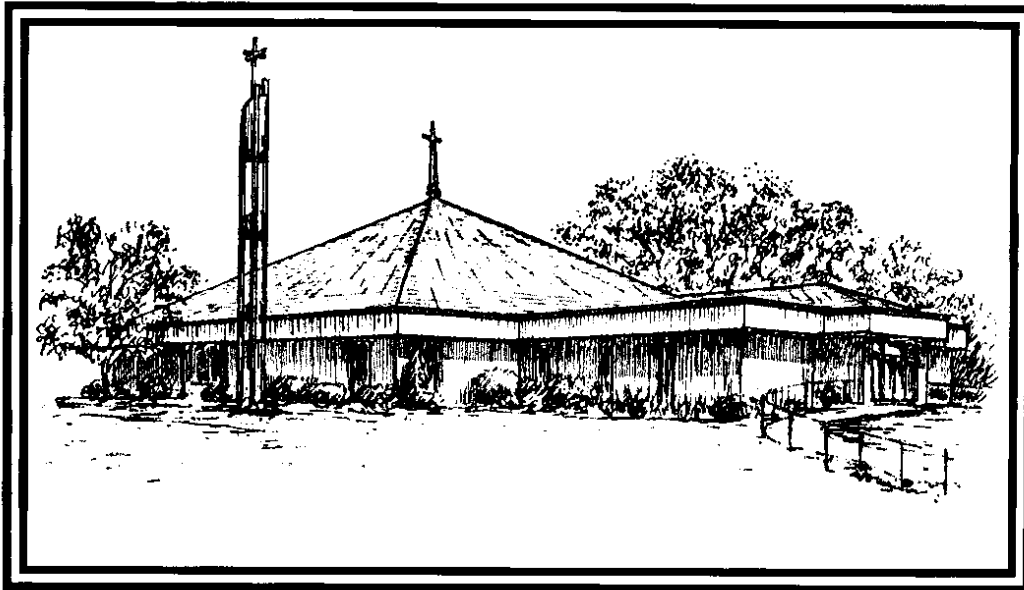


*Christ the King  
Catholic Church*

**Altar Server  
Training  
Guide**

*Dear Lord Jesus, thank you for calling me to serve you at your Holy Altar during the celebration of the Eucharist. I know that the priest takes your place when, together with your people and in the name of the Church, he makes present again your Passion, Death, and Resurrection. Help me to carry out my role in this memorial of the Last Supper with dignity and precision and with full interior participation. Let me so remain united with you on earth that I may one day share your glory in heaven.*



Thank you for being an Altar Server at Christ the King Catholic Church. Assisting at the Altar of God is a true privilege. This booklet will hopefully help you be more comfortable with the procedures at CTK.

Dear CTK Altar Server,

For centuries, young people like you have been an integral part of the Mass. It's not an easy job. As an altar server, you'll sometimes have to rise early in the morning. Other times you'll have to stay up late at night. Some days you'll have to do both. Your duties as an altar server will involve everything from assisting the priest with his vestments, to lighting candles, carrying the books used at Mass, handling incense, and saying prayers.

Your most important role is that of prayer leader. Many people think of prayer as a one-way conversation with God, but it is actually a two-way conversation—one that requires active listening on the part of those offering prayers if they are to receive the answers they seek. As an altar server, you will help them listen. Nothing you do will be a distraction to those who are trying so hard to hear. You will help the service flow smoothly so that the congregation can concentrate on all the wonderful sounds surrounding them: the music, the priest's prayers, their own prayers, and the words of Scripture that are read aloud. With your help, their time of worship will be more meaningful and more deeply felt.

Responding is another essential element of prayer. At Mass, the congregation responds through prayer and song, giving praise and thanks to God for all the great things He has done. Unless the task you are performing at the moment makes it impossible, you will be responding along with everyone else, praying and singing whenever it is appropriate. When people see you participating so actively in the Mass, they will feel more comfortable about joining in themselves.

