

The Ministry of Altar Server



St. Philip the Apostle Parish

1223 W. Holtz Avenue
Addison, IL 60101

Thank you for listening to the call to become part of the Liturgical Ministry of St. Philip the Apostle Parish.

The intent of this handbook is to lay out specific guidelines for your ministry.

Just like Mary, the Mother of God, you are saying “Yes” at a very young age to accept and live your faith. You are setting an example to other children that it is okay to get involved at church and letting people know that your faith is important to you as you grow and mature.

This is a great way to stay close to Jesus. He needs your help in serving the community of St. Philip the Apostle Parish.

Notes:

Cardinal Newman Prayer

God has created me to do Him
some definite service.
He has committed some work to me
which He has not committed to
another.

I have a mission.

I may never know it in this life,
but I shall be told it in the next.

I am a link in a chain,
a bond of connection between
persons.

He has not created me for naught;

I shall do good.

I shall do His work;

I shall be an angel of peace,
a minister for the Lord.

Amen

**PLEASE READ THROUGH THIS BOOKLET BEFORE
YOU SERVE YOUR FIRST MASS. IF YOU HAVE ANY
QUESTIONS, PLEASE CONTACT THE DIRECTOR OF
LITURGY OR FATHER BEFORE YOU SERVE.**

Expectations for all altar servers:

- Are expected to be at the Church at least 10 minutes before the Mass begins.
- Are expected to fulfill their obligation to serve at their assigned times. A schedule will be provided.
- Are expected to find their own replacement if they are not able to fulfill a date on the schedule.
- Information about the Ministry Scheduler Program will be sent to parents to download app and create a password to get access to this software to view and/or ask for replacements.
- Are expected to wear proper clothing at the Masses.
- Are expected to hang up their vestments after Mass in the closet. There is a step stool available at the bottom of this closet.
- Are expected to pay attention to the Presider at all times. The Presider may require your assistance at any point during the Mass and you need to be able to respond immediately.
- Are expected to participate in the Mass. You should know and say the appropriate responses throughout the Mass and also join in the singing.

Order of the Mass

Introductory Rites

- Entrance – process into the church (**cross bearer first, altar server, lector, Presider**). **The cross bearer should not start walking until the congregation begins to sing. The cross bearer will pause at the foot of the altar and then place the cross in the stand behind the wood screen. The cross bearer does not bow. Other servers shall walk behind the cross bearer and bow at the waist when reaching the foot of the altar. Servers then go to their pew.**
- Greeting
- Penitential Act
- Glory to God (**after this prayer, the Presider will say “Let us Pray”. You will need to get the Roman Missal (Red Book) off the table and bring it to the Presider. When he is finished you are to return to your seat.**)
- Collect - prayer

Liturgy of the Word

- First Reading
- Responsorial Psalm
- Second Reading (**on Sundays and solemnities**)
- Gospel Acclamation
- Gospel
- Homily
- Profession of Faith (**on Sundays, solemnities, and special occasions**)
- Universal Prayer (Intercessions)

Liturgy of the Eucharist

- Presentation of the Gifts and Preparation of the

- Bring the cruet of water from the credence table and hand it to the Presider to be poured into the wine. (Face the handle toward the Presider). Take the water to the credence table and return to the Altar with the Wash Bowl and towel.
- After the Presider washed his hand, take the bowl and towel back to the credence table.
- Return to your pew.
- At the Sign of the Peace when the Eucharistic Ministers approach the altar, line up with them to receive Communion.
- At the end of Mass follow the cross bearer to the foot of the Altar with hands in a prayerful position to the center aisle, facing the Altar, leave enough room for the Presider. Bow with the Presider and turn to walk out of the church.
- Return to the vesting room and hang up your Alb.
- Blow out the candles.

Remember to stay alert during Mass for signals from the Presider. Always sit and kneel with good posture and participate in the Mass.

