



St. Louise Parish

141 156th Ave SE, Bellevue, WA 98007
(425) 747-4450

Who can serve as an altar server: Registered parishioners who in 4th grade or above

Commitment: Maintain schedule availability in MSP and attend all trainings. When scheduled to serve, arrive at least 30 minutes early.

If you are unable to serve as an altar server when you are scheduled on MSP, complete the following steps

- 1 request a sub in MSP
- 2 Notify your ministry coordinator right away using the contact altarserveradmin@stlouis.org or MaryH@stlouiseschool.org.
- 3 Contact other servers on MSP to work to replace you for the time you're supposed to serve.

Altar Server Instructions

- **Arrive AT LEAST 30 minutes early.**
- Light sanctuary candles 10 minutes before Mass.
- **Agree which server will be the bell ringer during the Eucharistic prayer.**
- Wait until the priest is ready to pray.
- After prayer, cross bearer (server #3) gets the cross, while servers #1 and #2 get their candles.
- All move to the center aisle. Servers #1 and #2 line up behind the cross bearer and wait for Mass to start.

Beginning of Mass (Introductory Rites)

- Cross bearer begins processing after the entrance antiphon. (There will be a quick pause in between the antiphon and the hymn.) When this "second" song starts, **that is the cue to start processing forward.**
- Servers #1 and #2 follow about five pews behind the cross bearer, carrying their candles.
- The cross bearer then moves to the left and waits at the bottom of the stairs making sure that there is space for the Priest. The other servers will wait to left of the cross bearer and the right of the priest.



St. Louise Parish

141 156th Ave SE, Bellevue, WA 98007
(425) 747-4450

- All Servers holding an item bow their heads when the priest/deacon genuflects. All servers not holding an item genuflect.
- The cross bearer then places the cross in the stand to the left of the altar, while servers #1 and #2 place their candles in the stands to the left and right of the altar.
- All three servers will walk down the stairs and line up TOGETHER at the bottom and bow towards the Altar.
- All three servers move to their spots, participating in Mass parts.

Preparing the altar/ presentation of the gifts (Offertory)

- When the offertory song begins, the Server 1 and Server 2 prepare the altar while. Server #3 takes the cross from the altar and goes down the center aisle waiting at the back for Servers 1 and 2 to finish setting the table.
- Servers #1 and #2 prepare the altar by first placing the corporals in the center of the altar and to the far right, the red cross needs to be at the bottom. Make sure that when you adjust the corporal you refold and change it to the correct way.
- Servers then place the whole setup of pall, patent, purificator, and chalice to the right of the main corporal. They continue to place the ciboriums on the corporal on the right and the low-gluten host basket if any.
- When Servers #1 and #2 finish, they walk down the stairs, bow to the altar and return to their spots.
- Servers #1 and #2 then sit down and wait for the deacon and/or priest to walk down the sanctuary and stand on either side of them.
- Server #3's cue to begin processing up the aisle with the crucifix for the presentation of the gifts is when the presider walks down the steps to the floor to receive the gifts and the gift bearers are ready.



St. Louise Parish

141 156th Ave SE, Bellevue, WA 98007
(425) 747-4450

- After taking the gifts and setting them on the altar, two servers will immediately prepare the water, lavabo (bowl) and towel for washing of the hands. **Their cue to come forward will be when the priest bows after raising the chalice.** One server will have the lavabo and towel draped over their arm, while the other will pour the water over the priest's hands into the lavabo with presenting handle facing out. The last server will take the bottle of wine (cruet) down from the altar and place it on the credence table after the priest pours it in the chalice.
- Lavabo bowl goes to the credence table; pitcher remains on altar support table

Ringing the bells during Eucharistic prayer:

After the "Holy, Holy" (a/k/a/ Sanctus) the servers will kneel.

