

THE ACOLYTES' GUIDE

Everything You Need to Know About Being an Altar Server



St. Lucy Parish Family

FORWARD

Everyone at St. Lucy Parish would like to first thank you for choosing to become an Altar Server in your parish. The celebration of the Mass is that much more complete, when there are servers to aide in this most important celebration. This guide was created to help you learn what your duties will be and if you are an experienced server may help you remember some of the things you may have forgotten.

rev. 9/2016

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Responsibilities of the Altar Server

Altar servers carry the cross, the processional candles, they hold the book for the Celebrant during the prayers that are not at the altar, they carry the boat and thurible, assist the Celebrant when he receives the gifts of bread and wine from the people, and wash the hands of the Celebrant. Servers also assist the deacon as necessary when one is present.

With the assembly, servers respond to the prayers of the liturgy, take part in the dialogues of the assembly and presider, and also join in singing the hymns.

Servers should be at least 9 years old and/or mature enough to understand their responsibilities and to carry them out well, and with reverence. They should already have received Holy Communion for the first time, and normally receive the Eucharist whenever they participate in the liturgy.

The USCCB (United States Conference of Catholic Bishops) recommends that their formation *"should include instruction on the Mass and its parts and their meaning, the various objects used in the liturgy (their names and uses), and the various functions of the server during the Mass and other liturgical celebrations. Servers should also receive appropriate guidance on maintaining proper decorum and attire when serving Mass and other functions. In the tradition of the church, Altar Servers are vested. This helps prevent difficulties regarding appropriate dress,"* and insures unity of vesture with the other ministers.

General Information: Training & Scheduling:

Servers are required to attend training sessions before being scheduled to serve at Mass. In addition, they should attend updates for all servers. Once a child is trained and willing to accept the responsibility of serving, he or she will be scheduled to serve at the Mass the time the family attends most often. All servers are responsible for finding their own replacement when they are unable to serve at a Mass for which they have been scheduled. The server schedule allows for vacation or away dates, if the dates are provided to the scheduler three weeks before each new schedule is published.

Protocols and Behavior in Church and During Mass:

The following is a guideline to help the servers show respect for the House of God and for the Celebration of the Mass.

You should arrive early enough to take some time before you begin your duties to say some silent prayers.

Altar Server's Prayer

Open my mouth, O Lord, to bless your Holy Name. Cleanse my heart from all evil and distracting thoughts. Enlighten my understanding and inflame my will that I may serve more worthily at your holy altar.

O Mary, Mother of Christ the High Celebrant, obtain for me the most important grace of knowing my vocation in life. Grant me a true spirit of faith and humble obedience so that I may ever behold the Celebrant as a representative of God and willingly follow him in the Way, the Truth, and the Life of Christ.

Amen.

Author Unknown

So Do's and Don'ts

Don'ts

1. You should never run inside the church.
2. When sitting in the Sanctuary during Mass, you should be listening to the Liturgy or watching the Celebrant. There should be no talking. Asking a question about what you may have to do next or about the Mass is okay but that is it.
3. Do not bow if you are carrying the Processional Cross or candles.
4. Do not bow if you are carrying any sacred vessels.

Do's

1. **Before Mass** begins when crossing in the Sanctuary stop, face the Tabernacle and bow at the hip towards the Tabernacle.
2. If you are approaching the Tabernacle, you should kneel on one knee for 3-4 seconds then approach.
3. When sitting in the Sanctuary during Mass, your hands should be on your lap or folded together.
4. Your feet should be flat on the floor (if they reach).
5. When ever you "leave" the Celebrant during Mass you should bow your head.
6. **During Mass** if you need to cross the Sanctuary bow towards the **altar**, not the Tabernacle.

To the Parents of the Servers

Readiness:

Parents are the primary educators and formers of their children in the Catholic Faith and Tradition, and know the readiness of not only their child, but the readiness of the family for the child's commitment to be an Altar Server.

- Does your family pray together?
- Do you participate in Sunday liturgies regularly?
- Is your child interested and attentive at Mass?
- Does he or she pray with the community, sing the hymns and songs?
- Has your child asked about serving?
- If your child ready to take on this responsibility, and will he or she have your full support in that commitment?

