

ALTAR SERVER GUIDELINES – SUNDAYS/SOLEMNITIES

ST. MAXIMILIAN KOLBE PARISH – REVISED 6/3/2014

In general, always try to move as a group. Stand, sit, and kneel when the assembly stands, sits, and kneels. Servers are very visible leaders of prayer – always be attentive to readings and prayers, singing and responding with assembly, and keep times of sacred silence.

Normally, you will walk back and forth from your chairs to the altar behind the presider's chair, along the half-wall, making an "L" heading straight for the altar. You walk back on the same "L" path. (The Gospel Procession is the exception to this pattern, but you still walk behind the presider's chair, in front of the half-wall.) Generally speaking, you do not walk in front of the ambo, altar, or the presider's chair or behind the ramp.

Mary Side

St. Max Side

	ACOLYTE 1 (CANDLE-BEARER)	CRUCIFER (CROSS-BEARER)	ACOLYTE 2 (CANDLE-BEARER)
ENTRANCE PROCESSION	<ul style="list-style-type: none"> - Walk with candle to left of cross - Slightly bow head as you reach bottom of steps - Go immediately to candle stand, place candle, and go to your seat - Remain standing and singing 	<ul style="list-style-type: none"> - Walk with cross straight up-and-down, lifted high, and facing forward - Slightly bow head as you reach bottom of steps and go immediately to hang cross on wall via the floor. - Walk to chair nearest cross-stand. - Remain standing and singing 	<ul style="list-style-type: none"> - Walk with candle to right of cross - Slightly bow head as you reach bottom of steps - Go immediately to candle stand, place candle, and go to your seat - Remain standing and singing
COLLECT (OPENING PRAYER)		<ul style="list-style-type: none"> - Towards the end of Gloria (or after the <i>Kyrie</i> during Advent/Lent) bring the missal to the priest for the Collect. - When finished, return to your place; put missal on table 	
GOSPEL PROCESSION	<ul style="list-style-type: none"> - When Gospel Acclamation begins, go to your candle, lift it out, and face Acolyte 2, standing still - When deacon moves from altar with evangelary (book of Gospels), go to ambo - Put your candle in the stand - Face deacon while the Gospel is read, holding the candle. - After Gospel, go back to your seat 		<ul style="list-style-type: none"> - When Gospel Acclamation begins, go to your candle, lift it out, and face Acolyte 1, standing still. - When deacon moves from altar with evangelary (book of Gospels), go to ambo. Walk BEHIND the Ambo! - Put your candle in the stand - Face deacon while the Gospel is read, holding the candle. - After Gospel, go back to your seat
PREPARATION RITE	<p>As collection begins move as group</p> <ul style="list-style-type: none"> - Bring tray of chalices to one side of the altar. - Place tray in the appropriate place. - Go immediately with deacon to receive gifts and take a flagon of wine up and stand in sanctuary beside the crucifer with <i>lavabo</i> set. The deacon will add wine and take the flagon from you. - Wait and receive the empty flagon from the deacon/EMHC and remain in the sanctuary. - After the priest washes his hands, return to your chair, setting empty flagon on the credence table. - Return to your chair. 	<p>As collection begins move as group</p> <ul style="list-style-type: none"> - Get missal, place it on altar. - Then, bring principal chalice and 2 purificators to altar as well (probably while others are receiving gifts) - Get water, bowl, and towel, and walk up to sanctuary. Stand on the outlet unless there is a Thurifer. - Acolytes will stand by you with flagons of wine. - Gently pour water over priest's fingers - Put water, bowl, towel on credence table and return to your chair 	<p>As collection begins move as group</p> <ul style="list-style-type: none"> - Bring tray of chalices to one side of the altar. - Place tray in the appropriate place. - Go immediately with deacon to receive gifts and take a flagon of wine up and stand in sanctuary beside the crucifer with <i>lavabo</i> set. The deacon will add wine and take the flagon from you. - Wait and receive the empty flagon from the deacon/EMHC and remain in the sanctuary. - After the priest washes his hands, return to your chair, setting empty flagon on the credence table. - Return to your chair.
SIGN OF PEACE		<ul style="list-style-type: none"> - Get communion plates and take them to the priest/deacon. - Priest will hand missal back to you; return it to the table 	
DURING COMMUNION	<ul style="list-style-type: none"> -After you have received Communion, go to altar and bring chalice trays into work sacristy and place on counter. 	<ul style="list-style-type: none"> -After you have received Communion, go up and get principal chalice and purificator and take them to work sacristy counter. 	<ul style="list-style-type: none"> - After you have received Communion, hold doors to sacristy and church open near the end of communion for EMHCs.
PRAYER AFTER COMMUNION		<ul style="list-style-type: none"> - When priest stands, bring missal to priest for prayer after communion - When finished, return to your place; put book on table. - <i>If there is a solemn blessing</i>, the priest may motion for you to stay near the chair a bit longer. 	
CLOSING PROCESSION	<ul style="list-style-type: none"> - Immediately after the dismissal (normally when music beginning), move to get candle and proceed to stand next to cross between first front center pews, facing the altar, singing the hymn. - When priest/deacon come to floor, they will bow to altar. At same time, bow your head. - Then, turn around and move slowly up the aisle - Normally candles need to be returned to the candle stands near the ambry. - You may retrieve other set of candles from sanctuary after closing hymn is finished. 	<ul style="list-style-type: none"> - Immediately after the dismissal (normally when music beginning), move to get cross and proceed to stand between candles, between first front center pews, facing the altar, singing the hymn. - When priest/deacon come to floor, they will bow to altar. At same time, bow your head. - Then, turn around and move slowly up the aisle - The processional cross hangs in the vesting sacristy. 	<ul style="list-style-type: none"> - Immediately after the dismissal (normally when music beginning), move to get candle and proceed to stand next to cross between first front center pews, facing the altar, singing the hymn. - When priest/deacon come to floor, they will bow to altar. At same time, bow your head. - Then, turn around and move slowly up the aisle - Normally candles need to be returned to the candle stands near the ambry. - You may retrieve other set of candles from sanctuary after closing hymn is finished.