

## Altar Server Reminder Sheet

Walk in front of the priest, stop with one server in front of each candle, bow or genuflect with the priest.

Move to your chair and stand there and continue to sing the entrance hymn.

When the priest says, "Let us pray" server 1 brings the small book to him. Return to your chair when the priest is finished.

Recite and sing during Mass with the rest of the congregation.

After the petitions, set the altar for the priest:

Get the large book from the table and place it on the altar

Place the chalice on the altar

Place the tray(s) with cups and purificators on the altar

Place the bowls of bread on the altar. Leave any empty bowls for later.

When the deacon or priest is ready, get the bread and wine from the gift bearers.

    Noon Mass: get the bread and wine from the credence table.

Get the cruet of water for the priest or priest. He will add some water to the wine and hand the cruet back. After he pours the wine/water into the cups take the pitcher back to the credence table.

Get the small pitcher, bowl and towel ready and wait for the priest to turn to you. Help him wash his hands. Return the pitcher, bowl and towel to the credence table and go to your seats.

After the Sign of Peace, server 1 gets any empty bowls from the credence table and sets them on the altar. Server 2 gets the book from the altar and returns it to the table.

When the priest leaves the altar to distribute communion, remove the chalice and the tray(s), everything except the gold ciborium, from the altar and sit down.

When the priest says, "Let us pray" server 2 brings the small book to him.

When the priest goes to reverence the altar, move off the sanctuary, stand in front of the candles, and wait for him. Bow or genuflect with him. Lead him to the sacristy.