The Altar Servers' Dictionary

Understanding the sacramentals used during the celebration of the Mass

During the celebration of the Mass or any service which may be conducted in the church, the Celebrant will use different objects. These objects may be holy water, crucifixes, or candles just to name a few items. These objects are called sacramentals. A fancy definition of a sacramental goes like this:

A sacramental is a sacred sign by which spiritual effects especially are signified and are obtained by the intercession of the Church (Canon 1166). Sacramentals take various forms from blessings to blessed objects. Sacramentals with which we are all familiar are making the sign of the cross (blessing ourselves), holy water (water which has been blessed by a Celebrant), blessed medals, and statues.

In this chapter there will be pictures and descriptions of the many sacramentals, furniture, and vestments used by the servers, Celebrant, deacon, and bishop. Don't be scared by the fancy words, you'll be surprised, with a little practice, how much you will remember. I'll bet your parents or grandparents won't know the names of the some of the things you are about to see.

Sacramental Vessels

The first items we will be seeing are the "dishes" or vessels the Celebrant uses during the Mass. The Mass is broken down into two main parts the Liturgy of the Word and the Liturgy of the Eucharist. It is during the second part of the Mass that we remember the Last Supper. As with any meal you must use dishes and cups right? Well the Celebrant uses dishes and cups also for this special supper. As you will see each item has a special name.

PLATEN



The **Platen** is like a dinner plate. It can be made from any precious material. Some are made from metal that is plated with gold or silver. Some are made from pure gold, silver, crystal or wood. The Celebrant will place the Host or bread on this plate.

CIBORIUM

The **Ciborium** is like a bowl on a fancy stand with a cover. The Hosts or Eucharist that will be given to everyone in the church is kept in here. When there are extra Hosts, the Celebrant will place the Ciborium in the Tabernacle (You'll see a picture of that later.) There are many styles of Ciboriums like the one pictured below.



This is called a Stacking Ciborium.



JASONSANTTOUESANAUCTIONS

CHALICE

A Ciborium with a matching Chalice. The **Chalice** is on the right. This is the cup the Celebrant uses to hold the Precious Blood of Christ during Mass, to remember the one used by Our Lord at the Last Supper. A chalice is usually from 8 to 11 inches in height, with a wide base, a stem with a knob midway, and a cup. The Chalice is made from precious materials just like the Ciborium. An easy way to remember which is the cup and which is the bowl, is to remember, the bowl always has a cover. The cover is to protect the Host inside.



CRUETS



The **Cruets** hold the water and wine which will be used by the Celebrant. You will hand the Cruets to the Celebrant. He will take the Cruet from you and pour the wine and a few drops of water into the Chalice.

FLAGON



There are many different styles of **Flagons**. The **Flagon** is used when the wine will be offered to the people during communion.

LAVABO BOWL



Is the dish used at the preparation of the gifts for the Celebrant who washes his hands before the Eucharistic Prayer. A real washing, and a ritual gesture that symbolizes the cleansing of the sins of all those gathered. The Celebrant will hold his hands over the bowl and the Altar Server will pour water from a cruet over the Celebrant's hands or fingers. There is usually a second cruet for this purpose.

Church Linens

As with any dinner you may use napkins and tablecloths. Here it is no different there are many different lines used by the Celebrant and the Eucharist Ministers. Below is a list of some of the items you may see used during Mass. The dimensions are just a reference

FAIR LINEN

The Fair linen or altar cloth is a hand-hemmed cloth of fine linen that covers the top of the altar and hangs down at each end. It is placed over the cerecloth. It is embroidered only in white, with a cross in each corner and one in the centre, representing the five wounds of Christ, in His hands, His feet, and His side.

CREDESCENCE CLOTH

Cloth of fine linen that sits on the credence table in the sanctuary where the sacramental vessels are kept until carried to the altar for the Eucharist. There is usually a cross embroidered in the center.

PURIFICATOR

A small square piece of linen used to wipe the edge of the chalice as the communion is administered. There is a cross embroidered on one corner.

LAVABO TOWEL

The name is derived from the Latin for *I will wash*. Is a small rectangular cloth used by the Celebrant to dry his hands after the bread and wine have been prepared for consecration. A lily design maybe embroidered on one end. When there is only one Altar Server the Altar Server will drape the Lavabo Towel over their lower arm that holds the Lavabo Bowl. When there are two Altar Servers the server not holding the Water Cruet and Lavabo Bowl will hold the towel for the Celebrant.

