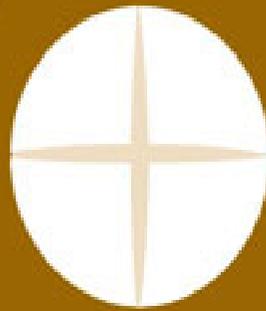


# St. Isidore Parish Altar Server Handbook



Revised 8/2015

*Do  
this  
in  
memory  
of Me*



# TABLE OF CONTENTS

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Altar Server Ministry	4
General Information	5
Before Mass	6
Entrance Procession	7
Liturgy of the Word	8
Preparation of Gifts	9
Communion	10
Concluding Rite	11
After Mass	12
Questions & Concerns	13

## **ALTAR SERVER MINISTRY**

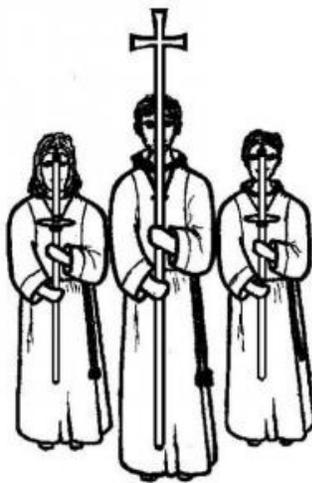
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You are part of an important ministry because you are helping our parish to worship our Lord at Mass. Since altar servers have a very visible role in the sanctuary, the way you look and conduct yourself during Mass makes a big difference.

When becoming an altar server, you are making a commitment to your parish. You need to be faithful to this commitment by being present for each Mass for which you are scheduled.

The following are some guidelines to help you perform your duties as devoutly and effectively as possible. Please read them carefully and follow them to the best of your ability.

We hope that serving at Mass will help you to grow closer to the Lord and that you will find the ministry interesting, meaningful and enjoyable.



## GENERAL INFORMATION

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1. ***PLEASE DRESS APPROPRIATELY AND RESPECTFULLY WHEN YOU SERVE AT MASS.***  
Your hands are to be clean and your hair combed. No torn jeans or dirty, torn shoes.
2. ***YOU ARE RESPONSIBLE*** for being at every Mass that you are scheduled for unless **you** have found a replacement. Names and phone numbers of other servers are included on the schedule that you will receive. If you have an attendance problem and do not communicate with the Office (630-295-8352) you may be removed from the altar server roster.
3. ***YOU ARE RESPONSIBLE*** for finding a substitute if you are unable to serve for an assigned Mass. Please take this responsibility seriously. It causes a great deal of confusion if Father or other ministers must find altar servers just before Mass. Give the altar server who is replacing you at Mass plenty of advance notice. Don't call him/her the morning of Mass. When you are at Mass and see that servers are missing volunteer your services as soon as possible.
4. ***Servers are scheduled by Mass preference*** (5:00pm, 6:30pm, 7:00 am, 8:30am, 10:00am. 10:30am (Chapel) 11:30am and 1pm. We carefully consider your Mass preference when you are scheduled.
5. ***Funerals*** are usually served by sixth, seventh and eighth graders and you will be contacted by the Parish Office.

## BEFORE MASS

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Arrive **AT LEAST 15 MINUTES BEFORE MASS** and go right to the altar sacristy to vest. Select a robe that is long enough (*ankle length*) and fasten it with a cord.

**Place your initials** by your name in the Mass sign-in book. The Chapel sign-in sheet is on the bulletin board behind the door to the school hallway.

If you are **substituting**, **WRITE YOUR OWN NAME** *on* the sign-in sheet. If you "*fill in*", **CROSS OUT** the assigned server's name and **WRITE YOUR OWN NAME**.

The Cross bearer **must be able to carry the cross without difficulty**. The Processional Cross in the **Chapel** is by the closet where the altar servers robes are kept. It is placed there during Mass. Before the recessional it is taken from that room and processed down the aisle, then it is returned to the room.

In the **Church**, the Cross bearer and candle bearers get the Processional Cross and the candles from the area near Mary's statue and wait in the back of the Nave for the Entrance Procession to begin.

## ENTRANCE PROCESSION

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When the Cantor greets the assembly the servers line up in the center aisle. The Cross bearer is first. Then the two candle bearers stand shoulder to shoulder behind the Cross bearer. The Lector and the Celebrant/Deacon follow in procession.

When the celebrant instructs you, begin moving slowly up the aisle.

When you reach the first row of seats all servers move to their right and face the altar. Wait for Father to bow (*servers do not bow*) and then move to place your candle or cross in its appropriate location by Mary's statue, then go to your seat.

When standing always stand straight and have your hands at your sides or in front of you.

When sitting you should sit up straight. Keep your hands in your lap.

Servers should always participate in the Mass by answering prayers and singing the songs whenever possible.

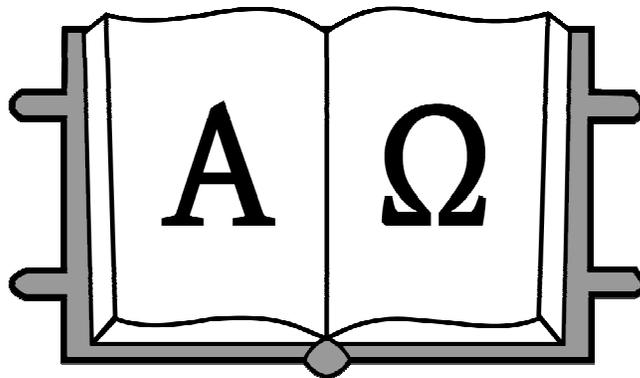
There should not be an unnecessary talking or "goofing around". Never play with the cord on your robe.

