

ALTAR SERVER CHECKLIST

Before Mass

- Arrive 15 minutes (or more) early
- Sign In (more important than you think)
- Put on Your Alb and Cincture
- Light the Candles (4 on Altar with Candle Lighter/Snuffer, 2 Gospel Candles with Hand Lighter)
- Replace Candles if Necessary
- Tray up the Cruet, Bowl, Towel (and Chalice if Father Dillon hasn't put it on the Altar)
- Take Gifts (Bread and Wine) to the Table in the Commons

As Mass Begins

- Set Gospel Candles on Commons table (Don't tip or spill candle wax)
- Retrieve Processional Cross

During Mass

- Process, staying in line with your partner, Bow in unison
- Listen to bring the Missal to Father at the introductory "LET US PRAY"
- If there are candle bearers, the candle bearers carry the Candles to the Ambo when the Alleluia Starts. If there are no candle bearers when the Alleluia Starts the Altar Servers should do so.
- Process with Gospel Candles to meet and lead gifts. Start right when the offertory Song starts.
- Set Altar (Water/Chalices).
- Receive Gifts as Deacon/Father direct.
- Bring Father towel and bowl assist in hand washing as directed
- Ring Bells at "**given up for you**" and "**in memory of me.**"
- Bring communion bowls to Altar after the "Our Father"/Sign of Peace.
- Clear Altar as directed after communion

After Mass

- De Alb First
- Return Cross and Extinguish candles
- Return Incense to Sacristy if Used
- Turn off Lights in Alb Room

Vocabulary

1. Sanctuary – The Sacred space in which we worship.
2. Sacristy – The room where the priests dress and the sacred vessels are kept.
3. Server Room – The room where the servers dress
4. Roman Missal – The book of daily prayers the servers present to father throughout the Mass to lead the congregation through the church year.
5. Lectionary – The book the daily readings of scripture are kept in.
6. Book of the Gospels – the book of only new testament scripture (the Gospels) the Deacons process with.
7. Alb- the servers' robe
8. Cincture – the rope the servers belt their robe with
9. Corporal – the small white cloth placed on the altar beneath the vessels the priest uses in consecration
10. Purificator – the small cloth the priest and EMHC's use to clean the chalice lip between Eucharist recipients.
11. Towel – a towel for the priests hand washing ritual
12. Cruet – the small pitchers used for water and wine in the mass
13. Finger Bowl – the bowl the priest uses to purify his hands
14. Pitcher – a larger vessel for wine in two species masses
15. Tray – a means of carrying the service objects to the credence table
16. Chalices – Golden Cups for the Blessed Sacrament
17. Bowls and Ciboriums – More Golden Vessels for the Blessed Sacrament
18. Tabernacle – the resting place for the Blessed Sacrament between Masses
19. Altar – the table of communal sacrifice and consecration at Mass
20. Ambo – the place from which scripture is read
21. Presider and Deacon Chairs – the chairs our priests and deacons sit at
22. Credence Table – the tables on either side of our altar space for use during Mass
23. Welcome Table – in the gathering area where we set the gifts before mass
24. Sacristy Cart – A wooden cart to help move Consecration Materials in and out of the Sanctuary
25. Processional/Gospel Candles – the small candles we process in and out of the sanctuary with, and accompany the gospel with.
26. Paschal Candle – the large Easter candle
27. Gift Baskets- Baskets used in our offering