BAPTISMAL TOWEL

Rectangular linen cloth used at baptismal services.

CORPORAL

A square piece of linen about the size of a napkin that is placed on the Fair Linen on the altar. The sacramental vessels are placed on this. The corporal has one white or red embroidered cross at the front edge. It is symbolic of one of the Lord's grave cloths.

FAIR VEIL

A large square of fine linen used to cover the sacramental vessels. It usually has a cross embroidered in the centre. Below is a picture of a Ciborium Veil.



PALL



Is a piece of Plexiglas or glass 6.5 or 7 inches square which is covered with white linen. Usually it has a cross or some other symbol embroidered in red in the center. It is placed on the chalice.

Other Sacramentals

ABLUTION CUP



The **Ablution Cup** is the small bowl-like container with a cover filled with water. It is kept next to the tabernacle. It is used mainly by the Celebrant or Eucharistic Ministers to remove any of the precious particles from their fingers after touching a Host.

HOLY OILS AND CHRISMS

The **Holy Oils and Oils of Chrism** are a mixture of oil of olives and balsam, blessed by the bishop and are used by the Celebrant when certain sacraments are given like baptism, confirmation, and anointing of the sick.



ALTAR BELLS

Altar bells are rung during the consecration of the bread and wine. The bells are rung when the celebrant lifts the bread and then when the bread is raised.



CANDLE FOLLOWER



The **Candle Follower** is like a weight that is placed on top of the candle. It prevents wax from dripping down the sides of the candle, (this is not a sacramental.)

CANDLE LIGHTER AND SNUFFER



The **Candle Lighter and Snuffer** is used to light and extinguish the candles. The pointy end has a wick that is moved in and out by a small slide on the side. The wick is lit in the Sacristy and used to light the candles used during Mass. The wick is extinguished by sliding the wick down. The bell shaped end is called a snuffer. It is placed over the flame to extinguish the candles after Mass. Don't blow out the candles. You could blow hot wax all over the place.

CENSOR & INCENSE BOAT

Censer is also called a **Thurible**, and is used in certain Masses, it is a sacred vessel where incense, are burned over lighted piece of charcoal. The cover slides up on the chain so that the Celebrant can put the Incense inside. The cover has holes or slots which allows the smell and smoke from the incense to come out. There is a chain and a finger loop that allows the Celebrant or bishop swing the Censer. The Incense Boat is used to hold the incense which are transferred to the censer with a spoon. You can see the handle of the spoon coming out of the Boat.



CENSOR STAND

The **Censor Stand** is used to hold the Censor and Incense Boat when not in use during Mass. The one shown can also hold the “Holy Water Pot.”



ASPERSORIUM & ASPERGILLUM



Above I called this the “Holy Water Pot” and the thing that looks like a rattle is a “sprinkler.” Together the two items are called **Asperges** and it comes from the Latin word, *aspergere* to wash, or sprinkle. The Celebrant will sprinkle the people with holy water from the baptismal font, as a symbolic cleansing; sprinkling the people with baptismal waters is to remind them of the vows of their own baptism. The Pope uses a large sprig of hyssop (reference to Psalm 51). The usual implement for the sprinkling is called the "**Aspergillum**," and it has a long metal or wooden handle with a hollow metal sphere with many holes in it. The **Aspergillum** is dipped in the "**Aspersorium**," sometimes called the "**Aspersory**," or Holy Water Bucket and holds the holy water.

PYX

The **Pyx** (pronounced picks) is a round box with a hinged cover and clasp. It is used to transport the Holy Eucharist to the sick and those who cannot attend Mass. It is used by the Celebrant or Eucharistic Ministers.



MONSTRANCE



The **Monstrance** or **Ostensorium** is used during exhibition of the Blessed Host. The Eucharist is placed in the center in a special Pyx called a Lunette

SACRAMENTARY

The **Sacramentary** is the book which the Celebrant uses at his chair and at the altar. It can also be called the Missal or (Roman Missal). It contains all of the prayers for the entire year.



CROZIER



The **Crozier** is a large staff that resembles the Shepard's crook and is a symbol of the office of the Bishop. It reminds us that the Bishop is chief shepherd of the flock of Christ in a specific geographic area. When a Bishop visits our parish it will be your responsibility to take the Crozier from the Bishop and return it to him.

