

Mary Our Queen



Altar Server Handbook

Mary Our Queen Church

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My Dear Altar Servers,

I would like to take this opportunity to thank you for your gift of service to Mary Our Queen Parish as an Altar Server. It is always a blessing to have you assist in the celebration of the Blessed Sacrament on our weekend Masses and on special Feast Day Liturgies.

In this manual you will find instructions detailing what you need to do when you are serving Mass. There are some special Masses where extra duties are included. If you are scheduled for those Masses, you will be informed of a rehearsal time to get you familiar with your extra duties.

Thank you once again for your service at the Altar

God Bless

Associate Pastor

Introduction to being an Altar Server

It is a great privilege to serve at the Altar of our God and therefore Servers are chosen from those who display a desire for a more intimate union with our Lord and God, Jesus Christ. Our loving Savior becomes present on the Altar, just as he was at the Last Supper and Calvary. Accordingly, Servers have a solemn responsibility to do their assigned duties with dignity and reverence. You are to assist the Priest in celebrating the Mass. As a Server you represent the saints and angels. That's why we have children serve the Mass, because you remind us adults of what the Lord Jesus said. "Unless you become like a little child, you cannot enter the kingdom of heaven". So by just being children you remind us of what we must be like to become like the saints and angels. As you light the candles, and prepare for Mass, remember that the people in the pews are watching you. Your reverence and care and love for what you do will be communicated to them and help them to pray.

Servers, the following pages are to help you in your Altar Server Ministry

Lead Altar Server: The Lead Altar Servers are experienced 8th or 7th grade Altar Servers with the responsibility to assist the priest in celebrating the Mass. Lead Altar Servers are in charge of the Altar Servers at the Mass. They have the responsibility of helping the Altar Servers perform their duties reverently and properly. When Novice Altar Servers are scheduled, they are to provide hands on training on all the duties at Mass.

Dress Guidelines (Dress Appropriately)

Boys:

- a) Shirts with collars
- b) Dress pants preferred (no shorts)
- c) Dress shoes preferred (no flip flops; if tennis shoes are worn, they should not be brightly colored)

Girls:

- a) Dress simply
- b) Dress pants or skirts
- c) Dress shoes preferred (no high heels; no flip flops; if tennis shoes are worn, they should not be brightly colored)
- d) Little or no makeup- no lipstick
- e) No distracting bows, ribbons or jewelry

Arrival Time

- When you are scheduled to serve, please be there at least 15 minutes before Mass.

Signing In

- Sign in when you arrive and let the Sacristan know. If you do not sign in you might not get credit for serving. Please write your name clearly or print
- If you are a substitute and your name is not shown.
 - Cross out the person's name you are subbing for (with one line; do not scribble out)
 - Write your name in the space provided and sign in.

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- If you are a volunteer
 - Cross out the person's name you are volunteering for (with one line; do not scribble out)
 - Write your name in the space provided and sign in.

Albs

- After signing in put on your alb (long white garment). They are found in the clothes closet. The sizes are color coded.
- - The alb should be worn down to your ankle (if not find a larger sized alb)
 - Tie your cincture (white rope) on your left side. The ends should hang down your left side.

Behavior

- Remember that you are in the presence of God
 - Act respectfully when serving
 - Participate in all of the prayers and songs
 - When you are not holding something, you should have your hands together with the finger tips touching
 - Please sit up straight; no slouching. Your hands should be in your lap.
 - If you yawn, sneeze, or cough, cover yourself accordingly.
 - There should be no talking among yourselves unless necessary to perform your duties.

Bowing

- Be sure to take a slow slight bow to the Altar when you are not carrying anything. No head bobbing. This includes
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- When you leave the Altar area
- Every time you cross the front of the Altar

Be ready to adjust to the needs of the Celebrant and/or Deacon

Order of Mass

- 1) **Introductory Rites**
 - a) Sign of the Cross and Greeting
 - b) Penitential Rite
 - c) Gloria
 - d) Opening Prayer

- 2) **Liturgy of the Word**
 - a) First Reading
 - i. Responsorial Psalm
 - b) Second Reading
 - c) Gospel Acclamation
 - d) Gospel Reading
 - e) Homily
 - f) Profession of Faith
 - g) General Intercessions

- 3) **Liturgy of the Eucharist**
 - a) Preparation of the Altar and Gifts
 - b) Prayer over the Gifts
 - c) Eucharistic Prayer
 - d) Communion Rite

- 4) **Concluding Rites**
 - a) Closing Prayer
 - b) Final Blessing
 - c) Dismissal

Things to do before Mass

1. When you arrive in the Sacristy, bow to the Cross, greet the Celebrant, and Sign your name in the Sign In Book
2. Put on your alb and cincture
3. Follow the directions of the Sacristan
4. Light candles in the sanctuary (if they are not already lit).
5. Put gifts on the table in front of the Baptismal Font with exception for Sunday at the 5 PM Masses (wine cruet, water cruet, and small ciborium).
6. Place on the Altar
 - a. The Book of the Gospels and its stand
 - b. (If a Deacon is present, just place the stand on the altar)
7. Place on the Credence table (small table beside the Altar)
 - a. The Roman Missal book
 - b. Chalices (wine)
 - c. Purificators
 - d. Tray
 - e. The rest of the Ciboria (small and/or large)
 - f. The washing bowl, pitcher, and towel (Lavabo)
 - g. Celebrant's chalice
8. Take your kneeler pads and place them near the right side of the altar

9. Five minutes before Mass starts

Light the processional candles (If all 3 servers are present; if not we will only process in with the Cross) If there are only two servers, one server will process in directly behind the cross bearer. The torches for lighting the candles are in the cabinet above the sink. The lead server will bear the Cross.

