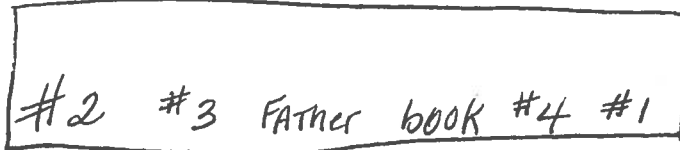


ALTAR SERVER GUIDELINES

LINE UP LIKE THIS IN FRONT OF THE ALTAR WHEN YOU PROCESS IN.



PERSON IN CHAIR #1 WILL CARRY THE PROESSIONAL CROSS. STAY TO THE RIGHT AND GO BEHIND THE ALTAR TO GO TO YOUR SEAT.

CHAIR #2 WILL NOT CARRY ANYTHING

CHAIR #3 WILL CARRY A CANDLE

CHAIR #4 WILL CARRY A CANDLE

THE CANDLE HOLDERS WILL PUT THE CANDLES ON THE BACK ALTAR, NOT THE FRONT ALTAR. CHAIR #3 WILL GO THROUGH THE SACRISTY AND BEHIND THE ALTAR TO GO BACK TO HIS/HER CHAIR.

CHAIR #2 WILL HOLD BOOK FOR FATHER DURING THE READINGS.

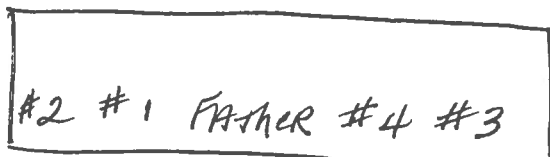
CHAIRS #3 & #4 WILL TAKE CANDLES TO THE AMBO FOR THE GOSPEL READING. AFTER THE READING, WALK IN FRONT OF THE ALTAR, BOW, AND PUT THE CANDLES BACK ON THE BACK ALTAR. CHAIR #3 WILL GO BEHIND THE ALTAR TO GO TO HIS/HER CHAIR.

WHEN USHERS START TAKING COLLECTION, CHAIRS #1 AND #4 WILL GO TO THE SACRISTY FOR FATHER'S CHALICE, MINISTER'S CUPS, HOST BOWL AND THE DECANter OF WINE AND SET ON THE ALTAR.

CHAIR #2 WILL PUT THE BOOK WITH STAND ON THE ALTAR.

WHEN GIFTS ARE BROUGHT FORWARD, ALL 4 SERVERS WILL WALK FORWARD WITH FATHER TO RECEIVE THE GIFTS.

LINE UP LIKE THIS.



CHAIRS #1 AND #4 WILL TAKE THE HOST AND WINE TO ALTAR. CHAIR #3 WILL TAKE THE BASKET AND PLACE IN FRONT OF THE ALTAR. CHAIR #2 WILL HAVE NOTHING.

CHAIR #4 WILL GET THE HOLY WATER FROM SACRISTY AND THEN CHAIRS #1 AND #4 WILL GO GET THE BOWL OF WATER AND TOWEL. AFTER FATHER HAS WASHED HIS HANDS, PUT THE WATER AND TOWEL IN THE SACRISTY AND TAKE YOUR SEATS. CHAIR #4 WILL GO BEHIND THE ALTAR TO GO TO HIS/HER CHAIR.

CHAIRS #2 AND #3 WILL RING THE BELLS.

WHEN THE MINISTERS COME TO THE ALTAR FOR COMMUNION, LINE UP BEHIND FATHER.

AFTER COMMUNION FATHER WILL PUT THE CIBORIUM IN THE TABERNACLE. CHAIR #2 WILL TAKE THE BOOK AND STAND OFF THE ALTAR AND PUT ON SIDE TABLE. CHAIR #1 WILL GO THE SACRISTY TO GET HOLY WATER FOR FATHER TO PURIFY HIS CHALICE AND THEN TAKE THE CHALICE TO THE SACRISTY ONCE HE IS FINISHED.

AT DISMISSAL, CHAIR #1 WILL GET THE CRUCIFIX AND CHAIRS #3 AND #4 WILL GET THE CANDLES. YOU WILL THEN WALK FORWARD AND LINE UP FOR THE RECESSIONAL.

AT NO TIME WILL A SERVER CROSS IN FRONT OF THE ALTAR.

ALWAYS BOW WHEN GIVING OR RECEIVING VESSELS.

WHEN FATHER STANDS, YOU STAND. WHEN HE SITS, YOU SIT.

ALWAYS BE AT CHURCH **20 MINUTES** BEFORE MASS STARTS. THE FIRST 2 THERE WILL GO AND LIGHT THE CANDLES. CHAIR #1 WILL GO GET THE CRUCIFIX OUT OF THE STAND AND TAKE TO THE BACK. BE DRESSED AND READY FOR PRAYER WITH FATHER AT 10 MINUTES TILL MASS TIME.