

Candle Procedures

Opening Procession

When the music starts, lift the candles to equal heights. When the crucifer moves (he or she will do so when the singing starts), wait for a 5-foot space to come between you and the crucifer to start moving. Once you have started, keep this space between you, and keep the crucifer's pace. Move up the steps of the predella (you may have to lift your candle to keep from hitting the steps with the bottom of it), and move so that you are flanking the crucifer (one on each side, still 5 feet behind). Once you reach the candle stands, put the candles in the stands and stand in a prayerful stance until the Deacon and Priest reach the altar. When the Deacon and Priest reverence the altar, candle bearers reverence the altar at the same time. The candle bearer on the right moves across the front of the altar to join the other candle bearer. When you come shoulder to shoulder, move down in a **prayerful stance** to the second pew, turn in toward each other and face the opposite congregation. Remain standing in a **prayerful stance** until the congregation sits.

Gospel Procession

When the music for the Gospel Acclamation starts (after the second readings), stand and proceed up the steps to the candles in a **prayerful stance**. The candle bearer on the right should go to the far candle, and the one on the left should go to the near candle. IT DOES NOT MATTER WHICH CANDLE YOU HAD IN THE OPENING PROCESSION. As the Deacon moves to the front of the altar, take the candle out of the stand and place it on the floor (try to do this at the same time as your partner). When the Deacon turns, lift the candles, turn in toward each other, and proceed down the predella at a dignified pace, but faster than the opening procession. When you reach the ambo, stand facing the ambo, in the first full tile from the edge of the predella. You must be standing in the center of the circle: on the Peter & Paul side of the predella there are brass plates flanking the middle line, the Holy Family side candle will line up with the Peter & Paul side candle.

When the Gospel is finished, pick up the candle at the same time as your partner, turn to face the altar and proceed shoulder to shoulder down the predella. Place the candles in the stands and reverence the altar. The candle bearer on the right moves across the front of the altar to join the other candle bearer. When you come shoulder to shoulder, move down in a **prayerful stance** to the second pew, turn in toward each other and face the opposite congregation

Offertory

When the crucifer walks back to the pew after the Intercessions, the outside candle will move out of the pew, turn and move down altar server row in a **prayerful stance** and around to the Holy Family alcove on even-dated Sundays or behind the Priest's chair, in front of the chairs in front of the organ, and back to the Peter & Paul alcove on odd-dated Sundays (Saturday Mass follows Sunday procedure). When an usher tells you to do so, or when the Priest stands, walk down the aisle at a dignified pace, but faster than the opening procession, in a **prayerful stance**. When you reach the predella steps, walk up them and stand on the altar side of the Priest and Deacon. The Deacon will hand the wine pitcher to you. Walk to the left side of the altar and stand. The other candle bearer will join you with the water pitcher. If you were given something other than the wine carafe then put it on the altar and join your partner by the side of the altar.

The candle bearer who does not lead the will pick up the water pitcher from the altar server credence table as the Priest walks up the steps from receiving the offertory gifts and join his or her partner at the left side of the altar close enough to the Deacon so he does not have to stretch to reach the pitchers. The Deacon will take the wine pitcher, fill the chalice, return it to the altar server, then repeat the procedure with the water pitcher. Both servers return to the altar server credence table. The altar server with the wine carafe places it on the table, then drapes the towel over the arm and picks up the basin. When the Priest places the chalice on the altar, walk up the steps of the predella and to the side of the altar. Pour some water from the water pitcher over the Priest's hands. The Priest will then pick up the towel, dry his hands and replace the towel. Turn in toward each other and walk down the steps of the predella. Place the water cruet, bowl, and towel back on the credence table. Walk back to the pew and resume standard Mass movements.

Communion

After the "Lamb Of God" is finished, kneel with the congregation. After the Eucharistic Ministers have received communion and are leaving the altar area, move to the steps of the predella by the credence table and stand in a **prayerful stance**. When the EMs have passed the candles, move up the steps to the altar. One candle bearer should be on each side of the altar (to move to the far side **DO NOT** cross in front of the altar, walk around the back of the altar). Place any remaining implements on the altar, if any, on the trays and walk down the ramp (again, **DO NOT** cross in front of the altar).