PASCHAL CANDLE



The **Paschal Candle** or Easter Candle is the tall (about 3 to 4 feet in length) that is first light during the Easter Vigil. This candle is used during the Easter season, Baptism, and at funeral masses. Note the five nails in the cross symbolizing the wounds received by Christ.

PROCESSIONAL CRUCIFIX



The **Processional Crucifix** is a cross that has the figure of Jesus that is on a long pole or staff. It is carried into church at the head of a procession, as a sign of our faith, and is the basic symbol of Christianity, which reminds us of Christ's passion, death and resurrection. The Altar Server holding the Processional Crucifix doesn't bow at the Sanctuary.

BAPTISMAL SHELL



The **Baptismal Shell** is like a small shallow cup used by the Celebrant to pour water over the heads of those being baptized. Some parents of babies being baptized will bring their own shell and have the child's name and date of baptism engraved on the back of the shell.

ACOLYTES' CANDLES

The candles carried by Altar Servers in an opening (entrance) procession. They can also be used to lead and flank the Gospel when it is proclaimed. They are used by the servers whenever candles are called for in a procession.

CRUCIFIX

Is a cross which has the "corpus" or body of Jesus on it.

INCENSE

Is a substance that gives off clouds of perfumed, sweet smelling smoke when sprinkled onto burning charcoal.

HOST

Is the consecrated bread (wafer) which is the Body of Christ.

Furniture

The furniture used in the church and during Mass also has special names to help identify their use.

ALTAR



The **Altar** is a large table in the middle of the Sanctuary. It is consecrated for the celebration of Eucharist, the table around which the assembly gathers to celebrate Eucharist. In the early church, altars were made of wood and were no different from ordinary house tables. Today they can be made from any suitable material like glass and stone.

BAPTISMAL FONT

The **Baptismal Font** is a large basin or even a small tub used to hold the water used during Baptism. Fonts can come in all different sizes and some can be built right into the floor of the church like a hot tub.



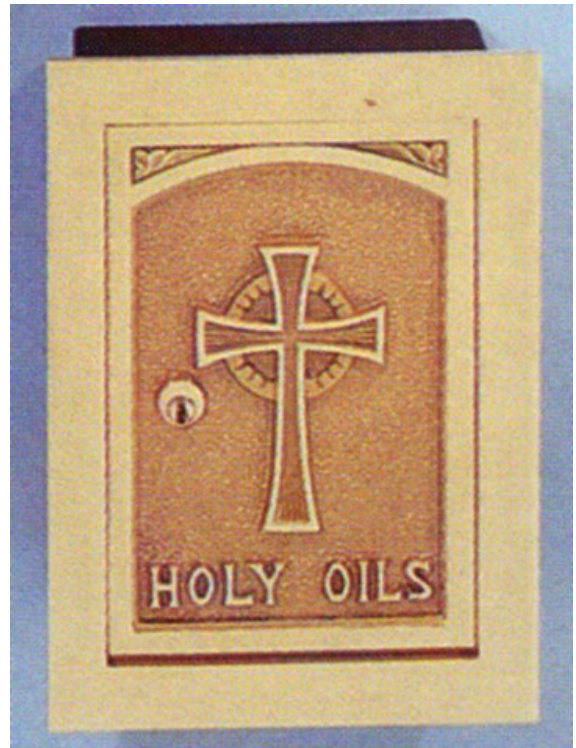
TABERNACLE



The **Tabernacle** is a safe in which the Ciborium containing the Consecrated Hosts are kept. You could consider it the house that Jesus lives in and kept in. The **Tabernacle** should be approached with absolute reverence. If you need to walk by the **Tabernacle** at any time, you should stop, face the Tabernacle, and bow from the hip.

AMBRIE

The **Ambrie** can best be described as being like a safe and is used to hold the Holy Oils.



CEREDENCE

Is a small table for holding the cruets, acolytes' candles, and other utensils required for the celebration of the Mass.

PISCINA OR SACRARIUM

Is a special basin or sink that has a cover and is connected by a pipe directly to the ground. The **Sacrarium** is found inside the Sacristy. The purpose of the **Sacrarium** is to dispose of water used sacramentally, and particles of the consecrated Eucharist by returning these particles directly to the earth from which it came.

