



Guide for Servers

October - 2010

1. Please arrive at church 15 minutes before Mass and check off your name on the sheet on the bulletin board in the Priests' sacristy.
2. Dress in alb (located in the Priests' Sacristy). They are in various sizes. Select the one that is long enough to reach your ankles when belted. Please do not wear sneakers to serve.
3. In the absence of a sacristan, light candles on altar; see that credence table is set up with corporal, purificators, chalices, water, communion bowls, (pyx, if needed), lavabo bowl, and towel.
4. Take Processional Cross to the Back of Church.
5. Participate in the Ministry of Welcome by greeting parishioners and distributing bulletins at the side or rear entrances of the Church. It is important that all ministers be focused on greeting those entering church and not on talking with the other ministers.
6. Five minutes before Mass begins, join the Presider and the other ministers for a brief prayer near the baptismal font. The prayer may be offered by the Presider or one of the ministers.
7. The Order of the Entrance Procession is: Server with Incense, if it is used, Processional Cross, Book of the Gospels, (if there is a Baptism, the family follows) then the Presider.
8. The Server with the Processional Cross stands to the right of the Presider. Wait at foot of the sanctuary steps with Presider while Reader enthrones Book of Gospels. When reader returns to the bottom of the steps, all bow together, except the server carrying the Processional Cross.
9. Enter sanctuary with the Presider, go to seat on the left side of the sanctuary outside the Priests' Sacristy. The server carrying the Processional Cross proceeds directly to the Priests' Sacristy with the cross, then takes a seat in the sanctuary.
10. Toward the end of the Gloria, whether sung or recited, take Sacramentary to where the Presider is standing, either in front of the altar, or in front of the Presider's chair. Hold the book so that the words are facing the Presider when he opens it. Hold it open until he finishes reading. Return to the chair outside the Priest's sacristy, with the book.
11. Pay attention during the Liturgy of the Word for microphone on ambo to be on when the Reader reads.
12. After Prayers of the Faithful and during announcements, bring the tray from the credence table to the altar, placing everything that is on the tray on the altar with the exception of the empty bowls. Begin to set table with cups to the right of center, purificators to the right of the cups, and water near the cups. Place the corporal on the altar with the folds facing down and the cross closest to the Presider. Remove altar throne and Book of the Gospels to the Priests' Sacristy. Place the Sacramentary on the altar.
13. When Presider goes to receive the gifts, go with him. Presider will first hand Server the basket of money; take it and put it behind the altar and return to Presider.

14. Presider will next hand Server the wine; take it, go to altar and hold it on the side of the altar with the cups until the Presider takes it from you; when he returns the empty carafe, take it to the credence table.
15. Bring lavabo bowl with towel back to the altar for Presider to wash his hands. Bow.
16. Take bowl, towel, and water cruet back to credence table; return to seat.
17. At the Agnus Dei (Lamb of God) bring empty bowls *and the large pyx (if it is out) to the altar*. If the Presider requests hosts from the tabernacle, bring the reserved hosts to the Presider. Stand near the altar and hold the bowl until the Presider takes it from you. Then stand on the line behind the row of diamond shaped border tiles in the center of the EME's behind the Presider. Receive Communion with Ministers, return to seat.
18. During Communion, take the basket of money to the Priests' Sacristy and remove the Sacramentary, placing it on the empty server chair.
19. After the Blessed Sacrament is reposed, remove all empty bowls and the corporal from altar and return to your seat. Do not stack the bowls. When the Presider stands, carry the Sacramentary to him to read the Closing Prayer. Hold the book until he is finished reading and then return it to the chair by the Server chairs.
20. After the final blessing, get the Processional Cross from the Priests' Sacristy, approach the bottom of the steps the same way you came up and stand to the right of the Presider as you face the altar. After he bows, lead the Presider down the aisle.
21. After Mass, put the money in the safe in the Priests' Sacristy.

Notes: The prayers read by the Presider from the Sacramentary may be read from the Presider's chair, or in front of or behind the altar. Please check with the Presider before Mass, to learn his preferences.

Thank you very much for participating in this ministry!

October 14, 2010