- Servers are to decide **before** Mass which of them will ring the bells.
- **Ring the bells gently** – don't make them clang!
- **Three Bell Ringing Cues:**
- **1st cue, when the priest places BOTH hands over the gifts, the server rings the bells ONCE.** (Note: the priest will make the sign of the cross over the gifts before or after – if you see just one hand over the gifts, don't ring the bells!)
- **2nd cue, when the priest lifts the host after saying "...which will be given up for you," ring the bells 3 times clearly, with a quick pause between rings.**
- **3rd cue, when the priest lifts the host after saying "...in memory of me," ring the bells 3 times clearly**
- Server places the bells down **slowly** (so they don't chime) when finished.

Clearing the altar/final procession: (Distribution of communion)

- Servers wait at their seats for the priest or deacon to purify the vessels. The deacon or priest will place the cleaned vessels on the right side of the altar



St. Louise Parish

141 156th Ave SE, Bellevue, WA 98007
(425) 747-4450

and servers will come up one a time to bring the vessels to the credence table (the small table next to the servers).

- **After the servers hear “Thanks be to God” from the people, that is their cue** to line up at the bottom of the steps. The cross bearer immediately grabs the cross, while the other servers take their candles.
- All line up as in the beginning of Mass, cross bearer on the far left with the candle bearers next to him/her to the right.
- All bow their heads, while the priest (and deacon, if present) genuflect.
- Cross bearer leads the procession down the aisle, servers #2 and #3 maintain three feet distance. Cross bearer moves to the right, placing the cross in the stand while the other servers place their candles into their spots in the server room. You are finished!

Things to remember:

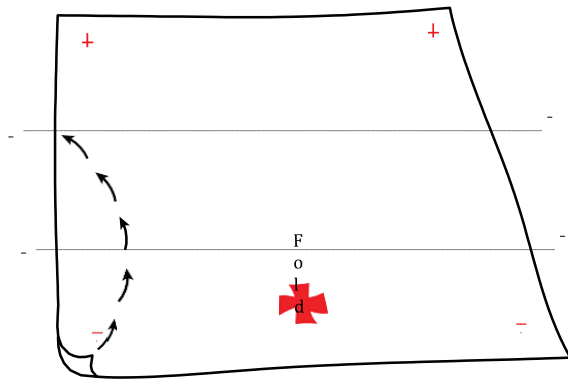
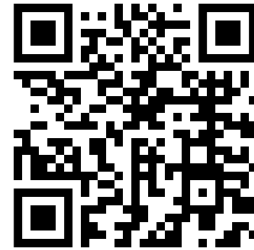
- **You are a model to the community!**
- **Pray the parts of the Mass.**
- **Keep hands folded when not carrying something.**
- **Walk calmly, never run.**
- **Wear appropriate clothing and shoes (goal is to not distract the assembly).**



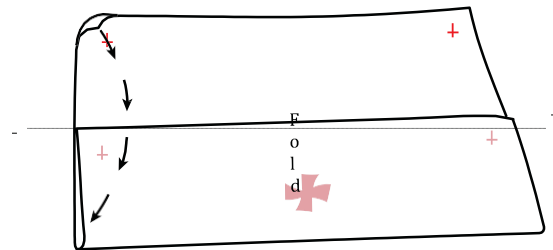
St. Louise Parish

141 156th Ave SE, Bellevue, WA 98007
(425) 747-4450

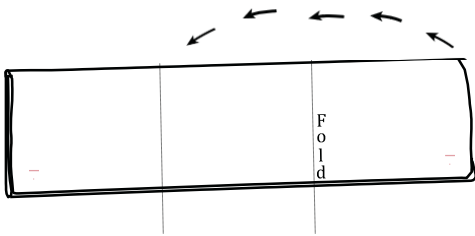
How to fold the corporal:



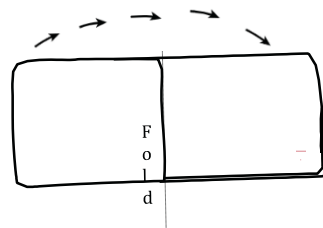
1. Fold bottom third up



2. Fold top third over bottom



3. Fold right third to left



4. Fold left third to right