PRESIDENTIAL CHAIR

Is the chair on which the presider (Celebrant or Bishop) sits to preside at Mass.

AMBO

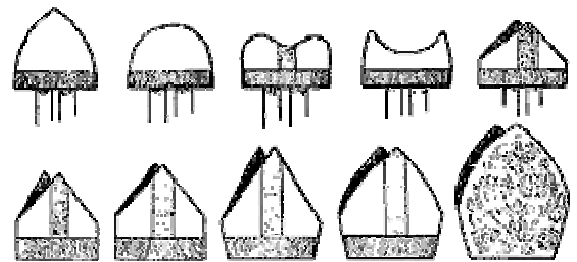
From the Greek word Ambos meaning a "mountain" or "elevation." The **Ambo** is an elevated desk or pulpit from which the readers, deacon and Celebrant proclaim the readings.

Vestments

Vestments are the clothing worn by Altar Server, Celebrant, Deacon, and Bishop

MITRE

A tall pointed hat worn by a Bishop. It is made in two connected pieces and can be folded. It is probably of Roman origin, and its shape and look has changed over the centuries.



Development of the Mitre from the 12th Century to the Present Time

ALB



From the Latin word *albus*, meaning, "white." A long white tunic worn over the Celebrant's everyday clothes as a first layer for the other vestments. It is also symbolic of the baptism garment we all wore. The alb may also be worn by the altar server depending on the design; a cincture may also be used.

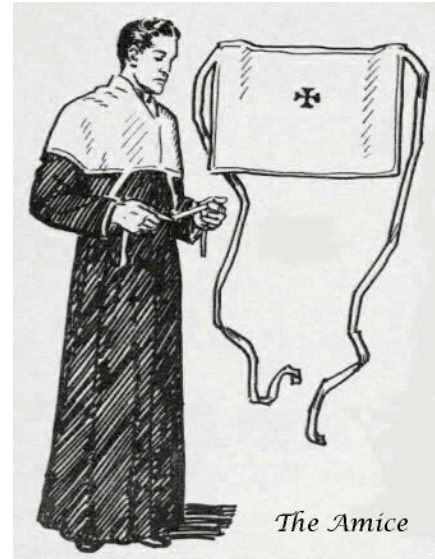
CASSOCK AND SURPLICE



The **Cassock** is the black full length gown with sleeves and the **Surplice** is like the Alb but not as long. It is usually made from white linen or cotton material, with wide sleeves, reaching to the hips or to the knee. The Cassock and Surplice should always be clean and pressed.

AMICE

The **amice** consists of a white cloth connected to two long ribbon-like attachments. It is worn around the shoulders of the Celebrant. Today it is only used by the Celebrant if the alb does not cover the Celebrant's ordinary clothing.



DALMATIC



The **dalmatic** is a long wide-sleeved tunic; it is only worn by a Deacon and usually only during more solemn Masses. Often it will also have two parallel stripes.

CHASUBLE

The **chasuble** is the outermost vestment worn by the Celebrant and is worn over the alb and stole. The Celebrant will wear different color chasuble depending on the time of the year or on certain holidays. The chasuble originated as a sort of poncho.



CINCTURE

Is a rope that is tied around the waist to help to gather or contain the alb so that the Celebrant or server may move more easily. It is also traditionally a garment symbolic of spiritual watchfulness.

STOLE



Is a long narrow band of cloth that is worn around the neck, to show that the Celebrant is celebrating one of the Sacraments. It also shows that the Celebrant has the duty to preach the Word of God.