As you can see, you have an important leadership role in the celebration of the Mass. Please use this guide to help you prepare for Mass. Remember, if you have any questions, you can ask Father before Mass. If you are unsure during the Mass, just watch the priest, as he will guide you through your problem areas.

Thank you for your gift to our parish. You are truly a servant of God.

# Altar Server Instructions

## Preparation / Procession

- Arrive at least 10 minutes before Mass in case of any special instructions.
- Be properly dressed for Mass. Even though you are wearing an alb, dress shoes should be the choice of footwear.
- Circle your name on the sign-in sheet.
- Put on the proper sized robe; the bottom of the alb without the rope should just barely touch the top of your shoes.
- After you are vested, stand in the lobby next to the confessional door, or in the church against the back wall.
- When the priest is ready, line up in a triangle pattern.

Server A

Server B

Cross-bearer

- Walk at a slow, but steady pace. Take your time and do not rush. Keep hands folded and up above your waist.
- When you reach the end of the isle, stop and genuflect slowly, touching your right knee to the ground. The cross-bearer just solemnly bows their head.
- The cross-bearer places the processional cross in the stand, being careful to have Jesus facing forward. Then return to your seat with the other servers.
- While the cross-bearer is going up the steps, servers A and B walk to side pew and remain standing
- When Father says, "Let us pray," bring the book to him, being sure not to rush. When Father is finished, place the book on the credence table and return to pew.
- Do not sit down until all servers are at pew. Sit down together.

## Liturgy of the Word

- When we stand to sing the Alleluia, servers A and B walk up to the ambo after the priest or deacon picks up the Book of Gospels. Meet him at the ambo. Do not arrive before him or walk in front of him. Stand straight, don't lock your knees, and keep your hands folded above the waist.
- After the Gospel, go back to the pew and all servers sit down together.
- After the homily, during the Creed, (We believe in one God...), bring the book up to Fr. Bob, but you do not need to bring the book to Fr. Peter. After Fr. Bob finishes the prayer, bring the book to the Altar.

## **Liturgy of the Eucharist**

- After the petitions, when all are sitting down, the book holder places the book on altar. Server A places the chalice (large cup) on the altar, and server B places the two small cups on the altar. When done, go back to pew together and sit down.
- When the priest or deacon goes to get the gifts, servers A and B go with him.
- If you are handed the ciborium (plate) of hosts, bring it to the altar immediately and give it to the priest or deacon.
- Go the side table and bring the water and wine to the priest.
- After the cruets are given back to you, go back to the side table. Server A picks up the water and the bowl, and B picks up the towel. Walk together to the altar for the washing of the hands. After the priest washes his hands, you return the water, bowl, and towel to the side altar and go sit down.
- After we sing the Holy, Holy, Holy... you kneel on the first step in between the piano and the ambo, and remain there until the Our Father when you stand. Remember; if you are feeling weak, or dizzy, go sit down in the pew.
- During the Sign of Peace, line up behind the Altar and wait there until you receive communion.
- After receiving communion, the cross-bearer removes the book from the altar and puts it on the shelf of the side table. After this, all servers go to their pew and sit down together.
- After communion, watch the priest, as he will need the water to clean the cups.
- As each item is cleaned, come up and take the clean vessels to the side table and be seated. The altar should be empty when done.

## **Closing Rites (same for both priests)**

- After communion, when the priest says, "Let us pray..." the cross-bearer brings the book to the priest. And then when he is finished, put the book back on the side table and pick up the cross. Wait until the cantor announces the closing song and start to go to the center aisle.
- All three servers meet in the center aisle, leaving room for the priest and deacon. Genuflect slowly, touching your right knee to the ground (cross-bearer solemnly bows head), when Father bows, and walk slowly, but steadily down the aisle to the sacristy.
- After the singing stops, go remove everything from the side table except the book, bowl, and large towel, and take them back to the sacristy.
- Thank you for serving at the altar!