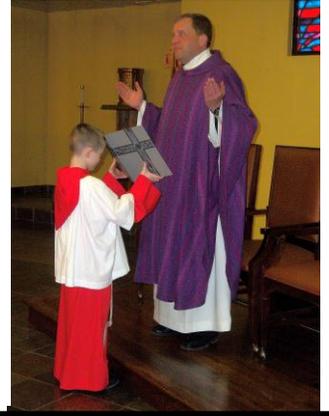


Altar Server Reminders

Hold the book as high as you can when you stand in front of the Priest. Hold the book with the words right side up and your toes touching the wooden platform. When you stand up, always hold the book in front of you. Watch the priest. When he looks at you, step in front of him and open the book. **Please pay attention.**

The three times he needs the book is;

1. **At the beginning:** The Introductory & Penitential Rite, Gloria, & Opening Prayer
2. **In the middle:** The Creed and Prayers of the faithful
3. **At the end:** The Closing Prayer, Concluding Rites & Announcements.



There are three times you need to ring the bells. Each time you ring the bells you twist your wrist three times with a slight pause between each ring. The first time is almost as soon as you kneel, please be ready. **Please pay attention and watch the priest's face,** he will look at you when you need to ring them. The three times are in the following order. Please memorize these, and remember ring the bells as loud as you can.

The hand movements are always the same.



1. When he puts both hands over the altar and starts to say "**Therefore, Father most merciful, we ask that you send forth your Holy Spirit...**"



2. After he says "...**For this is my body which will be given up for you**" he will raise the host.



3. After he says "...**Do this in memory of me**" and he will raise the chalice.



Think of an imaginary line that runs along the left side of the altar

1. When coming to the altar to wash the priest's hands or give something to him, always stand close enough so that you are lined up with the side of the altar so the priest does not have to walk to you.
2. When you lead the Gospel to the ambo and you are holding candles, wait on this imaginary line, down the step. Wait until the priest or deacon is behind you, then start walking. **Please pay attention** and don't make the priest or deacon have to wait behind you until you start walking.
3. When cleaning up the altar, all three servers need to keep coming to this line and remove items that the priest is finished with and sets on the corner of the altar.

Keep coming back until all items are removed.