

Sunday Mass Altar Setup

Altar Setup takes place at Mass during the Offertory, immediately after the Universal Prayer (also called the Intercessions or Prayer of the Faithful). If there is only one Server, that Server does everything. Otherwise, the setup is divided as explained below.

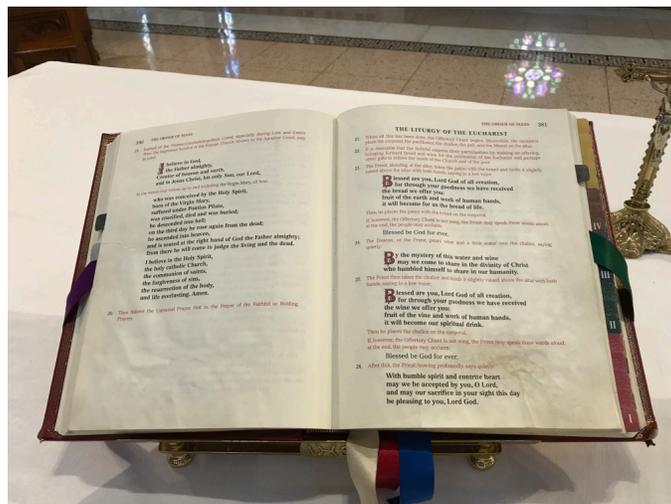
1. First, the Book Bearer brings the Missal and its Stand to the Altar and places it thus:



2. Then, the Book Bearer props up the stand in this way:



3. Then, the Book Bearer opens the Missal to the PRESENTATION AND PREPARATION OF THE GIFTS page (pp. 380-381) by means of the green tab towards the middle of the book:

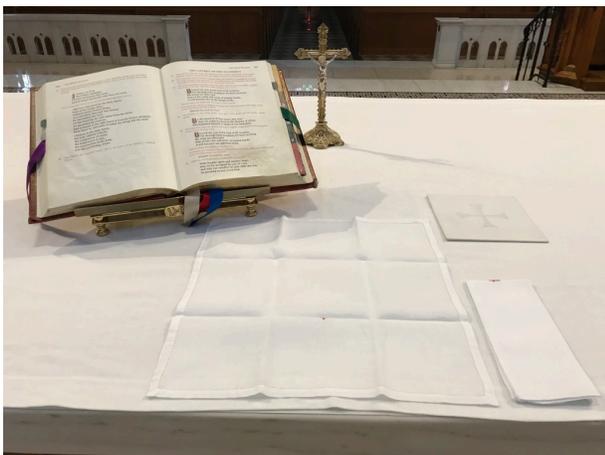


4. The Book Bearer then goes to sit on the other (Ambo) side of the sanctuary, where the acolytes are. While the Book Bearer brings up the Missal to the Altar, Acolyte 1 brings up the Principal Chalice, while Acolyte 2 brings up the other Chalices. They place the Chalices on the Altar as shown below. If there are concelebrating priests, Acolyte 1 brings up the Wireless Altar Mic as well, placing it to the left of the Main Corporal, below the Missal (see page 4).



5. Acolyte 1 then unfolds the two Corporals, with the stitched cross towards the edge of the Altar, closest to the priest. The first Corporal is unfolded in the center of the altar, one inch from the edge of the Altar. The second Corporal is unfolded at least one foot to the right of the first Corporal, also an inch from the edge of the Altar.

[NOTE: If a Chalice Veil and Burse are used, these are folded and left at the right side of the Altar. They are taken to the Credence Table after the Altar setup. If the vessels are purified at the Altar after Communion, they are brought back to the Altar after the purification. If not, they are left at the Credence Table.]



6. The Pall is placed above the right top corner of the main Corporal. The Purificators are placed side by side, in between the 2 Corporals. The 3 Chalices are placed on the middle 3 squares of the second Corporal with the Main Chalice on the left. The photo below illustrates how the Altar should look with everything set up, minus the microphone for concelebrants:



Notes about the Wireless Altar Mic

1. When there are Concelebrants, the Wireless Altar Mic should be used.
2. Place the Mic on the Credence Table before Mass, powered off.
3. During the Mass, power on the Mic immediately after the Intercessions are finished. But turn off the Mic immediately from the top of the Mic, so that the red light shows. [To turn the power on, press and hold (for one second) the button on the back of the mic. Once the mic is powered on, press and hold (for one second) the button on top of the mic.]
4. The Mic should be brought up with the main Chalice at the time of the setting up of the Altar during the Offertory. Carry the Mic on top of the Main Chalice (on top of the Corporals) when bringing it to the Altar, securing the Mic (along with everything else on top of the Main Chalice) with one hand.
5. The Mic should be placed above the main Corporal, as shown here:



6. When the congregation is receiving Holy Communion, the Mic should be turned off and returned to the Credence Table (when you clear other things off the Altar).