

WEEKDAY ALTAR SERVER GUIDELINES

Check to see who is celebrating mass: Father Andrew, Father Dieudonné or a visiting priest. Check "Order of Prayer....." book for color of vestment & pall, plus the daily readings. (Book is in the far left overhead cupboard near the sacrarium (stainless sink). Also remove the Book of Intentions from this same cupboard. Make sure they're marked to the current day readings. Place both books on the Ambo where the reader will prepare.

Set Out for Mass:

Bells Always for Father D; During Easter Season & Christmas Season for Father Andrew and other priests

Roman Missal (find page for today's mass and mark with the ribbon draped out to the side)

Book Stand (for Father D, placed on lower left corner of the Altar)

For Father Andrew – Silver Chalice; Purificator over Chalice; Paten with 2 ¾" host; Pall on top of paten. Place each on the Credence Table. Place the Roman Missal on the Credence Table in the Chapel as you will hold for Father for the opening prayer. In Church, place the Roman Missal on the Server's Chair.

For Father Dieudonné – Fr D's Gold Chalice; Purificator over the Chalice; Paten holding Father's 2 ¾" host on top of Purificator, Pall on top of Paten. Place on the Credence Table. Place Roman Missal on Book Stand. Father D will read the opening prayer from the Altar.

For Visiting Priests – Same set up as for Father D.

Purificator

Paten

Pall

Gold Cup plus 1 Linen Towel. For Precious Blood, when allowed. Place on Credence Table.

Small (2 ¾") Host for Consecration on top of Paten

Ciborium with small hosts (only if there are not enough consecrated hosts in the tabernacle). If the Ciborium is used for hosts to be consecrated, place Father's host on top instead of using the Paten. Place on the Credence Table.

Water Cruet (filled with refrigerated bottled water). Place on the Credence Table.

Wine Cruet (filled with white wine or red wine during lent). Place on the Credence Table.

Roman Missal. Place on the Credence Table only for Fathers Andrew and on the Book Stand for Father D.

Pitcher (filled with warm tap water), **Bowl & Terrycloth Towel** for hand washing. Place on the Credence Table.

White Linen Towel (if second cup is used for the Precious Blood). Place on the Credence Table.

Tabernacle Key (leave in tabernacle after checking to see if there are enough consecrated hosts for the mass)

Song Sheets – Place a few on the chapel ramp and a few outside the chapel doors or if mass is in church, on the back choir wall and in the gathering space.

Check Tabernacle to see if there are enough consecrated hosts for mass. If there are not enough, place more hosts in a ciborium with Father's host on top and place on the Credence Table. If extra hosts are not needed, place the 2 ¾" host on the paten, and cover with the Pall and place over the Purificator on top of the Chalice. Place on the Credence table.

Turn on the lights and the sound system 10 minutes before the start of mass.

Light the candles on both sides of the Altar and both sides of the Ambo. Always carry the lit wick in an upwards position to prevent hot wax from dripping. Slide the wick back in to extinguish the flame, then extend the wick back out ½ inch so the hot wax does not dry and stick to the inside of the lighter. As well, hold the snuffer in the upright position until you turn it over to extinguish a candle. Then back to the upright position, etc.

Entrance and Recessional Songs: Father Andrew will choose, announce them and lead the singing. For all other priests, the server will pick and lead the songs (check with the celebrant before mass for his ok on the song picks). There are also a couple of parishioners who lead the singing. Check with someone before mass who will carry out that duty if you can't. Opening hymn – Hymn of praise. Closing hymn – Hymn of Thanksgiving. (see back pages of hymnal). (During Covid restrictions, Julie will have song sheets printed for daily mass).

Server may lead or follow the celebrant at the start of mass. Bow and/or genuflect when the celebrant does based on what your body will allow you to do.

With Father Andrew, after the homily and prayers of intentions, place the Roman Missal on the lower left corner of the altar; the Chalice, Paten or Ciborium on the altar just to the right of the corporal. When the time comes that we once again receive from the cup, place the cup(s) on the altar just to the right of the corporal.

Offer the water & wine cruets to Father with the handles facing him. Returning these to the credence table, bring the pitcher, basin and towel to Father for the washing of hands. Father Andrew will bow to you when he returns the towel. Bow back to him at the same time.

During the consecration, Father will bow/genuflect after elevating the host (Body of Christ) and then the wine (Blood of Christ). You will bow at the same time in reverence. Always ring the bells during the elevation of the bread and elevation of wine for Father D. Also give a slight tinkling of the bells when he genuflects after each elevation.

After the sign of peace, proceed to the tabernacle, remove the ciborium and place it on the altar to the right of the corporal.

During communion, place the water back on the altar to the right of the corporal for Father to purify the vessels at the altar. You will then take the vessels and place them on the credence table. If there is an excess of Precious Blood remaining, Father may offer the cup to you to help finish before he purifies the vessel.

After communion, Father Andrew will return the ciborium to the tabernacle, lock it and give the server the key. With the other priests, take the ciborium, return it to the tabernacle, lock and remove the key placing it on the

credence table. (After Mass you may go back to the tabernacle to combine the consecrated hosts into fewer ciborium).

For the closing prayer, hold the Roman Missal for all the celebrants. At the end of mass, if the celebrant processes out to the back, follow him out, and then return by the side aisle to the credence table to begin clearing. If the priest turns and moves toward the sacristy, lead him out of the chapel to the sacristy, then return to begin clearing the credence table.

Always be aware of any special needs of the celebrant, and be prepared to alter these instructions if asked to by the celebrant.

Do not walk in front of Father. Use the ramp to go to the opposite side of the sanctuary if needed.

Mary Jo Headrick

March 6, 2022