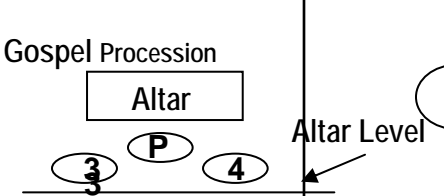
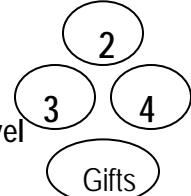
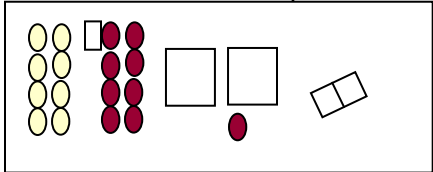
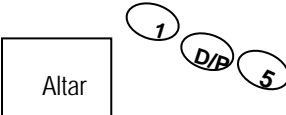


## ALTAR SERVING DUTIES – A REFERENCE GUIDE

	#1	#2	#3	#4	#5
<b>INTRODUCTORY RITE -</b> •Entrance Procession (Diagrams below show alignments)	<ul style="list-style-type: none"> <li>•Light 4 candles on altar &amp; 2 on credence table</li> <li>•Walk in following the candles and on the right of #5. Process one pew distance from candles</li> <li>•Stand to the right of number 3 at the base of first step</li> <li>•Genuflect when Father signals</li> <li>•Go to table and picks up the sacramentary</li> <li>•Stands behind the sacramentary table</li> </ul>	<ul style="list-style-type: none"> <li>•Hold cross</li> <li>•First to process</li> <li>•Stands at center altar at the base of first step (can rest pole on the floor)</li> <li>•Do not genuflect</li> <li>•Pull out, lead procession on pew level to the holder, place cross (make sure Christ faces out)</li> <li>•Go to 2<sup>nd</sup> bench</li> </ul>	<ul style="list-style-type: none"> <li>•Hold torch at same level as #4</li> <li>•Walk behind cross with #4 one pew distance between</li> <li>•Stand to the right of cross (can rest pole on the floor)</li> <li>•Do not genuflect</li> <li>•Walk on pew level behind #4 to the holder, place torch</li> <li>•Go to 3<sup>rd</sup> seat</li> </ul>	<ul style="list-style-type: none"> <li>•Hold torch at same level as #3</li> <li>•Walk behind cross with #4 one pew distance between</li> <li>•Stand to the left of cross (can rest pole on the floor)</li> <li>•Do not genuflect</li> <li>•Walk on pew level behind #5 to the holder, place torch</li> <li>•Go to 4<sup>th</sup> seat</li> </ul>	<ul style="list-style-type: none"> <li>•Walk in following the torches and on the left of #1. Process one pew distance from candles</li> <li>•Stand to the left of number 4 at the base of first step</li> <li>•Genuflect when Father signals</li> <li>•Follow #2 to the 5<sup>th</sup> seat</li> </ul>
Opening Prayer	<ul style="list-style-type: none"> <li>•Signal to take book is "Let us pray."</li> <li>•Come from behind the chairs and stand to Father's <b>right</b></li> <li>•Rest book on chest and grasp bottom</li> <li>•Put book back on table</li> <li>•Take 1<sup>st</sup> seat</li> </ul>	<p style="text-align: center;">Entrance Procession</p>	<p style="text-align: center;">Reverencing the Altar</p>		<ul style="list-style-type: none"> <li>•After the Opening Prayer, pick up the Children's cross <b>as #1 returns the book</b></li> <li>•Carry Children's cross to center aisle below the first step</li> <li>•Wait for children to gather and be blessed process them <b>quickly</b> to the Chapel</li> <li>•Return cross to stand</li> </ul>

