

### These 10 things happen in order.

1. The book bearer needs to **stand in front of the Priest with book open, right side up, with your toes touching the wooden platform**, after the opening song finishes & we say The Penitential Rite and sing The Gloria, Father will say “let us pray”, as soon as you hear this you need to step in front of the priest with the book.
2. Candle bearers, **as soon as the priest stands up after the readings and the music starts, go get your candles and stand in place ready for the priest to pick up The Gospel** (gold book) off the altar and lead him to the ambo where you stand still until he is done reading.
3. Book bearer, after the priest gets done with his homily, he will go back to his chair and everyone will say The Creed, just like the beginning, **as soon as The Creed ends stand in front of the priest with the book open.**

### Setting and cleaning the Altar

4. Book bearer, once the Priest sits down and the music starts you need to take the cross to the back of the church.
5. Candle bearers, at this same time when the music starts **you need to carry Four things to the altar and hand them to the person setting the altar or set them on the corner.** Please memorize these four things.

1. The chalice (cup with white cloth and key on top) 2. Cruet of water (small glass bottle of water) 3. The Sacramentary (big red book) 4. The tray with chalices. Wait next to the altar until the chalices are taken off, and then return the tray. Do not carry more than one thing at a time. Make two trips if you need to.
6. Washing of the Priests hands. **As soon as the book bearer gets back and puts the cross on its stand all three servers need to go get the stuff to wash his hands.** One server gets the bowl, one gets the picture of water, and one gets the towel. If there are only two servers, the server holding the bowl can put the towel over their arm.
7. Candle bearers, once you put away the things to wash his hands you need to go to the altar and wait to be handed the cruet of water and flagon (gold pitcher) and return them to the credence table.
8. Candle bearers, after you have returned the cruet and flagon, **you need to go straight to the altar**, one of you standing on each side. All servers need to memorize when to ring the bells. If you forget, you need to watch the priest, he will look at you when you need to ring the bells, and you have to pay attention and be ready. You will ring the bells three different times. Each time you ring the bells you ring them three times, LOUDLY.

9. **ALL THREE SERVERS**, once communion is over and someone goes to clean up the altar, **all three of you need to stand next to the altar and wait to be handed things to take back to the table. Keep coming back until everything is removed from the altar. The person cleaning up the altar will nod their head when everything is done and all three of you can sit down.**
10. Book bearer, once the priest gets done blessing the children he will return to his chair. Once he is at his chair standing in front of it, he will say “let us pray”, you need to hold the book in front of the priest, just like before.

**Reminders:** Please do not hold out your hands or raise them during mass. **The Sign of the Cross is the only hand gesture we should do at mass.** If you are not doing The Sign of the Cross or holding something, your hands should always be clasped in front of you.

Please sit and stand still, do not distract people during mass by fidgeting.

Please try to wear shoes that are a solid color. Flip flops, sandals, athletic shoes & open toed shoes are not appropriate to wear when serving

If you cannot make it when you are scheduled, please find a replacement from the altar server list or call Jeremy Castellano.

Please notify Jeremy of any schedule changes so the schedule can be updated on the website and the schedule in the sacristy.  
Phone: 801-968-2123 x150  
Email: sfx@q.com



**10 basic things  
every Altar Server  
should have  
memorized.**

Saint Francis Xavier Parish

[www.sfxkearns.org](http://www.sfxkearns.org)

Altar Server picture guides are available on the parish website.