

## SERVER PROCEDURES

### BEFORE MASS

- Please dress appropriately. Girls are to wear dress tops, skirts, dresses or pants and nice shoes. Boys are to wear nice shirts and pants and dress shoes
- No jeans, no shorts, no athletic shoes, no t-shirts
- Please sign in
- Choose an alb that comes to your ankles and put on a cincture
- Light candles; place gifts on offertory table; check credence table for chalice, purificators, cups, bowls and water cruet; check server table for pitcher, bowl, towel and sacramentary (**2 Large** corporals should be placed on altar by Sacristan)
- Song books at chair. Please sing and **say prayer responses** when serving

### ENTRANCE PROCESSION

Procession starts at rear doors and heads up center aisle. Cross-bearer is first, followed by candle-bearers. Upon reaching the steps, do not bow, but go up the steps, put the cross and candles away and go to your seat. **(Servers crossing in front of the tabernacle, bow as they pass it.)**

### OPENING PRAYER

The cross-bearer brings the sacramentary to the priest at "Let us pray..." or similar words.

### PREPARATION OF GIFTS

If a deacon is present he will help you set up the altar.

Cross-bearer places the sacramentary on left side of altar. The two candle-bearers place the chalice and purificator on center corporal in the upper right hand corner and the extra cups and purificators on the right corporal. Empty bowls are placed on the right corporal **after** the sign of peace. All three servers then join the priest (and deacon) at the steps to receive the gifts. The cross-bearer places the basket behind the priest's chair and then prepares to wash the priest's hands. The bread is placed on the center corporal and that server then goes to the credence table to get the water cruet. The server with the wine waits at the right side of the altar for the server with the water cruet. Both the water and wine are handed to the priest or deacon with **handles facing him**. The cross-bearer is prepared to wash the priest's hands.

### CONSECRATION

Cross-bearer rings bells during certain times.

### **SIGN OF PEACE**

After the exchange of peace, the two candle-bearers get the bowls to place on the right corporal. If the priest empties the large bowl return it to the credence table. Never put anything inside any bowl and **do not stack empty bowls**.

### **COMMUNION**

After all Eucharistic Ministers have left the sanctuary, clear the altar. If there is Precious Blood in the chalice place purificator over it and place it on credence table. Carefully fold corporals and return them to credence table with sacramentary. Remain standing at your chairs and **sing**. When communion ends the two candle-bearers meet at the altar and take the empty bowls to the credence table. **Make sure the altar is cleared of all vessels at the end of Communion**. Sit when the priest sits.

### **PRAYER AFTER COMMUNION**

Cross-bearer brings the sacramentary to the priest at "Let us pray..."

### **RECESSIONAL**

After the final blessing, get the cross and candles and immediately proceed to the center aisle and face the altar. Once the priest genuflects and turns to leave, then all servers turn and walk down the center aisle. Do not bow or genuflect.

### **AFTER MASS**

Stay in your alb until you are finished with clean-up. Help clear the credence table, **server table** and extinguish the candles. Ask if any help is needed. Hang up albs properly.

Cross Bearers: Sacramentary, Corporals, Gifts, Hand Washing

Candle Bearers: Chalice, Purificators, Cups, Bowls, Gifts, Water/Wine