

*The late Pope John Paul II has said, "Your commitment to the altar is not only a duty but a great honor, a true holy service."*

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## Directions

**Server Roles- Normally we will have 2-3 servers assisting with a mass.**

**Server One-** Cross bearer

**Server Two-** Candle Bearer

**Server Three-** Candle Bearer

**Genuflecting and Bowing** – Genuflect at start and end of mass. Profound bow to altar whenever pass in front of it or after placing something on it. Slight bow to priest after give him something and are leaving.

**All:** Help set up for Mass and take down after mass.

### **Prep before Mass (Help sacristan with the following)**

1. Gift Table
  - a. Plate with hosts
  - b. Cruets of wine and water
2. Put on credence Table
  - a. Red sacramentary
  - b. Chalice(s)
  - c. Bowl for hand washing
  - d. Towel for wiping hands
  - e. Water (enough to wash hands and put in chalice)
  - f. Purificator (Additional for each extra cup used.)
  - g. Additional plates/chalices
3. Key to tabernacle goes in tabernacle.
4. Light two candles on altar
5. Place Lectionary on ambo
6. Make sure microphone is on

### **Procession and Opening Rites-**

Server 1 will carry the cross in every procession with servers two and three just behind carrying hymnals and singing. Any additional servers will walk behind carrying hymnals and singing.

Upon arriving at the altar, the cross bearer (**Server 1**) makes a slight bow and then goes to put cross away returning to genuflect with priest in front of the tabernacle. Meanwhile **Server 2 and 3**, momentarily stop at the steps of the sanctuary, profound bow and then go to in front of the tabernacle and wait for the priest. Once the priest is ready to genuflect, all genuflect and then go to their places.

**Server 1** will hold the small red sacramentary for the introductory rites (if the priest asks for it) and the opening prayer (priest will signal when needs book and after the Gloria if it is said/sung.)

(Open to the right page and do it in a certain way so the priest can read it. If don't know where to open it up to be sure to ask the priest or another server before Mass)

### **Gospel**

As soon as the "alleluia" verse begins, **Servers 2 and 3** will go and get their candles and walk in front of the altar on either side facing Father. Father will get the book and hold and when Alleluia finishes, he will go to ambo walking around the altar and following the servers to the ambo. The servers stand on either side of the ambo (if there is no room, stand down on either side of the ambo, looking up at priest. When the Gospel is finished, the servers put the candles back and go to their places. (In Vermillion the servers will lead Father to book stand, and then they will go back to places after putting candles back. Remember to do a bow after the book is placed on the stand.) (**Note:** Make sure that you do not stand in front of the ambo but rather to its side, so the people can see.)

### **Offertory (Preparation of the gifts)**

After the priest finishes the homily, the creed has been said and after intercessions, it is time to prepare the altar. The congregation will sit and at this time prepare the altar. The servers are to wait until the priest gets up before they get the stuff.

**Server 1-** will bring the red large red sacramentary and place it on the center of the altar and remove the book stand if there is one there for the gospel book. Do not remove the sacramentary book stand. (Profound bow) Meanwhile, **Server 2 and 3** will carry the large chalice and other chalices with purificators and put them on the right side of the altar removing the purificators from them and placing them neatly on the altar. (Profound bow) (Do not put anything on the corporal) (Extra plates will be used later.)

**Server 1** goes back to spot while **Server 2 and 3** accompany the priest (or deacon) to the steps to receive the offertory gifts including the wine cruets along with the hosts.

**Server 2 and 3** can each take a water and wine cruet and stand together on the side of the altar near the priest (or in some cases deacon) ***Do not place anything on the altar, wait until the priest or deacon takes it from you***

The priest will first say the offertory prayers with the paten and then prepare the water and wine in the chalice.

**Server 2 and 3:** When the priest has finished with the water and wine cruets, (slight bow) return *together* to the credence table to pick up the hand bowl and the other server will pick up the towel.

**Server 2 and 3:** Standing together they will hold the bowl and unfolded towel out for the priest to wash his hands. (Slight bow) Once finished set back on credence table.

***When this is complete, Server 2 and 3 will take their places near Server 1.***

**Eucharistic Prayer-** All three will now stay in their places and kneel with the congregation during the Eucharistic Prayer.

*During the consecration, after the priest says the words and holds up the host, **Server 1 will ring the bells 3 times.** Server 1 will repeat this action when the priest says the words over the chalice and raises it above the altar.*

During the sign of peace, **Server 2 (if needed Server 3)** brings up plates, making sure they are separated, and they go on the left of the altar. (Profound bow)

**For communion,** the three servers stay in places and wait to receive and then kneel up in the tabernacle or on the step up there.

**After Communion- Server 1** will bring the water cruet to the altar and stand ready to assist the priest in purification after the hosts are put in the tabernacle. **Servers 2 and 3** will be ready to clear things off the altar when the priest finishes with them, slight bow, and take them to the credence table. (Do not stack the patens or chalices.)

**Server 1** will return to take the sacramentary. **Server 2 and 3** will return and take any remaining items.

### **Closing Rites-**

**Server 1** will hold the book for the priest for the closing prayer.

*After* the priest gives the final blessing,

All servers move when priest moves during the last hymn, **Servers 2 and 3** take the song books and **Server 1** gets the cross and meets the priest and **Servers 2 and 3** in front of the tabernacle to genuflect and then proceed down in front of the altar. All make a profound bow and process out.

One of the servers should take the book from the priest.

**All:** Help take down after mass.

### **Take down after mass**

1. Take cruets/pitcher which had wine and water and rinse out
2. Dump out dish
3. Put towel away
4. Put large red sacramentary back
5. Snuff all candles
6. Put key tabernacle away