Altar Server Instructions for Easter Mass at Historic Church - No Incense

4/12/22

This is a supplement that highlights the differences at the historic church.

Prior to Mass (arrive at least 25 minutes early)

- Servers: There will be 2 servers: the senior server also serves as the missal server and sits to the Priest's left against the wall. The 2nd Server also serves as the cross bearer and holy water server and sits in the 2nd chair on the left behind the altar and closest to the tabernacle. The first chair behind the altar on the left is for the senior server during the Eucharistic prayer.
- Vesting: Albs and cinctures are located in the vesting room to the left behind the altar.
- Candles: All are lit (including the Easter candle and any by the tabernacle) at least 15 minutes before mass. The candle lighter is located behind the door in the sacristy. There is a step ladder behind the altar if needed.
- Bells: Located at the senior server's chair behind the altar.
- Holy Water Vessel and Aspergillum: Located on floor near holy water server's chair.
- Hand Sanitizer: Located on floor near senior server's chair.
- Missal: The missal is located on small table next to the missal server's chair. The white ribbon will be on the Collect Prayer. The Prayer after Communion is on the next page. The final blessing is on the previous page. There will be a 2nd ribbon before the white ribbon for the Baptismal Promises. \
- White Folder: The white folder will be located at the Priest's chair.
- Credence Table: Located to the left of the altar. Contains
  * Chalice w/purificator, paten w/host, pall, and the veil/burse w/one large corporal (Fr. Cavender)
  * Ciborium with hosts * Water, bowl, & towel * Missal stand
- Gift Table: Located in back of church. Contains: Wine cruet / Ciborium with hosts
- 5-10 minutes prior to Mass beginning: Together, the servers genuflect to Our Lord in the tabernacle, retrieve the crucifix, and move together to the back of the church. May need to stand in a corner out of people's way until it is time for the procession.

Entrance Procession

1. Upon reaching the steps, the cross bearer and senior server step to the left and wait for the Priest. When the Priest genuflects, the cross bearer bows and proceeds to place the cross in the stand. The senior server genuflects. Both servers proceed to their chairs.

Gloria and Collect Prayer

1. The missal server opens the missal to the Collect Prayer ribbon during the Gloria and steps in front of the Priest as the Gloria is ending.

Baptismal Promises and Sprinkling Rite in Lieu of the Profession of Faith (Creed)

1. When the homily ends, missal server opens the missal to the Baptismal Promises ribbon. When the Priest stands and moves to the front of the altar, the missal server joins him and stands in front of the Priest.
2. At the same time, with the holy water in his right hand and aspergillum in his left, the holy water server proceeds 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. The holy water server presents the aspergillum to the Priest and walks down the aisle on his right holding the vessel by the handle and the bottom. He shall swing around to the Priest's right at the back of the church.
5. Afterward, the holy water server returns the holy water vessel and aspergillum and remains at his chair.

Intercessions (Petitions)

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

1. After the petitions the 2nd server delivers items to the deacon at the altar in the same manner as at the main church. Items are presented in the following order and then returns to his chair:
   - Chalice w/purificator, paten w/host, and veil & burse w/corporal
   - Ciborium with hosts

- Wooden missal stand

2. After the petitions, the missal server proceeds with the missal in front of the altar (bow to altar when passing) and presents the missal to the Deacon after the missal stand and then proceeds to his chair behind the altar.
3. When the Priest moves to the front of the altar to receive the gifts, both servers accompany him with one on either side.
4. The servers deliver the gifts to the credence table side of the altar and present them – ciborium then wine. If there is a money basket, place it on the table next to the sacristy door (or in the sacristy if no room for it).
5. The servers then present the cruet of water, and then wash the Priest's hands in the same manner as at the main church.
6. After washing the Priest's hands, the water is returned to the credence table and the bowl and towel are taken to the sacristy (bow to altar when passing it). The servers return to their chairs and stand until it is time to kneel.

Bell Ringing

1. Bells are rung by the senior server in the same manner as at the main church: during epiclesis (hands over gifts) and during the consecration.

Communion / Altar Clearing / Vessel Purification

1. When the Priest consumes the Precious Blood and places the chalice back on the altar, both servers move to stand next to the credence table ready to receive communion. The senior server will brings the sanitizer from the floor next to his chair and sanitizes the Priest and Deacon's hands.
2. When the Priest/Deacon move to the front to distribute communion, the senior server returns the missal to the table next to his chair by the Priest and then returns to kneel at his chair behind the altar (bow to altar when passing it).
3. The 2nd server retrieves the missal stand from the altar, returns it to the credence table, and returns to kneel at his chair.

Vessel Purification

1. When the Priest returns to the altar after communion, both servers stand next to the credence table. The senior server picks up the water.
2. When the Priest returns the ciborium to the tabernacle and genuflects, both servers genuflect facing tabernacle.
3. When the Priest returns to the altar, the senior server approaches with the water and pours over the Priest's fingers into a ciborium until the Priest tilts the ciborium. He then returns the water to the credence table.
4. As the Priest finishes wiping out each vessel, the servers retrieve the vessels (and the corporal) and return them to the credence table.

Prayer After Communion, Announcements and Final Blessing

1. When the Priest returns to his chair, the missal server returns to his chair near the Priest (bow to the altar) and picks up the missal and opens to the Prayer After Communion (page after white ribbon).
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. If Priest didn't do so, flip to the final blessing (page before the white ribbon).
3. After the announcements, the missal server returns to the Priest who gives the Final Blessing.

Recessional

1. When the Priest and Deacon move to reverence the altar, the cross bearer retrieves the cross and both servers move to the aisle facing the altar. Leave enough room for the Priest/Deacon at the bottom of the steps.
2. When the Priest/Deacon genuflect at the bottom of the steps, the cross bearer bows, the senior server genuflects and all turn, and proceed to the back of the church.
3. Check with the Priest beforehand, if the weather is nice, the servers can go outside with the Priest and Deacon and greet parishioners. Otherwise, the servers may need to wait in the back corners of the church until enough people leave for them to return to the altar area.
4. Return crucifix to the holder. After 9:15 mass leave candles lit. After 11:15 mass extinguish all candles.