

ALTAR SERVERS MANUAL

Before Liturgy starts Altar Servers should:

1. Have robe blessed
2. Light processional candles
3. Fill coffee pot with water
4. Older Altar Servers cut Holy Bread as assigned by John and Bob
5. Older Altar Server lights censer



Little Entrance:

After the Priest says “Again and again in peace let us pray to the Lord” for second time you should get ready for the Little Entrance. The three servers doing this should line up at the North door, which is the door closest to the Table of Oblation.

Things Needed: 2 candles and cross - see Figure 1 for where to walk.

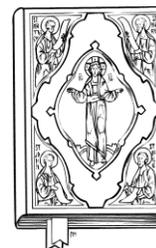
After the priest enters the sanctuary, bow before the Altar and enter the side doors as soon as the priest puts the Gospel on the altar.

Candle holders should stand in back of the sanctuary, next to each outer red chair, in preparation for the Epistle & Gospel. The person holding the Cross holder returns the Cross to its stand.

Epistle/Gospel Readings:

When the Priest says “Dynamis” (Greek for “With Strength”), Candle holders should go out the door on the side they are standing and stand on either side of the Epistle reader - see Figure 2.

Candle holders bow before the Altar and come in after Priest returns to the altar after reading the Gospel.



Great Entrance:

Immediately after the Gospel reading (or after Sermon, if done after the Gospel), line up for Great Entrance at the North door, which is the same side door as was used for the Little Entrance.

Things Needed: 2 Candles, Cross, and two fans, who stand next to the Table of Oblation while the clergy is getting ready.

2 Candles and Cross go out the North door and wait at bottom of stairs when Priest quietly says “Forgive me brothers and sisters” to the congregation.

Fans follow Censer and Priest out side door, and whole procession follows the route as shown in Figure 3.

Altar Servers bow before the Altar and come in side doors as soon as Priest enters the Royal Doors.

After the Great Entrance, an older Altar Server should plug in coffee pot to get the water hot.

Consecration of the Gifts:

Altar Servers kneel and Swing Button is pushed to start the bells when the Priest says “Thine own of thine own...”. An older altar server should get the censer ready as the Priest will need it.

Altar Servers stand when Priest says “Especially our all-holy, immaculate, most blessed and glorious Lady Theotokos and ever-virgin Mary”, then go to get Bread to have it blessed by the Priest.

Holy Communion:



After the Lord’s Prayer (“Our Father...”), an older Altar Server pours hot water into cup.

When the Priest says “Let us attend! Holy Things are for the Holy”, an older Altar Server brings hot water to Priest with the handle facing the priest.

Altar Servers line up at both side doors for Communion.

Line up in this order: Candle, Holy Bread, extra Bread holders, veil holders.

When Priest goes out with chalice, Altar Servers go out too.

Line up as in Figure 4.

While Communion is being given, an Altar Server will bring a bag of Holy Bread to the Bengari and a partial basket of Holy Bread to the Sunday School on his way to class.

Only those Altar Servers who have properly prepared themselves - through prayer, recent Confession, and fasting - should receive Holy Communion.

When the Priest says “O God, save thy people and bless thine inheritance” then Altar Servers bow before the Altar and come in, in the same order they came out (Candles first, then Holy Bread, etc.).

Dismissal:

Unless told otherwise, all Altar Servers are to then neatly hang up their robes and go to Sunday School.

Thank you so much for your ministry and service to God and our church!