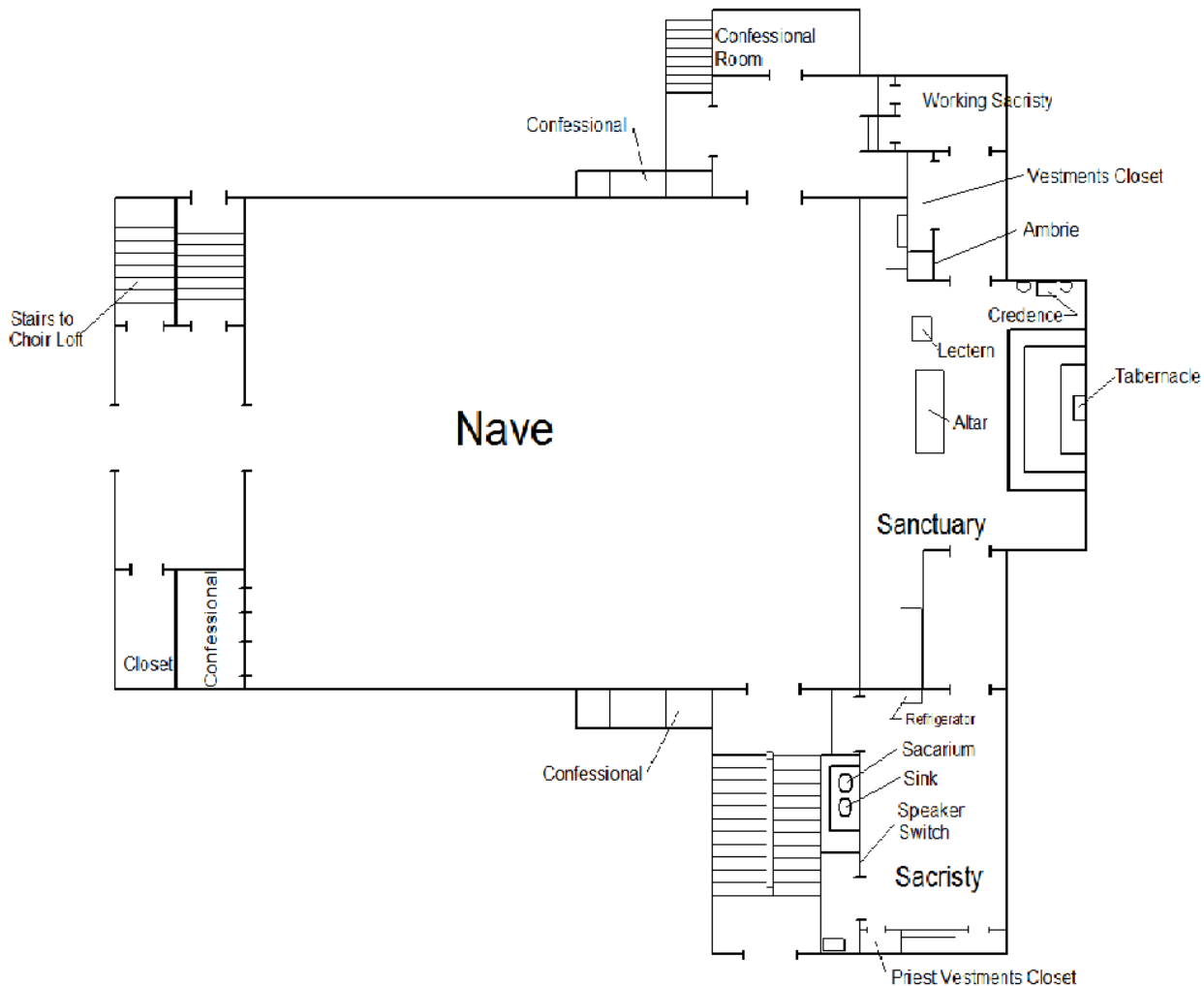
COPE

Is a large, full-length cape, held by a clasp at the front, worn on certain solemn occasions.



Layout of the Church

There are many different rooms and areas in a church. These rooms and areas have names just like the rooms of your home. If your mother tells you to go into the kitchen, you know exactly where to go. If the Celebrant tells you to go into the Nave do you know where to go? Below is a drawing of our church. It shows the names of the different areas and rooms and where some of the furniture is located.



St. Lucy Church Main Level Floor Plan

The Duties of the Altar Server

In this chapter we will discuss your duties before, during, and after the Mass.

Before Mass

You should arrive as least 15 minutes before Mass is scheduled to begin. If you have been assigned an Altar Server to help train or are a trainee then you should arrive 30 minutes before Mass begins. Upon arrival you should put on your vestments. Use the mirror in the Sacristy to adjust yours to make sure your vestments are on properly.