Things to do during Mass

Before the Mass begins, the Celebrant will say a prayer. After the prayer is said, the Altar Servers will line up accordingly at the back of the Church. Cross bearer, candle bearers on each side of the cross

(Procession)

1. When the singing begins, the cross bearer will lead the procession (start walking slowly down the aisle) to the Altar
2. Cross and candle bearers will then move to the left side of the Altar and wait till the Celebrant bows in front of the Altar
3. Cross and candle bearers will then put the candles and the cross in their respective stands. When you are in the chapel, genuflect before you take or after you leave the cross.
4. Candle bearers go to the chairs. Cross bearer gets the Roman Missal book

(Introductory Rites)

5. Cross bearer takes the book to the Celebrant when he says, "Let us pray". Hold the book straight up in view of the people.
6. Cross bearer returns the Roman Missal book to the table and then goes and sits with the other servers

(Liturgy of the Word)

7. Readings, Psalm, Gospel, Homily, Profession of Faith and General Intercessions are said in this section

(Liturgy of the Eucharist)

8. Servers will then do the following:

- Go to the altar and take down the Gospel bookstand if it is there. If the Celebrant wants it on the altar, place it on his left side. (Remember to bow before moving the bookstand)
- Place the Roman Missal book, Celebrant's Chalice, other chalices, purificators, and ciboria on the Altar. (Remember to bow after placing each item.)

9. Candle bearers go to receive the gifts with the Celebrant.

Bow with the Celebrant.

10. Bring the water and wine cruets to the Celebrant or Deacon (stay up there to take them back to the table). Remember to bow

11. Take the washing bowl, its pitcher and towel up to wash the Celebrant's hands. (Lavabo) Remember to bow

12. Remain standing at the foot of the stairs in front of the bell.

13. When people start to kneel, take the kneeler pads and kneel on the first step by the Altar. This is after the Holy, Holy, Holy.

14. Cross bearer will ring the bell when the Celebrant raises the bread or wine. Stop ringing when they are lowered

15. At the Sign of Peace remember to greet the Celebrant and Deacon with the sign of peace

16. After that put back your kneeler pads, remain standing at the foot of the stairs

17. Receive Communion at the Altar next to the EMHCs.

18. When the Celebrant distributes Communion, one server then takes the Roman Missal book down to the credence table
19. After Communion, one server takes the water cruet to the Celebrant for the purification of the vessels. If there is a deacon the vessels will be placed on the credence table for the deacon to purify the vessels.
20. After the Celebrant or Deacon has purified the ciboria and chalices, the altar servers will then clear the Altar. Remember to bow
21. The candle bearers will then be seated
22. The cross bearer gets the Roman Missal book
23. When the Celebrant says “Let us pray,” the cross bearer will take the book to him
24. After the closing prayer and blessing are done, the servers will get the cross and candles and stand even with the first row of pews and face the Altar. Genuflect when you approach the cross

25. When the Celebrant bows, the servers will then turn and slowly process out of the Church

Things to do after Mass

1. Extinguish candles. Remember to bow

2. Bring back to the Sacristy everything you took out for Mass. The EMHCs will take the ciboria and chalices back to the Sacristy

3. Return your alb and cincture to the closet and hang

Liturgical Colors and Seasons of the Church Year

White

This color represents joy and happiness. White also stands for purity. It is worn on Easter and throughout the Easter Season, on some special Sundays, Holy Days of Obligation, solemnities and feasts of the Blessed Virgin Mary and some saints, and other celebrations in the Church.

Purple

This color represents Penance and renewal of mind and spirit. It is used for the celebration of the Sacrament of Reconciliation.

Green

This color represents hope and life; it is worn during Ordinary Time of the Church.

Gold

This color may be used in place of white on solemnities and feast days of the Church Year.

Red

This color represents courage and blood. Red is used on the feast days and memorials of those who have died for their faith in Jesus Christ. These include the Apostles and Martyrs. It is used on Good Friday and Passion (Palm) Sunday, on Pentecost and in Masses and feasts of the Holy Spirit, and during Confirmation.

Rose

This color represents joy in the midst of penance and sacrifice during Lent. It is worn on the Fourth Sunday of Lent. It also represents joy in the midst of waiting and expectation during the season of Advent. It is worn on the Third Sunday of Advent.



Ciborium



Chalice



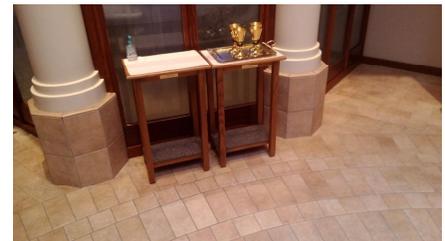
Priest's Chalice



Cruets, Dish



Gift Table w/ Cruets & Ciborium



Credence Table w/ Chalice Tray



Lavabo Pitcher, Bowl



Book Stand



Gospel Book on Stand



Roman Missal



Altar Server Medallion

Consecration Bells



Holy Water Pail & Sprinkler

Processional Cross & Candles



Incense Thurible & Stand