priest** to see if he would like to use the missal for the Introductory Rites (after opening hymn). Fr. Yohe will. Fr. Cap mostly likely won't want missal until the collect (see below).

Entrance Procession

1. Upon reaching the steps, the servers stop and bow. The candle bearers proceed to place their candles in the holders on each side of the altar. The cross bearer places the cross in the holder near the Priest's chair. All servers then proceed to their chairs.
2. For Fr. Yohe, the missal server picks up the missal upon reaching his chair and steps in front of the Priest when he puts down his hymnal and remains there until the Gloria begins. For Fr. Cap, the missal server does not pick up the missal until the Gloria.

Gloria

1. For Fr. Yohe, the missal server returns to his chair, continues to hold the missal during the Gloria, and steps back in front of the Priest as the Gloria is ending. For Fr. Cap, the missal server opens the missal to the Collect Prayer ribbon during the Gloria and steps in front of him as the Gloria is ending.

Baptismal Promises and Holy Water in Lieu of the Profession of Faith (Creed)

1. As soon as the homily ends, missal server opens the missal to the Baptismal Promises. When the Priest stands and moves to stand in front of the altar, the missal server joins him and stands in front of the Priest.
2. At the same time, the holy water server proceeds with the holy water vessel and aspergillum to stand to the Priest's right and facing the people during the Renewal of Baptismal Promises.
3. After the Renewal of Baptismal Promises, the missal server returns the missal to the table and opens the white folder to the petitions.
4. For Fr. Cap, the holy water server walks down the aisle and back next to the Priest holding the holy water vessel during the sprinkling of holy water. For Fr. Yohe, the holy water server will remain at the steps while the Priest performs the sprinkling rite.
5. Afterward, the holy water server returns the holy water vessel and aspergillum and remains at his chair.

Intercessions (Prayer of the Faithful)

1. When the Priest returns to his seat, the missal server stands in front of him with the white folder open to the petitions/intercessions.

Altar Preparation, Gift Presentation and Washing Hands

Note: If there is a Deacon, he will prepare the altar. If not, the senior/missal server will do so.

1. After the petitions, the bell and holy water servers deliver items to the altar in the same manner as at the main church. Hand the vessels to the Deacon/senior server. If there is a Deacon, the missal server will remain at his chair until it is time to bring the missal to the altar. Otherwise, he brings it when he prepares the altar. Items are presented in the following order:
 - Chalice w/corporal and purificators on top
 - Cups
 - Ciborium with hosts
 - Pillow or Missal Stand
 - Missal (brought to altar by missal server)
2. After the altar is prepared, the servers return to their chairs, remain standing. From this point until after communion, the missal server will stand and kneel at the chair across from the bell and holy water servers.
3. When the Priest moves to the front of the altar to receive the gifts, the servers accompany him. Bell and holy water server to his right and missal server to his left.
4. The servers bring the gifts to the credence table side of the altar and present the gifts (paten, ciborium, wine) and cruet of water, and then wash the Priest's hands in the same manner as at the main church. The basket is placed on the wooden tabletop to the right of sacristy door. Put in the sacristy if there is no room for the basket on the tabletop.
5. Wash Priest's hands in the same manner as at the main church. Return bowl and towel to the sacristy. The servers return to their chairs and stand until it is time to kneel.

Communion

1. When the extraordinary ministers approach the altar, the servers will stand in front of the tabernacle facing the altar to receive communion. After receiving, the servers remain standing in front of their chairs.
2. When the Priest/Deacon move to the front to distribute communion, the missal / senior server will remove items from the altar and hand them to the other servers:
 - a. The missal is returned to the small table next to the missal server's chair.
 - b. The holder/pillow is returned to the credence table.
 - c. If there is Precious Blood left in the Chalice, only remove the paten and a 2nd corporal (if there is one) from the altar during communion. If the Precious Blood was consumed, drape the purificator over the chalice; then place the paten followed by the pall on the chalice before removing it to the credence table. If there is more than one corporal, fold it place it on the chalice as well.
3. When the altar is cleared, the servers return to their chairs and kneel.
4. After communion is distributed, the bell server will stand when the Priest/Deacon returns to the altar and will assist in clearing any remaining items from the altar and placing them on the credence table.

Prayer After Communion, Announcements and Final Blessing

1. When the Priest returns to his chair, the missal server returns too and picks up the missal. For Fr. Cap, the missal server opens the missal to the ribbon with the Prayer After Communion.
2. When the Priest stands, the missal server proceeds to him for the Prayer After Communion and then returns to his chair and remains holding the missal during the announcements / comments to the people. Note: Fr. Yohe may place the folder over the missal during the announcements / comments.
3. After the announcements, the missal server returns to the Priest who gives the Final Blessing.

Recession

1. When the music begins, the cross bearer and candle bearers will together retrieve the cross and candles and move to the aisle facing the altar (leave room for the Priest/Deacon).
2. When the Priest/Deacon genuflect at the bottom of the steps, the servers bow, turn, and proceed to the back of the church. The servers will likely need to wait in the back corners of the church until enough people leave for them to return to them to the altar area.
3. Return procession candles and crucifix to the altar area.
4. After 9:15 Mass, extinguish the candles used in procession. Leave the Paschal candle and any other candles lit (e.g. those by the tabernacle).
5. After 11:15 Mass, extinguish all candles.