

Crucifer Procedures

Opening Procession

Crucifer leads opening procession. When the music starts, lift cross to comfortable height (bottom of the cross should be at stomach level, higher if possible). When the singing begins, start to walk. The pace should be about one step per second. Proceed down to the right side of the predella, up the steps, and down the center of the predella. Break off at the ramp, and proceed down to the back of the church. Place cross in stand and walk in a prayerful stance back to the front pew. Immediately pick up the Presider's notebook and walk up the steps to the Presider. If the opening song has not been completed, stand in front of the empty chair next to the Presider until the song is completed.

When the music finishes, move to the front of the Presider for the opening remarks, turn to the Deacon if necessary for the Lord Have Mercy, then return to stand in front of the Presider.

When the Gloria begins, move to the front of the empty chair next to the Presider until the words *Holy Spirit*. Move back to the front of the Presider for the opening prayer. When the opening prayer is completed, close the notebook and return to pew.

Creed and Petitions

At the **beginning** of the Apostolic Creed (We believe in one God...) pick up the notebook and hold it with the front cover facing out. At the words *apostolic church* walk up the predella, stand in front of the Priest and open the book (to balance the weight, support the front cover with one or two fingers and use both hands to support the book). The Priest will read the introductory prayer for the petitions. When the Priest has completed the prayer, move to the Deacon for the petitions. At the end of the petitions, turn back to the Priest for the closing prayer. After the prayer, close the book and return to the pew.

Offertory

When the Priest moves to receive the gifts from the Offertory Procession and has passed the candles, pick up the Sacramentary and place it on the altar. Move to the credence table and take the chalice up to the altar. Place it on the **side** of the altar next to the tray of goblets and return to the front pew in a prayerful stance.

Peace

After the Deacon says "Now let us offer each other a sign of peace", move to the altar, pick up the sacramentary and return to the pew.

Communion

After you have received communion, walk up the steps to the altar area. Straighten the altar cloth (you may cross in front of the altar if you must straighten the cloth from there, but try not to), move the basket of food right against the altar if it is not already there, and refresh the Priest's and Deacon's cups of water (the water fountain is in the back left narthex). Return the water to the table by walking behind the celebrant chairs. Proceed back to the front pew in a prayerful stance and kneel until the host has been placed in the tabernacle.

Closing Prayer

After Communion is finished, watch for the Priest to nod for the closing prayer. Walk with the notebook up to the priest. He will open the book. When the prayer is finished, close the book, walk back to the pew, place the book on the pew seat and walk behind the celebrant's chairs to get the cross for the closing procession.

Closing Procession

Pick up the cross from the stand and move up the ramp. Stand behind the candles in the center of the predella. When the Priest bows and turns, turn to the left and proceed down the predella at a pace slightly faster than the opening procession, but still dignified. Proceed out the left-most doors into the narthex. Cut across the narthex quickly to avoid getting caught in the crowd, put the crucifix in the stand and proceed through the back passageway to the altar server room. Hang your robes neatly and in the proper order (alphabetically: first letter, then second).

Thing to remember

- The opening procession pace is one step per second.
- The cue words for the opening prayer are *Holy Spirit*.
- The cue words for the intercessions are *apostolic church*.
- The closing procession pace is slightly faster than the opening procession pace, but don't run!
- When walking without something in your hands, do so in a prayerful stance.
- A crucifer must be able to think on his or her feet. If something goes wrong, do your best to keep the Mass running smoothly, and don't panic.
- As the lead altar server, the crucifer may need to instruct the candle bearers in their procedures or in a special circumstance. Therefore, you need to know the candle procedures as well as if you had to perform the candle duties (and you may have to do that if there are only two altar servers). Make sure to regularly review both sets of procedures.
- An altar server participates in every aspect of the Mass, including singing. If you do not wish to sing, simply mouth the words.
- People are watching you. Make sure your behavior is respectful, reverent, and attentive at all times (no talking, gum chewing, fidgeting, or falling asleep).
- 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!!!!!!!**

CHEAT SHEET

Opening Procession, Lord Have Mercy, Gloria, and Opening Prayer

1. Begin opening processing when singing starts.
2. Process at approximately 1 step per second.
3. Walk down ramp, place crucifix in stand (or give to sacristan)
4. Pick up Presider's notebook from pew and walk up the steps.
5. When singing is finished, stand in front of Priest for opening remarks.
6. Move to Deacon if needed for Lord Have Mercy.
7. Return to Presider. Stand in front of empty chair for Gloria.
8. Move to stand in front of Presider at "*Most High*" during Gloria.
9. After opening prayer, close notebook and return to pew.

Creed and Petitions

10. Pick up Presider's Notebook at beginning of Creed. Walk up steps at "*apostolic Church*".
11. After prayer, move to Deacon for petitions.
12. After petitions, move to Priest for ending prayer.
13. Close notebook and return to pew.

Offertory

14. When Presider and Deacon have passed candles to receive gifts, pick up Sacramentary and place in the center of the altar.
15. Pick up chalice from altar server credence table and put on the side of the altar.

Peace

16. When the Deacon says, "Now let us offer each other a sign of peace" walk up steps and remove Sacramentary from the altar.

Communion

17. After you receive Communion (Body and Blood if desired), walk up steps to altar and be certain the altar cloth is straight.
18. Get water cups from side table, empty and refill in front narthex and replace on table.

Closing Prayer, Announcements, Final Blessing

19. Watch Presider. When Presider stands after Communion, take the Presider's notebook to Priest for final prayer, announcements, and final blessing. Priest will let you know when it is OK to leave altar. If he doesn't, when Deacon says "Our Mass has ended; let us go in peace", leave altar, go pick up cross and walk up ramp to predella behind candles.
20. When Presider and Deacon turn to leave, turn and walk down predella and out of the left door. Ushers should hold congregation out of your way and open doors. When you get close to the doors, lower the crucifix to get it through the door.