

## Server Directions

**Server One-** Cross bearer(older), **Server Two-** Candle Bearer, **Server Three-** Candle Bearer, **Server Four –** (Incense if needed)

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

1. Gift Table
  - a. Ciborium hosts
  - b. Cruets of wine and water
2. Put on credence Table
  - a. Chalice(s)
  - b. Bowl for hand washing
  - c. Towel for wiping hands
  - d. Purificator ( Additional for each extra cup used.)
3. Light two candles on altar

### **During Mass**

1. <sup>1</sup>**Server 1** will carry the cross in procession with **Server 2** and **Server 3** who will follow just behind with the candles. (Cross is in sacristy and candles are taken from the altar, keep them level at all times.)
2. Upon arriving at the altar, do not stop, **Server 1**, **Server 2**, and **Server 3** walk up, and put the cross back, and candles on the altar and go and stand in their spots. (**Server 3** is on the priest side(HT- next to the priest) and **Server 1** and **Server 2** stand next to the credence table.
3. **Server 3**, after the Gloria, or during Lent once directed by the priest, will get the mike and place near priest then get Missal and hold for priest and put both back.
4. As soon as the second reader **moves** to put the book away, before the “alleluia” verse begins, **Servers 2 and Server 3** go and get their candles from the altar, and step back facing one another at the ends of the altar.<sup>2</sup>
5. The priest/deacon will get the book and hold and when he starts to walk around the altar, goes to his left, **Server 3** leads by walking around the front of the altar and going and standing next to the ambo, facing it on the side closest to the wall. **Server 2** walks behind the altar, following the deacon/priest, and follows him to the ambo and stands on the side of the ambo facing **Server 3**, closest to the altar. **Please be reverent and don’t look around while standing at the ambo.**<sup>3</sup>
6. When the Gospel is finished, **Server 2** and **Server 3** go with the priest/deacon to book stand, standing on either side of him. Once he places the book in the stand, **Server 2 and Server 3** will walk with priest/deacon and place the candles back on the altar then go back to their spots.
7. After the priest/deacon finishes the homily, the creed has been said and during the intercessions, **Server 1** goes back to lead the gift bearers up.
8. After the petitions, it is time to prepare the altar. The congregation will sit and **Server 2** goes back and takes the chalice with purificator/corporal on it and places it on the right side of the altar. **Server 3** takes book and its stand and places it on the altar and then gets the mike and places it on the altar.
9. **Server 2** then goes down with priest/deacon to receive the gifts.
10. **Server 1** who is to lead the gift bearers needs to make sure he/she is ready to go and will lead the procession down when priest/deacon starts to come to the stairs.
11. **Server 1** walks down at normal walking speed and then helps receive the gifts with **Server 2**.
12. **Server 1** and **Server 2** take the gifts and go to the side of the altar closest the ambo, they take the tops off in one hand, and have the cruets ready so that the priest/deacon can grab the handle. ***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.<sup>4</sup>
13. Once the water and wine have been used, **Server 1** and **Server 2** go back to the credence table, and one takes back the water and the other takes the bowl and towel to the priest pouring water over his fingers and then returning to the credence table placing the items on it.
14. All three servers will now go to the front and face the altar on the appropriate level standing in the middle. They will kneel and stand with the congregation.

## Server Directions

15. **Server 1** rings the bell once by twisting wrist when the priest places hands over the offerings. **Server 1** rings the bell 3 times, 3 distinct rings, in about 5 seconds, after the consecration when the priest raises host and again after the consecration when the priest raises the chalice.
16. Once the priest/deacon received, they will come and give communion to the servers and **Server 1** and **Server 2** will use the patens. **Server 3** will return the book, stand, and the mike to their initial places. Server 3 will fold up the corporal and place it on the ciborium and take this to the credence table, then kneel.
17. Once communion is finished, **Server 1** and **Server 2** will bring patens and have the priest/deacon wipe them off at the credence table and then they go and stand by their chairs.
18. After Communion, **Server 3** will be ready to take the empty ciborium or anything else needs cleared off the altar. **Server 1** will stand in his spot by the chairs
19. Once our Lord is reposed, the servers can sit down.
20. **Server 3**, upon direction from priest, places mike out and holds the book for the priest then returns the book.
21. *After* the priest gives the final blessing, **Server 1** gets the cross, **Server 2** and **Server 3** will get their candles, they go down to the first pew and turn and face the altar.
22. Once the priest/deacon genuflects, the servers turn and exit going at a normal walking speed.

## Take down after mass (Help sacristan with the following after mass)

1. Snuff all candles
2. Help carry items from credence table to sacristy(plates, cups, cruets/pitcher, etc)

## Notes ( If incense is used)

<sup>1</sup> Server 4 (Thurifer) is to light the coals at least 10 mins before mass. The Thurifer will carry the censor( thurible) and boat leading the procession after the priest puts incense into it (from the boat which holds the incense).

<sup>2</sup> The Thurifer goes to the front of the altar, facing the altar. When deacon/priest moves, the thurifer will lead the other servers to the ambo and stand behind it.

<sup>3</sup> The deacon/priest will take the boat from the Thurifer and add incense to the coals. After reading the opening to the gospel, he will take the thurible and incense the gospel book and give back to the Thurifer who will take the thurible/censor outside.

<sup>4</sup> The Thurifer brings the thurible to the priest once the chalices are filled with wine and water. The priest will place incense in the thurible and incense the main altar. (If deacon, the priest will give thurible to the deacon) They will incense other things (Order – priest (3 swings, 2 motions), other priests (3 swings, 2 motions) and then go in front of altar and incense the congregation (3 swings, 2 motions).) The priest/deacon will then hand it back to the Thurifer who takes them outside.

## Funeral Serving Differences

1. One server has the cross.
2. Another server the holy water sprinkler and they make sure to give the holy water sprinkler to the priest at the back of church when he requests it. Be ready to receive it after he is finished and put it back on the table in it's holder.
3. After blessing the body/remains, the server with cross leads the procession down the main aisle, with other two servers following as usual.
4. Everything is the same as a regular mass. (The sacristan will light the charcoal during offertory.)
5. At the end of mass, one server will get the incense (censor and boat(incense holder)) from credence table and bring it to priest in front near body/remains.
6. The server will wait there until the priest is finished incensing.
7. After the priest incenses, he will hand the censor back to the server who will take it and place the censor outside using the back door. The boat can be placed on the credence table.
8. One server then gets the cross and together with the other two servers, go stand in the center aisle facing the body/remains, ready to process out.
9. Once the priest indicates, they are to process out, with the cross leading.
10. The servers keep going until then get to the outside doors or fellowship hall.
11. They then wait for the body/remains to be put in the car/fellowship hall and then head back to sacristy.
12. Help the sacristan clean up.