

Our Lady of Lourdes Parish

Beginning Altar Servers – Promotion Training Notes

General Reminders

- 1) **Reverence Is Primary** – Set a good example in the way you
 - a. Stand – Straight, with hands folded over chest, and with minimal fidgeting
 - b. Walk – Slowly but with a purpose—don't dawdle
 - c. Kneel – Again, straight with hands folded over chest, and with minimal fidgeting
 - d. Sit – Straight with hands in lap
 - e. Handle Objects – Everything used at Mass should be handled with care and respect
 - i. Patens / Chalices / etc. – Specially blessed for use at Mass
 - ii. Albs / Cinctures – Only used for Mass—Please don't wad them up / throw them on the floor!
 - iii. Candles / Lighters / etc. – Must be correctly used/maintained to keep them working properly
- 2) **Participation Is Necessary** – As an Altar Server, you set an example to the congregation in
 - a. Reverence – (see above)
 - b. Praying – The prayers at Mass are for everyone, not just the priest or the rest of the congregation
 - c. Singing – Singing is a form of praying at Mass, so yes, you ARE expected to sing! ;-)
- 3) **Knowledge Is Crucial**
 - a. As stated in the previous training, you are required to know all the regular procedures for Mass
 - b. Priests will expect you to know the procedures / vocabulary during Mass—ignore this at your peril!
 - c. Beginning Altar Servers won't be able to help you—they won't have heard any of this yet
- 4) **Responsibility Is Expected and Required** – You have been invited for a reason; therefore, you must
 - a. Sign in when you arrive – Keeps the priests and everyone else informed about who is missing
 - b. Find Subs when you must be absent – This is your ministry, therefore it is your responsibility
 - i. The new program makes this extremely easy—start here
 - ii. The web terminal Phone List should be current at all times—use it on short notice!
 - iii. If you have lots of trouble, you can call me for help
 - c. Contact me if your family schedule changes so that I can adjust the program
 - d. Update your information on-line (or by sending me an email) if your email/phone number changes

Procedures

- 1) **Processing to the Altar** – Also works for Recessing from the altar at the end of Mass
 - a. Keep the pace reverent – This isn't a race
 - b. **Remember to spread out on both sides of the altar** – Priest, deacon, and Lectors will need room
 - c. Everyone bows together – Watch the priest for your cue
- 2) **Using the Roman Missal** – Also applies to other books
 - a. Call it by the correct name – It is not the “red book”—we have several red books
 - b. Normally required during Opening and Closing Prayers (depending on priest)
 - c. Make sure it is right-side up!
 - d. Don't worry about opening it to the correct page – The priest (or deacon) will do this part
 - e. **Hold it up high so he can see it** – Remember, he's standing on a step, so he's that much “taller”
 - f. Stay in place until directed – The priest will indicate when you should set the book down
- 3) **Lighting Candles with Taper Lighter** – Normally done while altar is prepared
 - a. Found behind the ambo-side credence table (hanging on wall behind marble)
 - b. **Check before Mass to see if you need to replace the wick** (in sacristy drawer by wine boxes)
 - c. Push plenty of wick out before lighting – Keeps flame from going out when you walk
 - d. Hold upright at all times – Prevents wax from dripping on floor
 - e. To extinguish, pull down into chamber for a second and then push right back out!
 - i. Don't worry about the small bit of smoke—you can still hang it back on the hook
 - ii. **If you leave the melted wick in the chamber, the wax will solidify and prevent use**

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4) Preparing the Altar – See diagrams

- a. Make sure Throne for Book of Gospels is stored – Goes under ambo-side credence table
- b. Place Roman Missal on left-hand side of altar – Priest will need it for Eucharistic Prayers
- c. Set up corporal
 - i. Found on top of priest's Chalice (along with purificator and possibly pall)
 - ii. Place Chalice with other items on the right side of the altar
 - iii. Take corporal and center it left-to-right in front of you near the flat microphone
 - iv. Gently open it to the sides – If the flaps open to the top/bottom, gently turn it first
 - v. Open the topmost flap away from you
 1. If the topmost flap opens downward, fold that flap back and gently turn it again
 2. When you open it, pull it away from you so that bottom flap won't be off the edge
 - vi. Open the bottom (remaining) flap toward you
 1. If the remaining flap doesn't open toward you, fold other flap back and gently turn
 2. When you open it, pull it gently towards you so that the edge meets the edge of altar
 - vii. If done correctly, the embroidered cross should sit along the edge of the altar
 1. If the cross is next to the microphone, leave it—takes too much time to fix
 2. If the cross is on either side, you need to practice more! ;-)
- d. Place Chalice (with other items still on top) on bottom right-hand edge
- e. Place stack of purificators (from tray) along right-hand corner of altar—long side along back edge
- f. Place Communion cups – **Remember not to clink them against each other—they will scratch!**
 - i. See diagram for relative placement
 - ii. The two rows of Cups should be placed so that the deacon does not
 1. Have to reach very far—his vestments may tip over a Cup
 2. Has room to place the wine flagon next to the purificators
- g. Place the water cruet next to the Chalice

5) Obtaining the Gifts from the Gift Bearers

- a. When priest (and deacon) approaches the steps, follow him, with Servers on each side of clergy
- b. Priest or deacon will hand you one of three things
 - i. Collection Basket – Place under credence table next to presider's chair
 - ii. Wine Flagon – Carefully place it next to the purificators on the altar
 - iii. Paten Bowl – Keep it and stand behind the altar, waiting for priest—he will take it from you

6) Preparing Gifts for Prayers

- a. Experienced AS should take water cruet from deacon / priest once water is added to wine
- b. Cross Bearer should be ready to take wine flagon from deacon/priest once Chalice / Cups are filled
- c. Experienced AS with water cruet should stand back from altar and wait for priest
- d. Other Experienced AS should get finger bowl and **place finger towel over arm closest to priest**
- e. When priest turns around, step forward and pour water—give it to him, don't skimp!
- f. Server with towel should lift arm toward priest so he can obtain towel easily
- g. When priest is done, extend same arm so he can give you the towel back
- h. Priest may bow to you both after washing—WAIT and see; if he does so, return the bow!**
- i. Place all items on the credence table and walk down to last wide step—do not kneel yet

7) Preparing Precious Body / Blood for Distribution

- a. After Sign of Peace, Experienced AS move the following:
 - i. Remove Roman Missal from altar and place on chair next to credence table
 - ii. Obtain smaller patens from credence table and place on left-hand side of corporal
- b. When finished, return to wide step as you will be kneeling again in a moment
- c. When Extra-ordinary Ministers of Holy Communion descend steps, line up for Communion
- d. **Return to seats but remain standing until priest sits down** after Communion