

## **SJF ALTAR SERVER GUIDELINES**

### **Before Mass**

Servers arrive 15 minutes before Mass begins and sign in on the server sign-in sheet. They are to vest in white albs with black shoes and are to see that the altar candles are lit.

### **Beginning of Mass**

The servers lead the procession into the church. On Sundays, the cross-bearer and two candle-bearers are at the head of the procession, followed by the book bearer (a server carrying the small Sacramentary); on weekdays the servers carry nothing in procession. At the conclusion of the procession (after the priest bows at the foot of the altar), the servers go to their places (on Sundays, the candle-bearers place their candles in the stands on either side of the altar and the cross-bearer places the cross in the sacristy).

The book-bearer brings the small Sacramentary to the priest for the opening prayer (“Let us pray”) and returns to his/her place at the conclusion of the prayer.

### **Gospel Procession**

Before the Gospel, when the priest stands and bows before the altar, the candle-bearers come forward, bow to the altar and take the candles from the stands on either side of the altar. When the priest moves from the altar to the ambo, the candle-bearers accompany him. At the conclusion of the Gospel (“The Gospel of the Lord,” “Praise to you Lord Jesus Christ”), the candle-bearers return the candles to their stands on either side of the altar, bow to the altar and go to their places.

### **Preparation of the Gifts**

After the Prayer of the Faithful (General Intercessions, “Lord hear our prayer”), the servers set the altar with the large Sacramentary (on its bookstand) and chalice. At Sunday Mass, the two candle-bearers and cross bearer will lead the procession of the gifts up to the altar. At daily Mass, one server will come around to the foot of the altar to receive from the priest the parish Book of Prayer Intentions.

One server will bring the cruet of water to the priest as he prepares the chalice. Afterward, two servers will come forward, one with the cruet of water and water bowl, the other with a hand towel, to assist the priest in the washing of his hands. The servers then return to their places.

### **Eucharistic Prayer**

When the people stand for the Eucharistic Prayer (“The Lord be with you,” “And also with you”), the servers approach the steps at the side of the altar; the servers kneel on the first step when the people kneel after the *Sanctus* (“Holy, holy, holy”). When the priest genuflects at the consecration of the bread and wine, the servers remain kneeling and bow their heads.

When the congregation stands at the *Pater Noster* (“Our Father”), the servers stand and remain at the steps at the side of the altar. They return to their places after the priest gives them the sign of peace.

**During Communion**

After the servers have received Holy Communion, one server removes the large Sacramentary with its bookstand from the altar.

**After Communion**

When the priest stands for the prayer after Communion (“Let us pray”), the book-bearer brings the Sacramentary to the priest and returns to his/her place after the conclusion of the prayer.

**Conclusion of Mass**

After the final blessing and dismissal (“Go in peace, ” “Thanks be to God”) the servers proceed to the front of the altar, leaving room for the priest to stand in front of them. On Sundays, the servers carry the cross, two candles and the small Sacramentary; on weekdays, they carry nothing. After the priest comes around and bows to the altar, the servers lead the procession from the church.

**After Mass**

The servers return to the sacristy, bow to the cross, and put everything in its proper place. In all that they do, the servers work quietly and without haste, following all instructions given to them.

**SJF ALTAR SERVER POINT SYSTEM**

Altar servers who properly fulfill the duties mentioned above earn SJF Server Points (SSPs) according to the following table:

serving weekday Mass outside of school hours.....	2 SSPs
serving Sat. morning Mass.....	2 SSPs
serving Sat. evening Mass.....	3 SSPs
serving Sun. Mass.....	3 SSPs
serving funerals or weddings outside of school hours.....	3 SSPs
serving specially-designated Masses (e.g. Thanksgiving, Christmas, Holy Week, Easter Vigil, etc.).....	5 SSPs

SSPs are awarded to any server who actually serves at any of the above-mentioned masses, whether the server is the scheduled server, the substitute for a scheduled server or a volunteer server (a walk-in filling a vacancy created by a server who did not show up for the scheduled assignment).

SSPs are awarded for the academic year (September through May inclusive) and for the summer period (June through August inclusive).

All servers will receive a special recognition at the end of each SSP period (academic year period, summer period) according to the number of SSPs earned over the course of the particular period.