Altar Servers' Tasks

**Before Mass**

+ Get dressed
+ Wash Hands
+ Decide who will fill which role (see legend)
  ++The most experienced server **must** be the Altar Setter
+ Ask Father if the Roman Missal is ready
+ Carry Roman Missal to its holder by Father's chair
+ Light Candles by ambo
+ Remember, your goal is to help the community be as focused as they can be on the **Eucharist**.

**Legend**
- Green: Anyone or Everyone
- Red: Book Bearer
- Blue: Bell Ringer
- White: Altar Setter

**During Mass**

+ Entrance Procession (Crucifer, turn around and look at priest, wait for signal)
+ Hold the Roman missal for Father when he says, “Let us Pray”
+ Quietly follow the readings in your missal and listen to the homily
+ Prepare the **Altar** (**Chalices, Corporal, Water Cruet (see picture)**) / carry the Missal to the altar
+ Light the Candles around the altar
+ Receive the gifts with Father (After receiving the gifts, everyone bows together to the altar)
+ After Father has poured the Wine, take the empty wine jug and place it on the credence shelf
+ After Father has mixed the water and wine, take the water and put it on the credence shelf
+ Wash Father’s hands (pitcher on right, bowl in middle, towel on left. Lined up on the right side of the step)
+ Ring bells when Father places his hands over the gifts and each elevation (1, 3, 3)
+ Give Father a sign of peace
+ Give Father the two extra ciborium
+ Receive communion
+ Return the book to the holder by the chair
+When Father comes back from giving communion, bring the water cruets to the altar
+ Stand at base of step ready to take the chalice, cloths, ciborium, and water from the altar
+ Return to your chair
+ Hold the Roman Missal for Father when he says, “Let us pray”
+ When Father says “Let us go in peace,” go to get the candles and cross
+ Process out with cross and candles
+ Reverence the cross with with Father and the other ministers

**After Mass**

+ Put out candles
+ Return books to sacristy
+ Neatly hang all garments back in their place