
PROCEDURES

ST. EDWARD THE CONFESSOR

ALTAR SERVERS

BEFORE SUNDAY MASS:

1. Please arrive in Church fifteen minutes before Mass begins. Go immediately to the sacristy to put on your cassocks and surplices to serve Mass. Proceed to make sure the candles are lit on the altar, near tabernacle, and ambo. **Please remember that you are in church, therefore, a spirit of reverence and quietness is expected.**
2. Make sure there is the cross and two acolyte candles ready to be carried in the procession. **There should never be only one candle in the procession.** Omit the candles if this occurs. The Master of Ceremonies and/or the Captain is responsible for making sure all is done and ready to go. Once this is done, be ready to recite Service Prayer and proceed to the back of Church in order with reverence. Please wait until the Father gives you a nod or for the music to begin to begin the procession.

The procession will be as follows:

3. The cross bearer will move in the middle aisle by the fifth pew from the back of Church, with two candle bearers with lighted candles by the third pew, and the remaining altar server(s) with hands held properly paired off in the procession. Following them will be the Deacon of the Gospel and Priest. **REMEMBER TO HOLD HANDS CORRECTLY.**

PROCESSION WILL BE AS FOLLOWS:

CROSS

CANDLE

CANDLE

SERVER

DEACON OF THE WORD

PRIEST

MASS TIME:

1. The procession will move forward to the foot of the altar with the cross bearer reaching first. **EACH SET OF SERVERS SHOULD BE THREE PEWS BEHIND EACH OTHER.***PLEASE REMEMBER THAT WE ARE NOT IN A RUSH, MAKE SURE THAT EVERYONE IS AT A STEADY SPEED** with the candle bearers in line with one another, carrying the lighted candles at the same height. When the cross bearer reaches the altar he/ she will go to the immediate **LEFT** and will remain in place until the altar is revered. The candle bearers will move to the left next to the cross bearer. The other servers will go to the right. The Deacon and the Priest arrive at the sanctuary step and genuflect and move to reverence the altar and proceed to their chairs. Then, the Book Bearer will move in place to the right of the sanctuary and will stand by the respective seat (left of the Presider's chair). The extra servers will take their places in the servers' pew. The Book Bearer should stand just left of the Priest with the small Sacramentary open to the correct Sunday prayer. When the Opening Prayer is concluded, the Book Bearer will place the book in an accessible place and take his/her seat to the left of the Presider's chair.
2. The Captain of the team must remember to be alert and attentive to the Priest in case he may need something. Also, please remember that this is not a time for talking and laughing. It is a time for all to listen to the Word of God.

LITURGY OF THE EUCHARIST

PREPARATION:

1. During the Offertory the Deacon and two servers should prepare the altar with the **FOLLOWING ITEMS:** Sacramentary (with stand); chalice with purificator, pall, and veil; and ciboriums (gold bowls) if present. If a Deacon is present he will unveil the chalice and hand the chalice veil to the server to place on the credence table. Otherwise, the Priest will do this. Both of the servers should remain in sanctuary unless there are not two servers to assist with the Offertory gifts. When the priest goes to receive the gifts, one server should get the water cruet and remain in sanctuary. Two other altar servers will go with the Priest to receive the gifts. He or she will hand the ciborium with hosts to the Priests to place on the corporal. The other receiving the wine cruet should proceed to their designated place and take the top of the wine cruet to present to the Deacon or Priest. **(Do not go to the credence table)** After the Deacon or Priest returns the water and wine cruets, servers should bow and return the articles to the credence table. Then, the other two servers should move to their place to be ready to wash the Priest's hands with the water pitcher, bowl, and hand towel. After the washing of hands, the altar servers must bow to the Priest or Deacon and return the articles to the credence table. All four altar servers should immediately go to the first step of the sanctuary

(near choir area and bells). Servers are to remain standing. Also, if there are any extra servers in the pew area, proceed to the sanctuary steps for the Eucharistic Prayer.

2. The sanctuary bells should be located near the choir side of the altar. One server should be chosen to ring the bells properly. When the Priest invokes the Holy Spirit during the consecration, ring the bells once. The bell should be rung three times each when the large host is raised and again when the chalice is raised. The bells may also be rung once each time when the Priest genuflects after raising the large host and chalice are raised. **(Optional)** After the Eucharistic Prayer is completed, all servers are to remain in their place kneeling.

COMMUNION TIME:

3. After the sign of peace, the server who rang the bells passes a paten to each server. Each person has an assigned paten:
 - a. First paten – stands next to Priest
 - b. Second paten – stands Eucharistic Minister in middle aisle next to the Priest
 - c. Third paten – stands next to Eucharistic Minister by statue of St. Edward
 - d. Fourth paten – stands next to Eucharistic Minister by statue of golden Jesus

When the Priest drinks from the chalice first paten goes over to the credence table to place the paten underneath the hands or mouth of the Eucharistic ministers. Then, first paten will receive Communion and go to his or her appointed spot. Once each server has received Communion, each will go to their appointed spot. Once communion has been administered, servers place their patens on the altar. Place the water cruet and chalice veil on the altar. Servers will also take the Sacramentary with stand off the altar unless instructed otherwise. One server should go back into the sacristy to light the candles. First paten will stay on the right side of the altar next to the small table behind the pillar. All other servers are to go back to the first step of the sanctuary and kneel. After the Priest or Deacon cleans the patens, the server will place them on the table behind the pillar. The server will the move to the other side and wait for any other items that are to be placed on the credence table. When the Priest returns to his seat, the servers may get up and return to their seats.

4. The Book Bearer should be ready to open the Sacramentary for the Prayer after Communion. After the final prayer, the Book Bearer should place the book in the appropriate place. Then, the cross and candle bearers should proceed to get their things when Father begins the Prayer to St. Michael. The three servers should bow then proceed back into the sacristy. The cross bearer will lead the procession out. Two candle bearers should be ready with lit candles.

5. After this, all servers should be ready to move in place. That is, the cross bearer should move into the aisle front and center by the fifth pew and the two candles at the third pew. Servers should line up with hands held properly. The Captain should make sure everyone is in place. All servers should be facing the altar. Then, when the Priest genuflects and turns around, all servers **turn to the left and process out.** The cross bearer will lead the procession to the sacristy. Please remember that we are not in a rush. Walk steadily but not fast.

KEEP THREE PEWS BEHIND ONE ANOTHER

AFTER MASS:

1. One server is to extinguish the candles on the altar using the snuffer. Take the items off the credence table and bring them back into the sacristy. Place the patens back into their places by the bells. Ask Father or the Deacon if there is anything else to do.
2. Then all proceed to take off the cassocks and surplices and hang them back in their proper place. **PLEASE HANG THE CASSOCKS AND SURPLICES UP PROPERLY.**

SOME SPECIAL REMINDERS:

1. Please be on time for Mass – fifteen minutes before Mass begins.
2. Please be neat and orderly to serve Mass – clean clothes, dress shoes, clean hands, and combed hair.
3. You should not use the restroom during Mass unless it is a real emergency. You are not to leave the altar for any reason unless it is an emergency.
4. Please remember that you are special ministers of the Church and this requires a spirit of prayer and reverence.
5. Please remember we are on a rotation cycle and check your rosters every week.
6. There will be a sign-up sheet posted in the Server sacristy for all servers to sign in. Please sign your name on the line by the Mass you served. Remember that you will be given points according to the number of Masses you served, and points will be subtracted if you fail to serve and not find a replacement. The replacement will either switch masses with you or will receive extra points for your Mass and the one they may be assigned.
Points will be recorded weekly.