

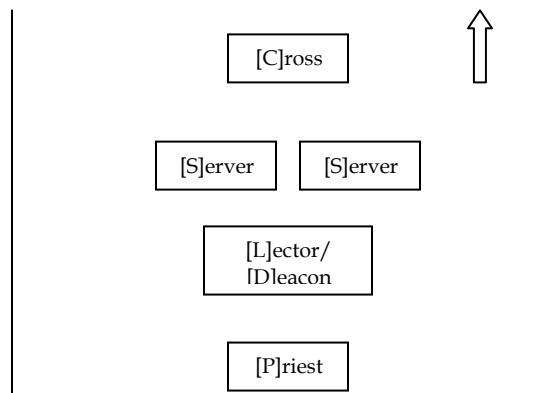
Serving the Sunday Mass

Responsibilities Before The Mass

- ❑ Place Mass gifts on the gift table.
 - Paten of Bread with the Large Host
 - Cruet of Wine
 - **Cruet of Water**
- ❑ Place Mass vessels on the Credence table by the Organ.
 - Finger bowl and towel
 - The Priest's Chalice with Purificator (and Pall)
- ❑ Light the candles.
- ❑ Get your song books and wait in the Narthex.
- ❑ Just before Mass starts, the cross bearer retrieves the Processional Cross from its stand in the sanctuary and brings it to the back of the church.

Processional Into Church to Start the Sunday Mass

- ❑ Cross Bearer carrying the Processional Cross leads the procession
- ❑ Followed by two servers
- ❑ Followed by the Lector/Deacon
- ❑ Followed by the Priest



Responsibilities During The Mass

Opening and Closing Prayer

When does this occur:

Opening Prayer

Bring the Sacramentary to the priest while the "AMEN" of the Gloria is being sung.

(When there is no Gloria)

At the absolution prayer after the "Lord have mercy" invocations or the "I confess... " prayer when the presider says the words "May almighty God have mercy on us, forgive us our sins and bring us to everlasting life".

Closing Prayer

Bring the Sacramentary to the priest after Communion as soon as he stands from the sitting position. The closing prayer will precede any announcements.

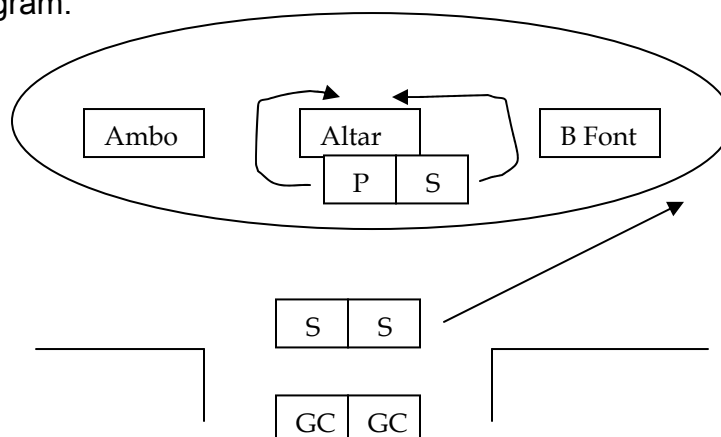
- ❑ Be alert. You must bring the Sacramentary to the priest as above and not wait until he says "Let us Pray". There will be a time of silence before he invites the people to pray.
- ❑ Bring the Sacramentary to the priest closed.
- ❑ Hold the Sacramentary steady with two hands.
- ❑ If the priest adjusts the position you are holding the Sacramentary, then maintain that position.
- ❑ Wait until the prayer is finished and the assembly has responded "Amen" before closing the Sacramentary and returning to your seat.

Preparation of the Gifts

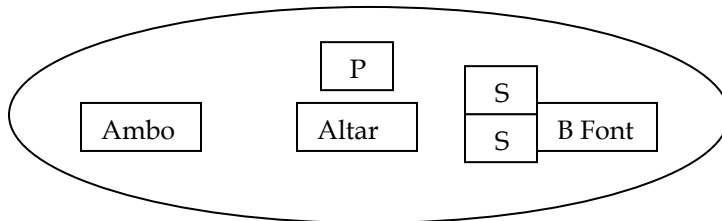
When does this occur:

After the Prayer of the Faithful (Intercessions....Lord Hear Our Prayer)

- ❑ One server brings the Sacramentary to the altar and hands it to the Deacon or Priest.
- ❑ At the same time the other server gets the priest's Chalice and Purificator (and Pall if present) from the credence table, brings it to the altar and hands it to the Deacon or Priest.
- ❑ The two servers then go down the main isle of the church to the gift table and lead the gift bearers to the front of the sanctuary.
- ❑ The priest and deacon come to the front of the altar in the sanctuary to receive the gifts. If there is no deacon, the third server not involved in leading the gift bearers to the sanctuary comes to the sanctuary and stands with the priest to assist in the reception of the gifts of bread and wine. After all the gifts have been received and the priest moves to the back of the altar, **the third server carries the gifts of wine and water (cruets) to the back of the altar. Do not place the cruets on the altar.** Wait for the priest to take them from you and then return to your seat. See diagram.



- ❑ **After leading the gift bearers to the front of the sanctuary, the two servers involved in the procession of the gift bearers immediately proceed to the credence table to get the bowl and towel.** Both servers position themselves to the altar side of the baptismal font and wait. See diagram.