	#1	#2	#3	#4	#5
LITURGY OF THE WORD	<p>Gospel Procession</p>  <p>Altar Level</p> <p>Procession of Gifts</p>  <p>Altar after #1 &amp; 5 prepare</p> 	<p>At beginning of Alleluia pick up torch holding at same level as #4</p> <p>Carefully climb steps to altar level process with #4 to front altar.</p> <p>Stand even with the left (ambo side) edge of altar facing the altar</p> <p><b>Lead Father to Ambo</b></p> <p>Stand behind the ambo on the servers seat side facing the people- (5 tiles behind the ambo)</p> <p>Carefully return torch to stand when gospel has ended</p> <p>Return to seat</p>	<p>At beginning of Alleluia pick up torch holding at same level as #3</p> <p>Carefully climb steps to altar level process with #4 to front altar.</p> <p>Stand even with the right (choir side) edge of altar facing the altar</p> <p><b>Lead Father to Ambo</b></p> <p>Stand behind the ambo on the servers seat side facing the people- (5 tiles behind the ambo)</p> <p>Carefully return torch to stand when gospel has ended</p> <p>Return to seat</p>	 <p>Waiting for gifts</p>	
<p>LITURGY OF THE EUCHARIST</p> <p>Presentation of the Gifts and Preparation of the Altar.</p> <p>The gift family will bring 2 or more ciboria and the small wine cruet. The other ciborium's will be on the credence table or in the tabernacle.</p> <p><b>#5 will not carry any cups</b></p> <p>Mentor may carry or assist with cups.</p> <p>Ciboria tops are returned to the credence table</p>	<ul style="list-style-type: none"> <li>•After the Prayers of the Faithful you and #5 prepare the altar</li> <li>•Carefully bring cups placing them in 2 rows along ambo side of altar. This may require 4 trips.</li> <li>•Before going to stand with father, make sure the altar is set correctly.</li> <li>•With #5 stand to Father's choir side on the choir side of the altar</li> <li>•Go with Father to receive gifts, stand on choir side of Father</li> <li>•Take 2 ciboria Father gives you to the altar. You may have to go back to receive more gifts.</li> <li>•Go to the credence table with #2 and #3</li> </ul>	<p>After Prayers of the Faithful, pick up cross</p> <p>Lead #3 &amp; #4 to the back of the church walking <b>quickly</b> down side aisle.</p> <p>At back of church stand in front of candles &amp; family to process up.</p> <p><b>As soon as everyone is ready, process to the foot of the altar. Do not wait until #1 &amp; #5 move to the choir side with the priest.</b></p> <p>Take cross to stand, go to credence table for the towel and bowl</p>	<p>After Prayers of the Faithful, pick up torch</p> <p>With #2 and #4 walk along the side aisle to the back of the church</p> <p>At back of church stand behind cross and in front of gift family with #4</p> <p>Process up</p> <p>Place torch in holder, go to credence table with #1 and #2.</p>	<p>After Prayers of the Faithful, pick up torch</p> <p>With #2 and #3 walk along the side aisle to the back of the church</p> <p>At back of church stand behind cross and in front of gift family with #4</p> <p>Process up</p> <p>Place torch in holder</p> <p>Go to bench, take out kneeling pad.</p>	<p>After the Prayers of the Faithful, begin to prepare the altar with #1</p> <p>Take chalice, corporals and purificators to the altar - place in center</p> <p>Carefully bring the ciboria to the altar placing them in 2 rows along the ambo side this may require 3 trips.</p> <p>Stand with Father at the right side of the altar</p> <p>Go with Father to receive gifts, stand to Father's cross side</p> <p>Take wine and 1 ciboria that Father gives you to the altar</p> <p>Go to bench, take out kneeling pad</p>

