

# Server Procedures

**Getting Ready** – Servers should report to the **sacristy 15 minutes** before Mass begins

- Put on your robe
- Light the **altar** candles and decide who will be carrying the **cross** and who will be carrying the **sacramentary** (book)

**Gathering Rite** – Process to the front in this order...Server with cross, Reader, Server the book, Priest.

Line up in this order at the altar step: Cross – Priest – Book.

When Father has bowed...

- **Server with Cross** leave and put cross away. Then come back and stand with the other server
- **Server with Sacramentary** step up with Father and then wait, facing the altar. Father will walk up to the altar, kiss it, then return to you and you will turn with him and face the congregation.
- When Father says, “Let us pray”, the **server with the Sacramentary** will open to the red ribbon. Father will read the prayer. When he closes his hands, server will close the book.
- Both servers and priest will walk to their chairs – All 3 will be seated at the same time

**Liturgy of the Word** – 1<sup>st</sup> reading, responsorial, 2<sup>nd</sup> reading, Gospel

- When Father stands to read the Gospel, servers also stand and get the lighted candles from the sacristy. Close the door behind you and walk together to the ambo (one server on each side) with the lighted candles.
- At the end of the Gospel, return to the sacristy, blow out the candles, and return them to the shelf. Go back to your chairs and listen to the homily.
- Reader will read intercessions then Father will ask for collections

**Liturgy of the Eucharist**

- During the song and collection, servers will set the altar
  - Bring up the **Sacramentary** (book) and open it to the yellow ribbon. It should be centered on the Corporal Cloth when opened
  - Place the **chalice and purificator** to the right of the cloth on the altar
  - Place the tray of filled communion cups on the right of the altar
  - Return to your seat
- When collection is finished, walk with Father to the front of the Sanctuary to receive the gifts.
  - Wine and water cruets go on the **credence table** (side table)
  - Collection basket is placed on the altar steps
  - Communion host bowl (if Father hands it to you) just gets carried up to the altar and Father will take it from you there.
  - Once at the **credence table**, remove the stoppers from the wine and water **cruets**. One server holds the wine and water for Father. He will take one at a time from you as he needs it. Put the stopper back on the wine, but keep the water.
  - The other server holds the finger bowl and towel.

- Father will bow to server(s) after these two steps, please bow back.
- Once Father is done washing his hands, return all items to **credence table** and **stand at the bottom of the steps**
- Servers will kneel after the Holy, Holy, Holy at the same time that the congregation does.
- When Father places his hands over the offering, ring bells once.
- When Father raises the cup ring the bells three times, do the same after he raises the host.
- At the 'Our Father' time, servers go up and one stands on each side of Father at the Altar, then steps to the side to wait for the Sign of Peace. Shake Father's hand and then place the **communion plates from the credence table to the left of the corporal cloth on the altar**. Then return to below the steps and kneel when congregation does.

### Communion

- Servers will receive communion from the Eucharistic ministers. After communion is received, stand in front of your chairs – or sit if needed – until the entire congregation has received communion
- When Eucharistic ministers have left the altar, join Father to help him purify the sacred vessels (wipe the cups).
- Clear everything from the altar and place on the **credence table** except the **sacramentary** (book). Server takes the **sacramentary** and both servers go down and sit in their chairs next to Father.

### Concluding Rite – final prayer, blessing, song

- Father will rise and walks to the middle and will say, "Let us Pray". Open the **sacramentary** to the red ribbon
- When Fr. walks up to the altar:
  - The cross server leaves to get the cross. Brings the cross in and *stop* at the foot of the sanctuary facing the altar (just like at the beginning entrance).
  - The server with the book should walk to the foot of the sanctuary, facing the altar, and wait for Father (just like at the beginning entrance).
  - Servers bow when Father does
  - Then cross server turns and lead the procession out.

After returning to the **sacristy**, please ask the **sacristan** (person helping "behind the scenes") if there is anything else that needs to be done. Remove your robe and hang it neatly back in the closet. Snuff out altar candles after the 4:00pm and 10:15am masses. DO NOT snuff out the candle in front of the Ambo OR the Sanctuary Lamp