Procession (Cross Bearer)

- After the announcements, bring the Roman Missal to the Presider again when he says “Let us pray” for the prayer after Communion. Take the Missal back to the credence table and get the crucifix. Wait until the Presider is done and starts to exit the sanctuary.
- Take the crucifix and walk to the center aisle, facing the Altar, allowing room for the other servers and the Presider. Place the crucifix back in the stand. Return your alb to the vesting room on the proper sized hanger.
- Make sure the candles are extinguished.

Procession (Server)

- With hands in a prayer position, walk into the church behind the cross bearer and in front of the Lector.
- Pause at the foot of the Altar and bow your head. Turn and proceed to the first pew by the baptismal font.

At Offertory and the Presentation of the Gifts

- The Altar is set prior to the reception of the gifts.
- The Presider's chalice will be on the side table by the altar. Additional chalices, the purificators (the white cloth on the chalices) are placed on the altar. The two ciboria (plates) for the Eucharist are placed on the small table next to the Altar.
- When the gifts are brought to the Altar during Sunday Mass, there will be a pitcher of wine and two ciboria of hosts.

Both servers will join the Presider to receive the gifts. The water cruet should be at the table by the altar.

Altar – **at this point you will bring all of the vessels and the Roman Missal to the altar. Both of you will go with the Presider/Deacon to get the gifts. Back at the altar, provide the Presider/Deacon with the water cruet with the handle pointing toward him. Next, the wine cruet is used and returned to you to place on the table. Next, the presider will need to wash his hands using the bowl and towel. Return to your pew.**

- Prayer over the Offerings
- Eucharistic Prayer
- Preface
- Holy, Holy, Holy
- First half of prayer, including Consecration
- Mystery of Faith
- Second half of prayer, ending with Doxology
- The Lord's Prayer
- Sign of Peace – **When the EMC's go to stand behind the altar you will take your place with them to receive Communion. After the Presider returns and consolidates the vessels, you will take what you are given back to the credence table.**
- Lamb of God
- Communion
- Prayer after Communion – **Cross bearer should get the cross for the final procession as the Presider/Deacon sends the congregation out with words such as Go in Peace.**
- **When the closing song starts, the Cross Bearer will come out from behind the screen and move to the center aisle. Other Servers will stand nearer the altar and behind the Presider. After the Presider bows to the altar, turn around and process out of the church.**

General Comments

- We are in service to the community of St. Philip the Apostle Church and most of all to our Lord. Since the Eucharist is central to our lives as Catholic Christians, anything we do to enhance the experience of Liturgy for our community will help it to bond in Christ.
- We are living examples to the community. One of the biggest gifts that we can give to the parish is being totally present to the Mass and our responsibilities as Liturgical Ministers.
- The way you dress reflects your commitment to the ministry you have been called to and also reflects your love and respect for our Lord. Your attire and appearance should be modest as to not be distracting to those you are serving. (Nice pants/shirt. No flip-flops, shorts, jeans or spandex).
- If you are not scheduled and there is a shortage of altar servers, you may be asked to help out on a day you are not assigned. You may want to stop by the vesting room to check to see if servers are needed. It happens every so often when someone gets ill and cannot find a replacement at the last minute.

Before Mass

- **When you are scheduled, please arrive at least 10 minutes before Mass and sign in on the schedule in the vesting room.** This is important for the following reasons:
 - To guarantee enough ministers are there
 - To allow enough time for you to spiritually prepare yourself for your ministry.
 - To allow enough time to find a volunteer if the need arise.
 - About 5 minutes before the beginning of Mass the priest will lead all Liturgical Ministers in prayer in the vesting room.
- Please find a Alb that fits you and put it on. They are located in the closet in the vesting room. If you cannot reach the hangers, there is a blue step stool available to help you reach.
- Make sure the candles are lit by the Altar at least 10 minutes before the start of Mass. (This is every server's responsibility) A lighter is located on the credence table or the candle holder.

Procession (Cross Bearer)

- Lead the procession carrying the crucifix, pause in front of the Altar, then walk around to the right and place the crucifix in the stand behind the wood screen. Move to the first pew by the baptismal font.