

Prepare for Mass in the sacristy as quietly as possible. People are praying in the chapel and in the church.



Keep your focus on the sanctuary (the area behind the altar). During the Introductory Rites, look to the priest; during the readings and homily, look to the ambo; during the Eucharistic Prayer, look to the altar.

If the priest needs you, he will look at you from wherever he is. You need to be attentive to him so he does not have to work to get your attention.

Most of the people can see you because the Altar Server bench is in the front. Your focus will help them focus on what is happening. If you are not paying attention, you may be helping to cause someone else from focusing!

The Book Bearer needs to anticipate the priest's need for the Sacramentary for the **Opening Prayer** and the **Prayer After Communion** by bringing it to him before he even asks for it. However, if you are not certain you should bring it, you should at least have it in your hands and ready for him in case he looks for you to bring it.



Set the altar immediately after the Prayers of the Faithful (after the Creed). Do not sit down, but proceed immediately to the credence table to bring up the items for Communion.

After you have received Holy Communion, be prayerful on the bench while you wait for everyone else to receive.



After Communion, bring the water cruet to the priest when he returns to the altar – this may need to be done even before the Extraordinary Ministers of Holy Communion take the ciborium back to the tabernacle in the chapel.

Jesus is always our focus. No one should be walking – all should stop wherever you are, turn toward, and watch the Blessed Sacrament as He is being removed from the church in the ciborium.



Do not exaggerate the ringing of the bells. This is very important during the epiclesis (first bell ringing) because the priest is talking.