

## Altar Servers Cheat Sheet - Low Mass

Activity	Rubric or Movement
Entrance Procession	Cross Bearer x 1, Candles x 2(side by side), Acolyte, MC, Father
Veneration of the Altar	Form up, Cross Bearer in front of the chair, candles lined up in front of the altar in line with the altar candles, acolyte on Father's left, MC on Father's right. <b>All genuflect</b> when Father does, accept Cross Bearer and Candle Bearers
Greeting, Kyrie & Gloria	Candle bearers and acolyte to ambo side, Acolyte by Ambo ready to usher the reader, candle bearers at rear, tabernacle-side pew. Book bearer, MC and Cross Bearer to Chair side, Cross put up on hooks, book bearer stands ready
Collect	"Let us pray" Book bearer opens the small missae at the red ribbon, bows and presents for Father to read. "We ask this through Christ Our Lord" Book bearer bows and retreats. All servers it. Acolyte moves to collect lector
1 <sup>st</sup> Reading	Acolyte brings up the reader and adjusts the microphone and for the lector. Mic to sit above the upper lip of the reader
Responsorial Psalm	If sung the reader is brought to the side OR if there are two readers the 1 <sup>st</sup> reader is taken down by the Acolyte. If not sung the lector then reads the psalm
2 <sup>nd</sup> Reading	If there is a second lector the 1 <sup>st</sup> lector is taken down by the Acolyte and the second reader is brought up, as per above. If the acclamation is not sung the lector reads the acclamation after which he or she is taken down by the acolyte after the lectionary has been removed from the ambo in readiness for the Book of the Gospels. At the beginning of the acclamation all servers stand, candle bearers move to the top step, in front of the altar in line with the altar candles
Gospel	When Father is ready the candle bearers face the ambo and move in procession to either side of the Ambo, the Acolyte moves to be ready behind the ambo to collect the Book of the Gospels from Father. Candle bearers do not bless themselves for the Gospel
Homily	"This is the Gospel of the Lord" "Praise be to you, Lord Jesus Christ" Acolyte collects the book of the Gospels with open arms, bows to Father, turns and bows to the tabernacle and returns the BOTG to the sacristy shelf. He then sit in the sacristy so as not to distract from the homily, candle bearers modest bow and return candles to credence table
Creed	Once Father begins the Creed all servers stand, remembering to profound bow at "...he was made man..." Book bearer should have the book of collects ready and open at the yellow ribbon for Father, remembering to bow before raising the book against his or her forehead
Prayers of the Faithful	At the "we believe in one, holy, Catholic and apostolic Church" the acolyte moves to the ambo, puts up the POTF and goes down to collect the lector. Father reads the opening remarks and then the lector starts. Whilst the lector is reading the book bearer lowers the book of collects, once the lector starts the 4 <sup>th</sup> POTF the book bearer raises the book in readiness for Father's closing remarks
Offertory	After Father's post POTF remarks the Acolyte takes the reader back down to the base of the sanctuary and the MC brings across the Chalice, any pix and any ciboria on the credence table. The candle bearers move to the base of the sanctuary, <b>genuflect</b> and walk down to bring up the offertory congregants <b>HANDS JOINED</b> . The MC lays out the corporal, Chalice, and the Missae and the Acolyte makes ready the water cruet. Offertory servers assist Father in bringing the gifts to the altar with the ciborium going straight to the RIGHT side of the altar (ambo side) and the wine going to the credence table. Book bearer moves to the ambo side and assists the acolyte with wine and water and washing of the hands. Remembering to bow before offering the vessels and after. The two candle bearers leave immediately after offertory, genuflecting to the tabernacle to do torches from the rear.
Sanctus	"Holy, Holy..." torch bearers move down the nave with the torches <b>WOOD to WOOD</b> and the acolyte, MC and book bearer get ready to kneel ensuring a bell ringer is selected
Consecration	At the conclusion of the Sanctus all servers kneel, the bell ringer rings one bell at the invocation of the Holy Spirit (when father extends his hands over the sacred vessels), three bells at each of the major elevations. Servers are to profound bow in reverence of the true presence after each major elevation when Father genuflects.
Invocation of Holy Spirit	One bell
First Major Elevation	Three bells, profound bow – Elevation of the Host
Second Major Elevation	Three bells, profound bow – Elevation of the Chalice
Doxology	"Through Him and with Him and in Him..." at the conclusion all servers stand, torch bearers stand, modest bow and retreat down the nave back to the sacristy, genuflecting to the ALTAR upon returning Our Lord is most present now on the altar)
Sign of Peace	At the beginning of the Sign of Peace all servers modest bow to Father, then one sever moves to sanitise Father's hands, one hands Father the open ciborium and the Acolyte moves to the Tabernacle to remove the Blessed Sacrament. Before removing the Blessed Sacrament the

