

## PROCEDURES FOR WEEKDAY MASSES

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### ST. EDWARD THE CONFESSOR

#### ALTAR SERVERS

##### **BEFORE WEEKDAY 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. Two servers will proceed out when the outside bells ring and one rings the sacristy bell. **REMEMBER TO HOLD HANDS CORRECTLY.**

##### **PROCESSION**

#### TWO ALTAR SERVERS

##### **DEACON**

##### **PRIEST**

3. All move to the center of the altar with one server to the far right and the other to the far left allowing the Priest and Deacon to be in the center. **ALL GENUFLECT.** The Priest and Deacon go and kiss the altar. The two servers go to their seats. One server on the altar (this should be book bearer) and one in the pew. If there is not a Deacon, both altar servers may sit on the altar.

##### **MASS TIME:**

1. Greeting, Kyrie, and Opening Prayer  
The book bearer moves to the Priest for the Opening Prayer. The Book Bearer should stand to the left of the Priest with the small Sacramentary open to the correct Mass prayer.

##### **LITURGY OF THE WORD:**

1. Please listen carefully to the Word of God.

## LITURGY OF THE EUCHARIST:

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 ciborium (gold bowl) 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. The Deacon will prepare the gifts. Both of the servers should remain in the sanctuary. Each holds the water and wine cruets and **bow to the Priest/Deacon** when he is finished placing the wine and water in the chalice. 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. Both 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:

1. 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

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 minister(s). 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 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.

2. 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 its appropriate place. Then, when Father begins the Prayer to St. Michael both servers go to the same position far right and far left facing the tabernacle and wait for the Priest and Deacon. When Father genuflects, all do the same. Both altar servers exit out before the Priest and Deacon and the first server rings the sacristy bell.

### **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.