

# LITURGICAL DIRECTIVES FOR ALTAR SERVERS

Corpus Christi University Parish

September 2008



## Introductory Rites

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- Lead the procession to the altar during the gathering song, and carry the processional cross when it is used (Advent-Christmas / Lent-Easter). When approaching the altar, move to the left and bow with the presider in reverence. Only bow your head slightly if you are holding the processional cross. Proceed to the seat next to the credence table and stand there (take the processional cross to its stand before proceeding to your seat, if it is being used). As the gathering song ends the presider will hand you his hymnal; place it on the credence table.
- During the moment of silence following the Sign of the Cross, hand the presider the *Sacramentary* (large red book). Receive the *Sacramentary* back from him before the singing of the Gloria. As the Gloria concludes, give the presider the *Sacramentary* again and then receive it back after the collect (opening prayer) and place it on the credence table as the assembly is seated to listen to the Sacred Scriptures.

## Liturgy of the Word

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- Hand the presider the *Sacramentary* when he rises to lead the profession of faith (creed).
- As the creed draws to a close, receive the *Sacramentary* back from the presider and hand him the sheet of paper with the Prayer of the Faithful (intercessions). He will hand it back to you before he sits down.

## Liturgy of the Eucharist

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- As the offertory song begins, an usher will bring a basket to the presider so he can insert his envelope. Remain seated until the usher has moved on.
- Take the corporal (folded, square-shaped white cloth) to the altar and unfold it. Also take the *Sacramentary* and place it on the left side of the altar.
- Go back to the credence table and bring no more than two of the communion cups with purificators (white wiping cloths) at a time to the altar, arranging them neatly on the right side of the table. After the cups have been placed on the altar, proceed back to your seat and be seated momentarily.
- The presider receives the gifts and prepares them at the altar. As he finishes pouring the wine from the flagon into the communion cups, go to the altar, receive the empty vessel, and remove it to the credence table.

- At the credence table, pick up the glass bowl and white towel and go to the presider. Pick up the smaller flagon of water from the altar and pour water over the presider's hands as he places them over the bowl. He will take the white towel from your wrist to dry his hands and will then stick the cloth into the bowl or place it back on your wrist. Remove the bowl, flagon of water, and towel to the credence table and be seated.
- During the sign of peace, take the ciboria (silver communion bowls) from the credence table and spread them out on the left side of the altar. Close the *Sacramentary* and remove it to the credence table. Stand at your seat.

## Concluding Rite

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- The presider may or may not need the *Sacramentary* for the prayer after communion. Following the prayer after communion, receive the *Sacramentary* back from the presider if he used it, and hand him the sheet of paper with the weekly announcements. As he concludes the announcements, he may hand the sheet back to you or lay it on the credence table himself. Hand the presider his hymnal as the closing song begins.
- Go with the presider to the front of the altar during the closing song. If you carried the processional cross in, retrieve it at this time and carry it out. Stand facing the altar (just like during the gathering song), and bow when the presider bows (again, only a slight bow of the head if holding the cross). Turn around and lead the procession out of the worship space via the main aisle.