	acolyte is to <b>genuflect</b> NOT bow to the Tabernacle
Agnus Dei	"Lamb of God you take away the sins of the world..." All servers get ready to kneel, acolyte and MC moves to Chair side, remembering to genuflect to the Blessed Sacrament on the altar when moving across to chair side. On completion of the Angus Dei all servers including the MC and acolyte kneel
Priest's Communion	When Father consumes the Precious Blood from the chalice one bell is rung and then all servers stand. Acolyte goes down to the base of the sanctuary, collects all extraordinary ministers, profound bows and then brings them up for communion. Father will give the servers communion during this movement, then the extraordinary ministers. The acolyte should receive the Precious Blood before the MC and then hand the chalice to the MC to give to the servers after consuming and giving to the extraordinary ministers
Communion	After the MC or Acolyte has dismissed the servers with a bow (servers bow back) the servers should return to the main pew to kneel and pray. The acolyte or MC will now purify the vessels and may signal a server to assist. Towards the end of communion two servers should ready the lavabowl and towel to wash Father's hands from the Chair side, remembering to bow to the Tabernacle as they pass.
Purifying	After Father has washed his hands and whilst the second collection is being taken up the last of the vessels are purified, the corporal folded and replaced in the burse, which is brought by a server to the MC or Acolyte. Book bearer should now go back to the chair side ready for the closing prayer followed by the MC and cross bearer if there is one.
Closing Prayer	"Let us pray" Book bearer bows and raises the Missae at the red ribbon. Once Father starts the sign of the cross the book bearer retreats, bowing and then gets ready to do the Cross.
Recessional	Form up, Cross Bearer in front of the chair, candles lined up in front of the altar in line with the altar candles, acolyte on Father's left, MC on Father's right. All genuflect when Father does, accept Cross Bearer and Candle Bearers then recess out Cross, then candles, Acolyte, MC and Father.

### **Important General Rubrics:**

#### **Genuflect:**

- You NEVER genuflect when carrying something
- If you are in pairs and one is carrying and the other not you Bow TOGETHER by default
- Whenever you pass in front of the Tabernacle
- Beginning and end of Mass
- When you join the sanctuary from the sacristy if you are not going to cross to the Chair side

#### **Profound Bow (with your hips):**

- For any of the above when you are carrying something
- During the Creed "...came down from Heaven and was made man..."

#### **Modest Bow (with your neck):**

- For any of the above if you are holding a torch, candle or processional cross
- When joining or leaving the presence of a Deacon, Priest or Bishop
- Before any sacred action
- You do not need to cross yourself when you genuflect
- When standing or moving without carrying something you have your hands joined together flat, angled slightly off parallel with your chest
- When sitting your hands are closed flat and on each knee
- When moving or standing with an object one hand holds the object and the other across your breast; ie ringing bells, holding the incense boat etc. You must use TWO hands to carry a book or the chalice.

#### **Incensing:**

- Three triples for everything except the congregation – 3 double swings for them
- Always keep the lid slightly open to allow good airflow and to prevent it sticking shut
- Incense boat bearer always to the LEFT of the thurifer
- When stopping to show reverence or hand the thurible to someone the thurifer must grasp the chain with two hands one at each end, bow and then make the movement or rubric

#### **Focus for Reverence:**

- You genuflect to where Our Lord is most present during the Mass; between Entrance – Offertory the focus is the **Tabernacle**. From the point that the FIRST bell is rung and Father calls down the Holy Spirit (Transubstantiation) the focus is the **Altar**. That is why you genuflect towards the Altar when you return from doing the torches.

Remember that the Tabernacle is just a gold box by itself, if Our Lord is not present in it (like on Good Friday) you do NOT genuflect. You genuflect to our Lord as King and God not because it's a pretty ornament. This is MOST important to understand: No True Presence = no veneration.