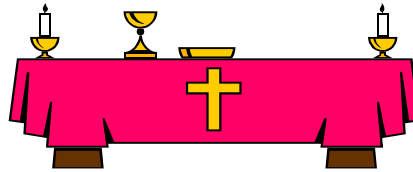


## **St. Michael Church**

### **Altar Server Handbook (revised 11/4/2021)**



These are the things that you need to know:

- Altar Servers are wearing albs (robes) with a cross. The length of the alb should be mid-calf. Altar server are NOT to wear shorts, gym shoes, no flip flops, or jerseys under their albs. You can wear sandals if they have a back ankle strap.
- The Archdiocese of Chicago has mandated that everyone in church must wear a mask. When this mandate changes, you will be notified by email.
- Arrive 20 minutes early.
- Go to the Minister's Room and sign in.
- Get an alb and a cross from the Altar Server Closet and put them on.
- Go to the hallway between the church and the chapel and wait for direction from the priest, deacon and/or sacristan.
- One server will carry the cross and the other two servers will carry the candles. You will go to the Narthex and wait for the cue from the priest or deacon as to when to begin to process into the church. Please keep about 3 to 6 feet between the cross server and the candle server during the procession. Remember do not walk too fast, always remain reverent. After processing in, return the cross and candle to their holders in the hallway. Take your seat in the Altar Server pew.
- One server will join the priest & deacon (if there is one) in front of the altar to collect the gifts (water, wine & hosts) from the Gift Bearers. The priest will go up the stairs on the right of the altar, and the server will go up the stairs on the left of the altar. The server will hold the water and wine until the priest takes them from the server. When the priest gives the server the water and wine back, the server is to place them on the tray on the table next to the altar. Then the server returns to their pew.
- Two servers will help with the handwashing of the priest during the preparation of communion. You will go into the Sanctuary after the Gifts (bread & water) have been brought up the Priest & Deacon. You will wait in front of the tabernacle. When the priest is ready for the handwashing, he will turn to the servers. The servers will go to the priest for the handwashing, once done the servers return the handwashing supplies to the credence table then return to their pew. If you are not certain when to go up, the Sacristan will let you know.

- One server will ring the bells during the consecration of the host and wine. You ring the bells three times for each. Wait for the priest to raise the host and wine in the air before you start ringing the bells. If you are not certain when to go up, the Sacristan will let you know.
- The Usher/Greeters will let you know when you are to go up for communion.
- At the end of mass, when the priest or deacon says, "go in peace", you will go to the hallway to get the cross and candle. Go to the 4th pew (cross server) and 2nd pew (candle servers) turn around and face the altar. You will wait for the priest and deacon to come down from the altar, when they turn around and face you, you will **bow or nod your head in reverence to the tabernacle**, then turn around and begin processing out of the church. Remember do not walk fast. Once in the Narthex, return the cross and candle to the holders. Return your cross to the Altar Server closet.
- On the day you serve if you have any questions ask the Sacristan. They are there to help you. They will be sitting in the pew directly behind you.
- Currently, the schedule is made on a month to month basis due to the pandemic.
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