

## Summary of Altar Server Duties

### Before Mass:

1. **Bells:** Place the bells on the 2<sup>nd</sup> step in front of the altar, near the center.
2. **Missal:** Check with the priest to ensure the Missal is set, and when ready, place the Missal in the sanctuary.
3. **Candles:** Light the candles 10 minutes before Mass starts.

### During Mass:

1. **Procession** – Cross-bearer leads the entry procession to the Sanctuary.
2. **Opening Prayer** (“Collect”) – Book bearer brings the Missal to the Priest.
3. **Candles** – Servers move candles from ambo to altar.
4. **Offertory Procession** – Cross Bearer takes processional cross to vestibule and leads offertory procession back to the altar.
5. **Missal** – After moving candles, Book Bearer places Missal & stand on altar
6. **Prepare the Altar** – Servers present chalices & purificators to the Priest.
7. **Presentation of the Gifts** – Servers go with Priest to front of altar to receive gifts of bread and wine. Server presents wine and water to Priest.
8. **Washing of the Hands** – Servers wash Priest’s hands and bow.
9. **Bells** – Bell Ringer rings bells at epiclesis (once), elevation of Host (three times), and elevation of Precious Blood (three times).
10. **Missal** – During communion, Book Bearer moves Missal and stand from altar to side table (unless Priest prefers Missal stays on altar during Mass)
11. **Water** – After communion, Server presents water to Priest for purifying sacred vessels.
12. **Clear Altar** - Servers assist Priest in clearing the purified vessels from altar
13. **Closing Prayer** – Book Bearer presents Missal to Priest.
14. **Recession** – Cross Bearer leads the procession back to the sacristy.

### After Mass:

1. Extinguish the candles.
2. Return the bells, Missal and stand to the Sacristy.