

Altar Server “Cheat-sheet”

Basic Instructions

- When the priest says, “Let us pray,” take the Missal to him. At the conclusion of the prayer (when everyone responds, “Amen”) return to your seat.
- After the Prayers of the Faithful, prepare the altar:
 - o Take the Missal to the altar. The Missal goes to the left of the corporals.
 - o Take the chalices to the altar. The main chalice goes on the left-side corporal; the smaller chalices go on the right-side corporal.
- Stand next to the priest when he goes forward to receive the gifts.
 - o As you receive the gifts from the priest, do not move until the priest moves. The bread and wine are taken to the altar; the collection is placed in front of the altar.
 - o At the altar, the priest takes the bread first. Then he will pour the wine and the water into the chalices; make sure to stand to the priest’s right with both the wine and the water.
 - o After the priest prepares the bread and wine, he will wash his hands. Have the water, bowl, and towel ready; if possible, one person should hold both the water and the bowl, and the other person should hold the towel open (not folded).
- Ring the bells three times: one ring at the Epiclesis (when the priest holds his hands over the gifts) and three rings each at the elevations of the host and the chalice.
- After the priest gives the Sign of Peace, take the ciboria (if there are any) to the altar and place them to the left of the Missal. Line up behind the priest during the “Lamb of God” and remain there for Communion.
- After receiving Communion, clear the altar. Take the Missal back to the pew and the chalice to the sacristy. Also take anything remaining on the credence table to the sacristy.
- After Communion, when the priest says, “Let us pray,” take the Missal to him (just as in the beginning).

Pictorial Glossary



Missal



Chalice(s)



Ciborium (pl: ciboria)



Cruets



Lavabo set



Altar layout



Altar layout - prepared