

# St Christopher's Church, Holsworthy NSW

## Altar Servers Guidelines



**ELIGIBILITY** – must have received the sacrament of First Holy Communion.  
**TRAINING** – required and is offered within the parish.

To serve at the altar is a great privilege and honour. Those who serve will receive special blessings and reward from the Lord. Therefore a server has a solemn responsibility to do the assigned duties with attention, dignity and reverence.

### **Upon arrival at the church – Mass preparation:**

- Arrive at least 10-15 minutes before Mass starts.
- Please advise the Priest or Acolyte that you are present for your Ministry.
- Go into the Working Sacristy (lectern side) and put on alb (white alb with blue, green, red or purple sash depending on liturgical season) – make sure you have the right coloured sash.
- Speak with the acolyte with what else needs to be done to get ready for the Mass.
  - Light the candles
  - Prepare the chalice
  - Ensure that the offertory gifts are on the table at the back of the Church
- Once tasks are completed, head to the back of the church and wait until the Priest is ready.

### **Introductory Rites:**

- Process into the Church behind the Gospel/Crucifix.
- When you reach the Altar you spread out across the bottom step of the altar and genuflect.
- Follow the priest up onto the altar.
- When the priest says, "Let us pray", altar server will proceed directly in front of the priest and open the booklet. Hold the book open so the priest can read the prayer.

### **Liturgy of the Word:**

- If there is a collection, go to the back of the church and lead the gift bearers to the altar.
- If there is no collection, go to the back of the church for the offertory Procession after the Prayer of the Faithful.

### **Liturgy of the Eucharist:**

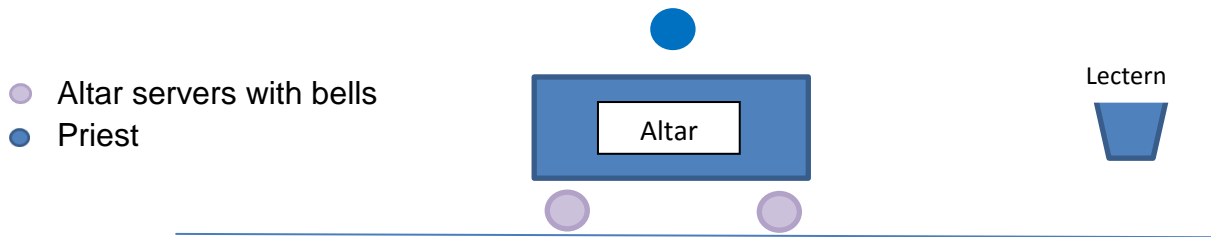
- Two servers take the wine to the altar (to the right) and water (to the left)
- Two servers take the water (on the right) and towel (to the left)
- When 'Holy Holy' is playing take the bells to the front of the altar. If the bells are already there, quietly make your way to the bells.
- After the 'Holy Holy' ring the bells once.
- When the priest puts his hands over the chalice ring the bells once.
- When the priest holds up the bread and says "Do this in memory of me", ring the bells three times

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### **Communion Rite:**

- During Communion sit reverently
- After Communion and the priest or deacon has packed up the sacred vessels, help take them to the table at the side of the church.

### **Concluding Rites:**

- When the priest blesses the church and dismisses the people take the cross or candles and process to the front of the altar. Genuflect together with Father and proceed to the back of the church.

### **Duties after Mass:**

- Blow out the candles
- Return your Alb to the cupboard
- Take the bells to the back of the church
- Pack away the items on the altar

### **IMPORTANT TO REMEMBER**

- **If not carrying something or when you are standing or kneeling, your hands must be joined in a praying position.**
- **Your posture should maintain straight and formal. It is never proper to slouch.**
- **When sitting, your hands should be held on the lap or at the sides.**
- **Bright coloured clothing should not be worn, as it can be seen through the alb**
- **Bow every time you walk across the altar and when the priest gives you something to put away during Mass.**