

Altar Server Tip Sheet

1. Come early – at least 10 minutes before the service begins.
2. Cross yourself 3 times when you come in the altar (prostrations to the floor if not Feast of the Lord)
 - Then get a blessing from Fr. Gregory (or the senior priest/bishop in the altar)
 - Then get your vestment and have it blessed.
3. Think ahead – what will happen in 5 minutes and how should you prepare for it?
4. Remember – the altar is the holiest place in the church. Behave accordingly.
5. Don't forget – pray too, don't just serve without prayer.
6. Don't go out to get prosphora:
 - During the Great Ektenia
 - During the Epistle
 - During the Gospel
 - During the Prayer for the Salvation of Russia
7. Always take the Primikiri (single candle) for all entrances.
8. Prayer for Salvation of Russia – no moving in altar. Pray.
9. During Cherubic Hymn: check for prosphora one last time.
10. Great Entrance: don't swing the censer.
11. After Great Entrance:
 - Clean table of preparation and all vessels
 - If a Reader is serving he should touch the table. If not, John should do this.
 - Work quickly but quietly. Don't run.
12. From "The doors, the doors... (Dveri, dveri...)" to END OF "It is truly meet... (Dostoino yest...)"
 - Pray
 - Stay in altar
 - Don't move around in altar AT ALL
 - ONLY movement should be the one person who gets the censer
13. Before Communion
 - FIRST be sure that hot water goes to Fr. Gregory
 - Bring things out for Communion of faithful
14. During clergy's Communion
 - Minimum movement
 - Should be very quiet
15. After Communion
 - Don't forget censer for Fr. Gregory
 - Drink wine only AFTER service is ended and with senior server's permission
16. General things
 - Pray
 - Ask if you don't know!