

ST. PATRICK CHURCH

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Altar Server Etiquette

1. The most important thing to remember is to be reverent when at Mass. Stand when everyone is standing, kneel when kneeling and sit when sitting.
2. Arrive in the sacristy 15 minutes before Mass.
3. Vest with the altar server alb and cincture (rope).
4. Check in with the deacon.
5. 5 minutes before Mass light the 2 candles on the altar.
6. Take the cross down to the back of the church and wait in an area where you aren't blocking people getting to their pews.
7. When the announcements begin move to the 2nd pew from the back in the center of the aisle.
8. When the cantor begins singing proceed to the sanctuary (front of the church), if you are carrying the cross do not bow, just continue to proceed to put the cross back on its stand. Make sure the cross is facing the congregation.
9. The server not carrying the cross bows just before you go up the steps to the sanctuary.
10. All servers proceed directly to your chairs and remain standing.
11. One server will pick up the large red book and await a nod from Father or the deacon to bring it over to Father, you do not need to bow in front of the tabernacle as Father said we bow entering the sanctuary and leaving the sanctuary only.
12. After the homily bring the small binder over to Father.
13. After the prayer of the faithful bring the large red book and give to the deacon.
14. Wait at your chairs until the people taking the first collection are about 5 pews from the back and then proceed to the back of the church.
15. When the ushers have sealed the collection bag and the gift bearers are ready, proceed to the front of the church and stand by the deacon.
16. The deacon will give one of you the wine while Father will give the other server the collection basket, the server carrying the wine go directly to the side of the altar. The server with the collection basket puts it right behind their chair in the sanctuary.
17. After the deacon finishes with the wine and water take both to the side table and return immediately with the bowl, water and towel for the washing of Father's hands. When done return to your chairs.
18. At communion wait by your chairs for Father to give you communion.
19. After Father, the deacon and the Eucharistic ministers go to the congregation to distribute communion bring everything on the altar to the side table and the book to your chair.
20. After the communion song is complete bring the large red book over to Father
21. When the closing hymn starts to get the cross and proceed down to the 'break' in the pews and face the altar.
22. Wait until Father bows/genuflects and then proceed down the main aisle turning right by the organ and back up the side aisle to the sacristy.
23. After the music is done extinguish the candles on the altar, hang up your alb and cincture.