1. Turn on the lights for the church and sacristy if they are not already on.
2. Turn on the sound system.
3. Check Tabernacle:
 - a) To see if there are enough consecrated hosts.
 - b) Put key in lockset of the Tabernacle.
4. Set out the table for the gifts in the center isle.
5. Prepare the gifts for Mass:
 - a) Cruet of water.
 - b) Cruet of wine.
 - c) Platen with small hosts and one large host.
 - d) Ciborium with small hosts when necessary.
6. Place the cruet of water on the credence table
7. On the gift table: place the cruet of wine, the platen with hosts and ciborium if needed.
8. Set out Sacramental Vessels and linens on the credence table:
 - a) Pall (1)
 - b) Purificators (3)

- c) Chalices (3) (one large - two small)
 - d) Corporal (1)
9. Check the Lavabo Bowl and pitcher on the credence table:
- a) Dump any water in the bowl into the sink in the sacristy (DO NOT dump the water back into the pitcher.)
 - b) Add water to the pitcher if necessary.
 - c) Replace Lavabo towel if necessary.
 - d) Replace Purificator near the Ablution Cup if necessary.
10. Light the candles for Mass. These candles should include those near the altar and where the Tabernacle is located. During the Easter Season the Paschal Candle (Easter Candle) should also be lit. During Advent, the candle(s) for the Advent Wreath should also be lit. Check with the Celebrant to find out which one(s).
11. Assist the Celebrant as he may request help to get ready for Mass. During special Masses you may get additional instructions. If you are not sure where something is or what to do **ask**.
12. When instructed proceed quietly to the back of the church to get ready for the procession.

During Mass

1. When instructed by the Celebrant, proceed down the main isle and stand in front of the Sanctuary.
2. Bow and then genuflect when the Celebrant bows and enter the Sanctuary by going on the left side of the Altar. If you are carrying a Processional Crucifix or candles you do not bow and proceed into the Sanctuary after the Celebrant.
3. If carrying the Processional Crucifix, place it in the stand with the Crucifix facing the people and take your seat. If carrying candles place them on their stands or where instructed.
4. After sitting down, just follow the people. Stand when they stand sit when they sit. Keep your hands on your lap or with your fingers folded together.
5. After the all the readings, the homily, and the Profession of Faith, it goes like "*I believe in one God, the Father, the Almighty*" and the Prayers of the Faithful (General Intercessions); leave your chair and begin to set the altar. **Bring the big red book** and the Chalices with Purificators from the Credence table. Place the book on the left side of the Altar and the Chalices in the center. When the Celebrant leaves his chair to receive the gifts from the people go with the Celebrant and stand on the right side of the Celebrant to **help collect the gifts**.

Instructions for One Server

6. Take the wine and water from the Celebrant when offered, and bring these to the Credence table. The Celebrant (Celebrant) will bring the hosts to the altar. (If there are more than three (3) Ciboriums, then return to the Celebrant to help carry the Ciborium to the altar and place the Ciborium on the right side of the altar.)
7. Remove the stoppers from the water and wine cruets and place the stoppers on the credence table.
8. Bring the water and wine to the Celebrant. Make sure the handles of the water and wine cruets are facing the Celebrant.
9. Be ready to hand the wine then the water cruets to the Celebrant.
10. When the Celebrant returns each cruet to you; **bow** then go to the Credence table. (The little table next to you.)
11. Place the stoppers on each cruet.

12. **Get the little water pitcher, the Lavabo towel and bowl ready to wash the Celebrant's hands.**
13. Put the Lavabo towel over your left lower arm and hold the Lavabo bowl with your left hand. Pick up the pitcher with your right hand and get ready to wash the Celebrant's hands.
14. The Celebrant may go and get the basket of money. When he puts the basket down, the Celebrant will now need to wash his hands. When the Celebrant turns towards you, go to him and wash his hands, **gentle pour the water over his fingers**. Then lift your left arm to **offer the Lavabo towel** to the Celebrant to dry his hands.
15. The Celebrant will put the towel on your arm. Bow towards the Celebrant and head back towards the Credence table.
16. Put everything on the Credence table and sit.
17. Just do what the people do for now.
18. During the ***Eucharistic Prayer*** be prepared to ring the altar bells when the Celebrant elevates the Bread (Hosts) and the Wine (Precious Blood.)
19. After the "Our Father Prayer", the Celebrant will say "Let's show each other the sign of peace." Walk towards the Celebrant and shake his hand.
20. Stand back and stand next to the Eucharistic Ministers to receive Communion.
21. Never stand directly in back of the Celebrant, leave an opening so he can go to the Tabernacle and retrieve the Ciborium(s) from the Tabernacle.
22. After you receive Communion, bow to the Celebrant and go back and kneel until Communion has been given to everyone.
23. When the Celebrant and Eucharistic Ministers come back into the Sanctuary stand; go to the Credence table and remove the stopper from the water cruet.
24. The Celebrant will place all of the Hosts into the Ciborium(s).
25. The Celebrant or one of the Eucharistic Ministers will place the Ciborium(s) into the Tabernacle.
26. Keep your eye on the Celebrant and be prepared to bring the water and/or wine cruet to him. (Note: some priests will use wine to sanitize the chalices before using water to purify the sacred vessels. Please ask the celebrant if you are not sure.)