5, 8, 12, and 6 o'clock Mass: Walk down the ramp single file and proceed to the EM credence table. Put the trays down and go around the back of the pews, walk up altar server row and join the pew which is currently moving out to receive communion (if the current pew is almost done, join the next pew). You may receive both species if you wish. If you are in front, make sure to wait for your partner to receive both species if he or she wishes. Once both of you have received communion, remove the pitchers, bowl and towel from the altar server credence table. Take them to the EM sacristy and put them on the counter. Return to the front and middle of the tabernacle altar. Walk up the steps and turn sharply toward the nearest wall, walk to the wall and stand facing each other (**DO NOT** lean on the wall, remain in a **prayerful stance**).

For 10 o'clock Mass: Walk down the ramp single file. There will be EMs and communion lines at the bottom of the ramp. Wait for someone to let you through. If no one does, say excuse me and make your way to the EM credence table. Set the trays down and join the communion line. Once both of you have received communion, remove the pitchers, bowl and towel from the altar server credence table. Take them to the EM sacristy (down altar server row) and put them on the counter. Return to the tabernacle altar as best you can, being courteous to those still receiving Communion. Walk up the steps. One altar server stands on either side of the tabernacle altar (**DO NOT** lean on the wall, remain in a **prayerful stance**).

For all Masses: Once you are standing by the gates in a **prayerful stance**, wait for the sacristan or altar server team member or sacristan to signal you to open the gates. Walk to the center of the gates and open them quickly, but as quietly as possible. Wait for the EM to close the tabernacle and exit the tabernacle altar. Then come to the center of the tabernacle altar, turn

to face the congregation and proceed down the steps. Turn in toward each other and bow to the tabernacle, then turn in toward each other again, and walk back to the pew.

Closing Procession

When the crucifer passes the pillar, move up to the candles. The candle bearer on the left should take the nearest candle, and the candle bearer on the right should take the far candle. As the Priest and Deacon come around to the front of the altar, lift the candles from the stand and place them on the floor. When the Priest and Deacon turn, turn in toward each other and follow the crucifer out. Maintain about a 5 ft. distance between you and the crucifer, making sure to stay shoulder to shoulder with your partner, keeping candles even. Once you reach the narthex **DO NOT STOP AND BLOW OUT YOUR CANDLE** until you have put your candle in the stand. If you cannot blow out the candle without tipping it, let someone else blow it out. Proceed through the back passageway to the altar server room. **DO NOT REMOVE YOUR ROBES UNTIL YOU HAVE REACHED THE ALTAR SERVER ROOM.** Be sure to neatly hang your robes with the shoulder seams directly on the hanger and the first button of the cassock buttoned, and hang them in alphabetical order (by first letter, then second).

Things to Remember

- When following the crucifer in any procession, maintain a 5 ft. distance.
- If you are walking or standing outside the Altar Server Room with nothing in your hands, maintain a **prayerful stance**.
- Always stay shoulder to shoulder with your partner if you are walking.
- Always turn in toward each other if you have to turn.
- Never lean on the walls when you are standing by the gates.
- If something goes wrong, or you forget to do something, don't panic! (To prevent mistakes, regularly review your procedures.) Move quickly to correct your mistake, or if you are unsure what to do, wait for instructions from the crucifer, sacristan or altar server team member. Whatever happens, do your best to keep the Mass running smoothly.
- The crucifer is the lead altar server. If you receive instructions from him or her, follow them without objection.
- Always be aware of the progress of the Mass. Sometimes extraordinary circumstances will require you to be somewhere other than the pew when it is time for your next action. Make sure you know when you are in the Mass to prevent a mistake.
- People are watching you. Make sure your behavior is respectful, reverent, and attentive at all times (no talking, gum chewing, fidgeting, falling asleep or forgetting to maintain a **prayerful stance**; you also must participate in all aspects of the Mass, including singing. Mouth the words if you don't want to sing).
- Dress code is important. If you cannot meet the dress code for some reason, please talk to us, we'll try to make an arrangement.
- **ALWAYS ARRIVE AT LEAST 20 MINUTES BEFORE MASS!!!!!!!!!!**