	#1	#2	#3	#4	#5
Preparation of the Eucharist and Consecration	<ul style="list-style-type: none"> <li>•Remove lid from water cruet, hold bottom with handle facing out</li> <li>•With #2 go to altar for the washing of hands.</li> <li>•Return items to table</li> <li>•Go to bench, take out knelling pad</li> </ul>	<ul style="list-style-type: none"> <li>•Place towel over left forearm and hold finger dish in hands</li> <li>•With #1 go to altar</li> <li>•Return items to table</li> <li>•Go to bench, take out knelling pad</li> </ul>	<ul style="list-style-type: none"> <li>•Stand to the left of #2 at the altar.</li> <li>•Step forward to receive empty wine decanter, place back on credence table</li> <li>•Go to bench, take out knelling pad</li> <li>•Ring bells loudly following the words "...which has been given up for you," and "...do this in memory of me."</li> </ul>	<p><b>There is only one set of bells. #3 will ring the bells loudly as long as the Priest elevates the Host.</b></p>	
Communion Rite Our Father	<ul style="list-style-type: none"> <li>•Stand with arms slightly raised and out stretched</li> <li>•Give sign of peace</li> </ul>	<ul style="list-style-type: none"> <li>•Stand with arms slightly raised and out stretched</li> <li>•Give sign of peace</li> </ul>	<ul style="list-style-type: none"> <li>•Stand with arms slightly raised and out stretched</li> <li>•Give sign of peace</li> </ul>	<ul style="list-style-type: none"> <li>•Stand with arms slightly raised and out stretched</li> <li>•Give sign of peace</li> </ul>	<ul style="list-style-type: none"> <li>•Stand with arms slightly raised and out stretched</li> <li>•Give sign of peace</li> </ul>
Communion Rite Communion	<ul style="list-style-type: none"> <li>•Return pads to under bench and sit</li> <li>•When the last E.M. receives Eucharist you will lead the other server to receive.</li> <li>•After receiving Eucharist go with #2 and begin to clear the altar. <b>Tops do not have to be returned to the altar</b></li> </ul>	<ul style="list-style-type: none"> <li>• Return pads to under bench and sit</li> <li>•You will follow # 1.</li> <li>•After receiving Eucharist go with #1 and begin to clear the altar.</li> </ul>	<ul style="list-style-type: none"> <li>•Return pads to under bench and sit</li> <li>•You will follow #2 to Communion. Return to your bench, sit, say a personal prayer and sing.</li> </ul>	<ul style="list-style-type: none"> <li>•You will follow #3 to Communion. Return to your bench, sit, say a personal prayer and sing.</li> </ul>	<ul style="list-style-type: none"> <li>•You will follow #4 to Communion. Return to your bench, sit, say a personal prayer and sing.</li> </ul>

	#1	#2	#3	#4	#5
<p>Continue <b>Communion Rite</b> Clearing the altar</p>	<ul style="list-style-type: none"> <li>•Take sacramentary back to the stand by the deacon's chair.</li> <li>•Go back to your seat and sit saying your private prayer</li> <li>•Return to altar with #2 to help Father with returning ciboria. Ask Father how many tops should be left on altar r</li> <li>•Before repose of the Blessed Sacrament stand by deacons chair with the sacramentary for the final blessing</li> </ul>	<ul style="list-style-type: none"> <li>•Cover the main chalice with the purificator, then paten, and finally pall</li> <li>•Places them on the credence table.</li> <li>•Go back to your seat and sit saying your private prayer</li> <li>•Return to altar with #1 to help Father with returning ciboria</li> <li>•Reverently repose the Blessed Sacrament in the tabernacle</li> <li>•Close the door &amp; genuflect</li> <li>•Return to seat</li> </ul>	<p>Recessional across the front</p>		
<p>Concluding Rite Final Blessing</p>	<ul style="list-style-type: none"> <li>•Father says "Let us pray" take book to Father standing as before</li> <li>•Return book to table</li> </ul>				
<p><b>Dismissal</b> Line up in the exit format, #2 even with the ambo, when the priest is finishing the anniversary blessings. Move to the front at the priest's signal</p>	<ul style="list-style-type: none"> <li>• Process behind cross to front of bottom step 3 tiles from the step, father will be at step</li> <li>•Stand as when reverencing the altar at entrance</li> <li>•Process out next to #5</li> </ul>	<ul style="list-style-type: none"> <li>•See Dismissal in box to the left</li> <li>•Pick up cross process with #go to front of bottom step 3 tiles from the step, father will be at step</li> <li>•Stand like as before across front at entrance procession</li> <li>•Lead procession out into the sacristy</li> </ul>	<ul style="list-style-type: none"> <li>•See Dismissal in box to the left</li> <li>•Pick up torch</li> <li>•Process behind cross to in front of bottom step 3 tiles from step</li> <li>•Stand as when reverencing the altar at entrance</li> <li>•Process out behind #2</li> <li>•Return torch to holder in sacristy</li> </ul>	<ul style="list-style-type: none"> <li>•See Dismissal in box to the left</li> <li>•Pick up torch</li> <li>•Process behind cross to in front of bottom step 3 tiles from step</li> <li>•Stand as when reverencing the altar at entrance</li> <li>•Process out behind #2</li> <li>•Return torch to holder in sacristy</li> </ul>	<ul style="list-style-type: none"> <li>•See Dismissal in box to the left</li> <li>•Pick up torch</li> <li>•Process behind cross to in front of bottom step 3 tiles from step Stand to the left of #4</li> <li>• Process next to #1</li> </ul>