27. You will either hand the water cruet over to the Celebrant or he will have you pour the water over his fingers or he will have you pour the water directly into the Chalice. Practice will teach you what to do.
28. Bow, and return the cruet to the Credence table.
29. Return to the Altar to get the vessels.
30. Take the vessels after the Celebrant gets done cleaning them and take them back to the Credence Table.
31. Have a seat.
32. Stand when the Celebrant says "Let us pray."
33. Stand up and get ready to leave the Sanctuary.
34. After the Celebrant does the Closing Prayer, watch the Celebrant, as he starts to leave the Sanctuary, you follow him.
35. Get the Processional Crucifix and candles (if being used) and take the same place you did before you entered the Sanctuary at the beginning of Mass.
36. Bow towards the Altar as the Celebrant bows. *Note: Do not bow if you are carrying the Processional Cross or candles.*
37. Turn as the Celebrant turns and begin to proceed down the aisle of the church.

Instructions for Two or More Servers

The instructions for two servers are similar as for one sever. The difference is that the duties are divided among the servers. These will be highlighted below.

1. If there are only two gifts (cruet of wine and the platen with the hosts) being brought to the Celebrant then only one server needs to go with the Celebrant to receive the gifts.
2. After the wine cruet has been brought to the credence table and the stoppers removed from the water and wine cruets; then each server should take a cruet into their hand.
3. The servers are to go to the altar and stand on the right side of the Celebrant.
4. Make sure the handles of the cruets are facing the Celebrant. *Note: the cruet with the wine should be closest to the altar and the first to be handed to the Celebrant.*
5. Hand your cruet to the Celebrant when he motions.

6. After both cruets have been returned to the altar servers, bow towards the Celebrant, and take the cruets back to the Credence table. (The little table next to you.).
7. Place the stoppers on the cruets.
8. One server will take the Lavabo Bowl in their left hand and the water pitcher in their right hand.
9. The other server will take and hold the towel.
10. Watch the Celebrant.
11. The Celebrant may go and get the basket of money again watch the Celebrant. When he puts the basket down, the Celebrant will now need to wash his hands. When the Celebrant turns towards you, go to him and wash his hands **gently pour the water over his fingers into the bowl.**
12. The other server will then hand the towel to the Celebrant.
13. The Celebrant will return the towel to you.
14. Bow together towards the Celebrant and head back towards the Credence table.
15. Put everything on the table and sit.
16. Just do what the people do for now.
17. At this point the instructions are the same as one sever. See step 18 above.

After Mass

1. After the procession, the server with the Processional Crucifix will stop and allow the Celebrant to bow and perhaps say a short prayer before the Processional Crucifix before heading back to the Sacristy. If the weather is nice just go outside and go around the church.
Note: At this point there are several things that need to be done, it doesn't matter which server does what or in what sequence.
2. Use the candle snuffer to extinguish all candles. Do not blow them out.
3. Bring all of the sacramental cloths and vessels into the Sacristy and place them on the counter.
4. Fill the wine and water cruets and place them in the refrigerator or get them ready for the next Mass.

5. Clean the sacred vessels using the **Sacrarium** as you were instructed. If there is another Mass, get the gifts and sacred vessels ready. If this is the last Mass for the day, then place the sacred vessels in the cabinet and lock the door.
6. Return the table for the gifts to its place in the center of the isle.
7. Place the soiled linens in the drawer for soiled linens.
8. Remove your vestments.
9. Shut off the sound system if there are no other Masses that day.
10. Shut off the lights if instructed to do so by the priest.
11. Check to see if there are any new schedules or notices for the Altar Servers.
12. Go home.