- ❑ **When the priest or deacon has completed the preparation of the chalice, the server without the finger bowl steps forward to take the water cruet from the priest or deacon and then steps back into his/her position near the baptismal font. When you return, hand the water cruet to the other server with the bowl and take the towel from him/her. One server should hold the bowl and the water cruet, the other server the towel.**
- ❑ Unfold the towel in preparation for the priest to dry his fingers after they are washed.
- ❑ The priest will come to the servers positioned by the baptismal font to wash his fingers. As the priest approaches with his hands outstretched to have his fingers washed, hold the bowl under his hands and pour the water slowly from the cruet over his fingers until he lifts his hands as a gesture of enough.
- ❑ The server with the towel hands the towel to the priest unfolded and with two hands. The towel should be placed under the priest's wet hands so as to prevent any water from dripping on his vestments.
- ❑ After receiving the towel back from the priest, return the water cruet, finger bowl and towel to the credence table and return to your seat. Do not put the towel in the wet finger bowl.

Eucharistic Prayer

- ❑ When the assembly kneels for the Eucharistic Prayer (immediately after the Holy, Holy, Holy...), all three of the servers move forward to the first step of the sanctuary near the server seats and kneel.
- ❑ **Remain kneeling until the Our Father and then go to a standing position in your place near the server chairs.**

Communion Time

When does this occur:

At the sign of peace

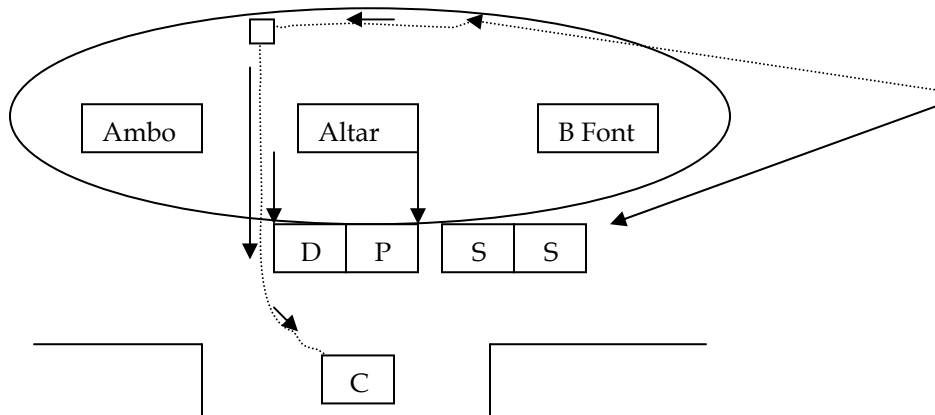
- ❑ All 3 servers will not come into the sanctuary during the time of peace but will wait and receive communion from the Communion Distributors with the rest of the congregation.
- ❑ Once you have received communion, then proceed into the sanctuary and clear the altar of everything except the trays for the communion cups and bread patens. Leave them on the altar. Once the altar is cleared, return to your seats as communion is distributed to the congregation.

Recessional

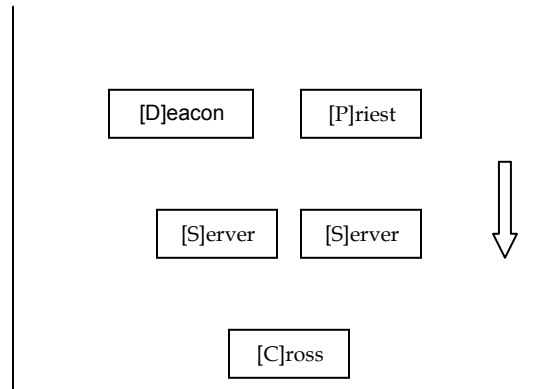
When does this occur:

During the closing song as the priest leaves the presider's chair and moves to the altar and kisses it.

- ❑ The cross bearer moves directly to the sanctuary and retrieves the processional cross from its stand on the LEFT side in the sanctuary and carries the cross to a position in the center isle of the church even with the first set of pews. Face the altar. See Diagram.
- ❑ The other two servers move to the right of the priest at the foot of the sanctuary and face the altar.
- ❑ The priest and deacon come to the foot of the sanctuary and face the altar.
- ❑ When the priest reverences the altar (bow), all bow except the cross bearer.



- ❑ After all have revered the altar (bowed) all turn toward the back of the church.
- ❑ The cross bearer will start to lead the procession out of the church down the center isle.
- ❑ The two servers will follow behind the cross bearer.
- ❑ The lector will not process out in the recessional.
- ❑ The priest and deacon will follow the servers. (See diagram)



- ❑ Take your time.
- ❑ Once in the narthex, wait to take the songbooks from the priest and deacon.
- ❑ Return to the sacristy.
- ❑ The cross bearer returns the Processional Cross to its stand in the sanctuary. Because of the congregation leaving church and preventing you from reentering through the main doors, follow the servers to the sacristy and reenter the church through the door by the Blessed Sacrament chapel.

Responsibilities After The Mass

- ❑ Return the songbooks to the proper place in the sacristy.
- ❑ Bring all of the Mass vessels back to the working sacristy and put them on the counter so they can be washed and put away by the eucharistic ministers. **The eucharistic ministers will bring the trays with the communion cups and the communion dishes back to the sacristy.**
- ❑ Extinguish the candles.
- ❑ Hang up your alb. Be sure to put it back on the correct hanger.