

St. Joseph Mission San Jose Fremont, CA



Altar Server Training 2006



Procession

- Meet Presidor at back of church.
- One server carries the Cross. Two servers carry the candles. Fourth server follow the candles in front of the lector.
- Order of procession:
 - 1st: Altar server with Cross.
 - 2nd: 2 Servers (Side by Side) with candles.
 - 3rd: Last altar server.
 - 4th: Lector.
 - 5th: Presidor.

Leave at least two arms length distance between you and the person in front of you. You should not be able to reach out and touch them. Get no closer than that all the way up to the front



Procession (continued)

- The cross bearer starts walking when we begin to sing, not when the organ starts to play. Wait until we begin to sing.
- **SLOWLY** walk up to the altar.
- Cross is carried directly to cross holder stand, candles go directly to back corner table. Fourth server waits at the foot of altar and bows with Presidor.
- Should have 2 servers on the ST Joseph side and 2 on the Mary side. STANDING



Liturgy of the Word

- When the Presidor says **LET US PRAY**, altar server closest to **Red Sacramentary**, carries **Red Sacramentary** and holds it so Presidor can open to correct page and read the Opening Prayer.
- Presidor closes the **Red Sacramentary** and server returns the book to its original spot.
STANDING, THEN SIT FOR THE LECTORS



Liturgy of the Word (continued)

- After the lector finish 1st and 2nd reading **ALLEUIA**, usually will be sung by cantor.
STANDING
- Presidor picks up the Gospel.
- Presidor moves to the ambo or to the front of the altar, 2 servers, each bring one candle and stands along side the Presidor.
- Presidor closes the Gospel and 2 servers return the candles to back table. SITTING



Liturgy of the Eucharist

- Ushers begin the collection. SITTING
- Server closest to **Red Sacramentary** carries the book to the altar.
- Server closest to the Chalice carries the Chalice to the altar.
- Server closest to water and altar cloth carries these to the altar (if Deacon is present, hand the water and altar cloth to him).

Liturgy of the Eucharist (continued)

- Do not snap the altar cloth, gently unfold it. Water cruet should be on Mary side and **Red Sacramentary** on the St. Joseph side. Chalice is in the middle.





Offertory

- Near the end of the collection, altar server carries the Cross to the back of the church.
- Wait for parishioners and ushers to pick up the wine cruet, hosts, and money and then **SLOWLY** lead procession to the altar.
- All other servers join the Presidor and wait at the foot of the altar to receive the Offertory gifts.



Offertory (continued)

- Presidor will hand the host and wine cruet to the altar servers. Servers carry these to the altar.
- When the Presidor is finished pouring water into wine, retrieve water cruet, wine cruet, and take back to the table. SITTING



Consecration

KNEELING ON THE LOWEST STEP

- The Presidor says **PRAY IN THE WORDS OUR SAVIOUR GAVE US.**
- Get up and join hands with the Presidor, recite the Lord's Prayer.
- Shake hands at the Sign of Peace.
- Receive communion and leave room for Presidor to move around the base of the altar.
- After you receive communion, go back to your seat and pray for at least one minute.



Communion

SITTING

- During Communion, Clear the altar.
- Clear the altar cloth (carefully fold the cloth, do not shake it).
- Return the empty trays to the table.
- Return the **Red Sacramentary** to the Presidor's chair.



Closing

STANDING

- The Presidor says **THE MASS IS ENDED GO IN PEACE.**
- Altar server carries the cross to the front of the pews.
- All altar server goes to the front of the pews.
- Presidor comes over to the middle.



Closing (continued)

- Presidor bows and then turns around to leave.
- **SLOWLY** leave the way you came.



The Faith Community of ST. Joseph Catholic Church

Servers

- Serving at the altar is always maintaining an attitude of honor and respect to God. We are there to pray and give God worship. Everything we do is aimed at this important end.
- Show honor and respect for the Mass, the priest, and the other liturgical ministers by being on time. **Be in church at least 15 minutes before Mass.**
- Show honor and respect for yourself by good grooming and appropriate attire. Find an alb that fits.
- Show honor and respect for your fellow servers by hanging up your alb or putting away others that are out of place.

Servers (continued)

- Show honor and respect for the people assembled for prayer by not drawing attention to yourself by unnecessary talking, fidgeting, smiling, sloppy posture, etc... Look like you want to be there. Pray.
- Always get a substitute, when you cannot be there as scheduled.
- Serving at the altar is an honor, not a right. Always conduct yourself in a way that commands respect.

***As each priest has individual ways of celebrating Mass, all the cues are to be different. So watch out and be alert.*

***Serving well helps everyone to celebrate Mass better.
Remember that you are serving Almighty God at each Mass.***

Parents

- Thank you for volunteering your kids to serve at the altar of the Saint Joseph Catholic Church. As altar servers, they play an important role in the celebration of Holy Mass, and are a valuable asset to the priest and the parish community.
- An Altar server must attend every Mass they are scheduled for. If for some reason the server cannot attend the assigned mass, it is your's responsible to find a replacement.
- Sign up one month in advance in Sacristy, put a note in the margin if you know you are unavailable .
- Schedule for upcoming month available by last week of current month or at <http://saintjosephmsj.org>