## LITURGY OF THE WORD

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All servers sit during the first and second readings from Scripture and the homily. You stand for the Gospel. (A good rule of thumb is: **When the assembly stands, kneels, or sits, the servers stand, kneel or sit.**)

At the end of the second reading, the two candle bearers take the candles from the area near Mary's statue, move to the altar and stand shoulder to shoulder on the right side of the altar, facing the community, with their back to the celebrant or deacon.



When the celebrant/deacon is ready, the altar servers lead him to the Ambo, processing in front of the Altar. One candle bearer is on right side of the Ambo, and the other candle bearer is on the left side. They face each other. After the proclamation of the Gospel, they return shoulder to shoulder, behind the Altar, replace the candles in their stands near Mary's statue, and return to their seats.

## PREPARATION OF GIFTS

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After the General Intercessions, all sit. The servers go to the credence table.

The Cross bearer brings the Sacramentary and places it on the altar and then returns to his seat.

The candle servers bring the trays of cups to the altar and place them on the choir side. **Please leave the cups on the tray.** Purificators can go on the altar next to the trays of cups. The bowls are brought to the altar and placed on the baptismal font side. One server brings the chalice and places it to the **right** of the altar.

The other server brings the cruet of water and places it on the altar. The server who brought the chalice to the Altar goes and gets the bowl and towel for the washing of hands and stands next to the other server , behind Father.

Father will go to stand behind the Altar after the gifts are brought up and placed on the Altar. He will pour a few drops of water into his chalice, then pass the cruet on to the server.

The servers step forward to the edge of the Altar. The handle of the cruet faces Father. When Father is ready to have his hands washed he will step toward the servers - the server with the cruet of water pours some of the water over Father's hands and then Father will take the towel to dry his hands.

They return the bowl and towel and cruet to the credence (server's) table and then return to their chairs.

When the congregation kneels for the Eucharistic Prayer, the servers kneel on the "*pad*" on the steps leading up to the Altar.

## COMMUNION

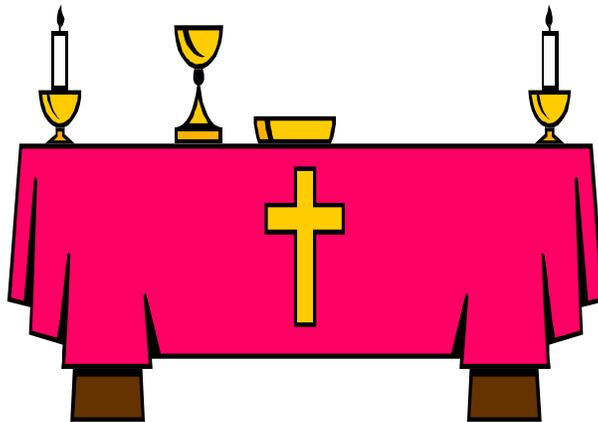
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The altar servers receive with the congregation, then move to the altar.

Servers move *EVERYTHING* off the altar. Place everything on the credence table, *EVEN THE CHALICE*. Do not place any purificators or towels inside the chalice or bowls.

Return the Missal to the stand in front of Father's chair. Leave it open, do not close it.

**At the 8:30AM Mass**, please leave the ciboria for the nursing home ministers on the Altar for the dismissal of the ministers. Return to your seat.



## CONCLUDING RITE

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Father will stand and say, “**LET US PRAY**”.

When the Closing Hymn starts and Father moves, the servers get their candles and the Processional Cross and move to the middle aisle.

Cross bearer first, (third row of seats) and then the candle bearers, at the second pew. All face the Altar.

When Father bows and turns around, all servers turn and process slowly down the aisle.

In Church, ***NEVER GO INTO THE NARTHEX OF THE CHURCH WITH THE PROCESSIONAL CROSS OR THE CANDLES.***

In the Church and Chapel ***ALL*** servers stay in the back of the Nave until the Processional Hymn is over.



## AFTER MASS

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The Cross bearer returns the Cross to its place.

The candle bearers return their processional candles to the stands and blows them out.

Hang up your robes, *ON A HANGER*, neatly and leave the room in order.

*The Holy Spirit is like the wind.*

*When the wind blows in, things change-*

*Rain may come or maybe cold weather.*

*When the Holy Spirit blows in, people change – they may become brave, smart, or excited about God. Can you think of a time when the Holy Spirit blew into your life?*

*What Happened?*

## QUESTIONS & CONCERNS

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Make sure you always come to Mass when you are scheduled to serve. If you cannot be here please find a substitute. You will receive a copy of the phone list for your Mass when you get your schedule.

If you come to a point in your life that being an altar server is no longer a ministry that you wish to belong to, please call the parish office at 630-529-3045 and ask to have your name removed from the roster.

If you have a change of address, phone number, e-mail address, or Mass preference, please let us know immediately. If you have any questions, or concerns, please don't hesitate to call.

### **How To Review or Get a Minister's Schedule**

The **Ministers Schedule** is prepared three times a year and includes Lectors, Eucharistic Ministers, Mass Coordinators and Altar Servers by Mass time. To review the current schedule **go to**  
**[www.stisidoreparish.org](http://www.stisidoreparish.org)**

**Click on the Worship Icon, then click on Liturgical Ministers Schedules** in the box to the right, then click on **your preferred Mass time**. By scanning down you will be able to see the days that you have been assigned. Any questions call 630-529-3045.

Your faithfulness and dedication are greatly appreciated!

Fr. Jim Murphy, Pastor

Fr. Matthew Nathan, Associate

Fr. Clive Otieno, Associate

Mrs. Sue Entwistle, Liturgy Coordinator

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