

St. Charles Borromeo Catholic Church Altar Server Procedures

This is a recap of the new procedures that were discussed at our meeting on Saturday, October 11, 2008 with Fr. Augustine. Please review these new steps as they are to be followed at all Masses.

Preparing the Altar

- *Two (2) servers will now prepare the Altar*
- Place the Corporal on the Altar.
- Place the Sacramentary on the left side of the Altar.
- Carry two (2) cups at a time and place them to the right on the Corporal. You will no longer be using a tray. The priest will adjust the cups if necessary.
- After preparing the Altar, the two (2) servers are to stand at the credence table until Father walks to the center aisle to accept the gifts.
- Please place the wine pitcher and the water bowl/pitcher on the lower shelf once they have been used. *This is necessary so that Father has enough room to purify the vessels after communion.*
- Once the Priest and Ministers distribute communion, properly fold and remove the corporal from the Altar and place it on the lower shelf of the credence table.

Baptism

- Mass procession begins as usual.
- When Father walks over to welcome the family, (they will be seated in the front row), bring the Oil of Catechumen and towel to him. The Baptism Coordinator will hand the oil and the towel to you. Return the oil and the towel to the Baptism Coordinator after the blessing has taken place. Mass will continue as usual.
- After the Intercessions, one (1) altar server will process to the baptismal font through the center aisle following the baptism family. The Baptism Coordinator will hand you the oil, candle and towel to give to Father during the baptism. Once the baptism is completed, the altar server assisting Father will return to their seat by walking back down the center aisle.
- Once the baptism has been completed at the font, the two (2) remaining altar servers can prepare the altar and follow the procedures outlined above.