

# Serving the Weekday Mass – Procedures

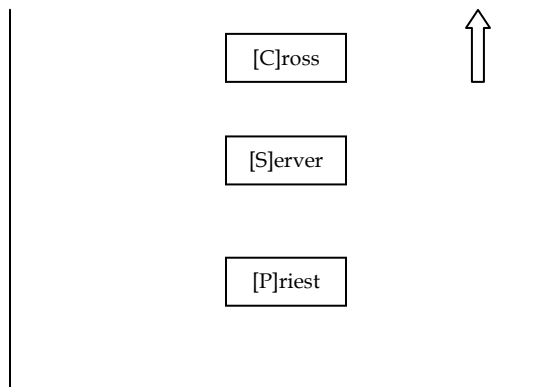
## Responsibilities Before The Mass

- ❑ Arrive 15 minutes before Mass.
- ❑ Sign-In.
- ❑ Put on an alb and check your appearance in the mirror.
- ❑ Place Mass gifts and vessels on the Credence table by the Organ.
  - Cruets of wine and water
  - 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 Weekday Mass

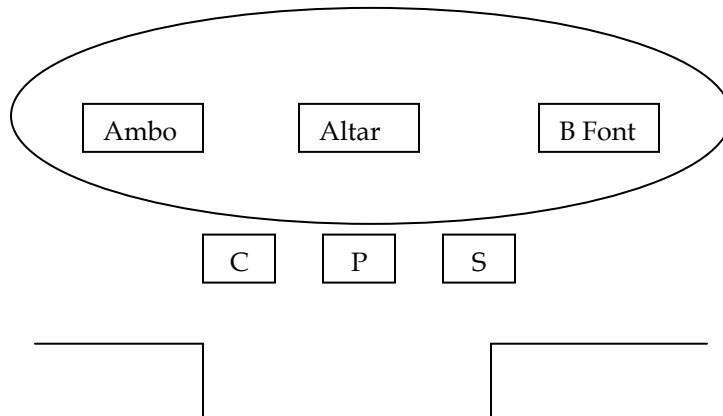
- ❑ Cross Bearer carrying the Processional Cross leads the procession
- ❑ Followed by the other server
- ❑ Followed by the Priest

1.



2. When reaching the foot of the sanctuary:

- The cross bearer moves to the **left** and the other server moves to the right of the center isle to make room for the Priest. The cross bearer should line up between the two altar candles on the left side of the sanctuary. The server's position is between the Baptismal Font and the altar. Face the altar. See Diagram.

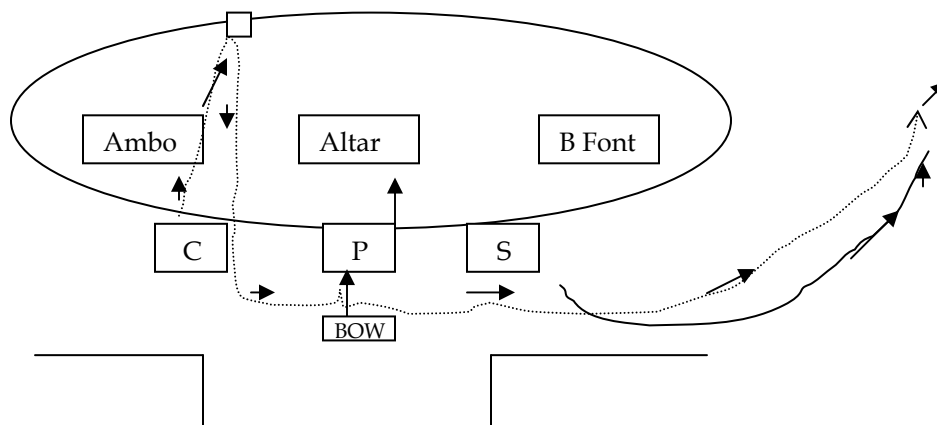


3. Reverence the altar

- When the Priest arrives at the foot of the sanctuary, wait for the priest to reverence the altar (bow). The other server bows with the priest. The cross bearer does not bow.

4. After reverencing the altar:

- The other server proceeds to the server chairs while the cross bearer carries the cross to its stand on the left side in the sanctuary. Return to the front of the sanctuary in the nave and join the other server. **As you make your way back to the servers' chairs, bow to the altar as you pass in front of it.** See diagram.



## Responsibilities During The Mass

### Opening and Closing Prayer

When does this occur:

#### **Opening Prayer**

*Bring the Sacramentary to the priest:*

- ❑ *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”.*
- ❑ *Or if there is a “Gloria”, during the “Gloria” if it is not sung or at the “AMEN” of the Gloria if it is sung.*

#### **Closing Prayer**

*Bring the Sacramentary to the priest after Communion as soon as he stands from the sitting position.*

- ❑ 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.

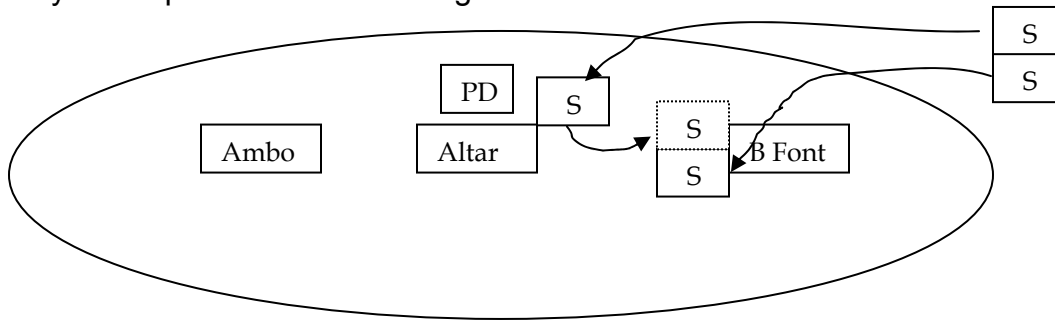
### Preparation of the Gifts

When does this occur:

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

- ❑ All the Mass vessels and gifts are on the credence table. There are no gift bearers at the weekday Masses.
- ❑ One server brings the **Sacramentary** and the other server brings the priest’s **Chalice** and the purificator (and Pall on the chalice if present) from the credence table to the altar and hands it to the Priest.
- ❑ Both servers **immediately** return to the credence table to bring up the water, wine, finger bowl and towel.
- ❑ One server brings the finger bowl and towel. Unfold the towel in preparation for the priest to dry his fingers after they are washed.
- ❑ The other server brings the cruet of wine and the cruet of water. Hold the cruets with the handles toward the priest (outward) so he can take each one from you easily.
- ❑ The server with the finger bowl and towel moves to a position on the altar side of the baptismal font and waits.

- The server with the water and wine cruets proceeds to a position near the altar and waits for the Priest to prepare the cup. Hold the cruets. Do not place them on the altar. The Priest will take the wine cruet first then the water cruet.
- Once the Priest hands both cruets back to the server, move to a position with the other server by the baptismal font. See diagram below.



- 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.
- Hand the towel to the priest unfolded. 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 cruets, 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...), 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 at the foot of the sanctuary.

## Communion Time

When does this occur:

*At the sign of peace*

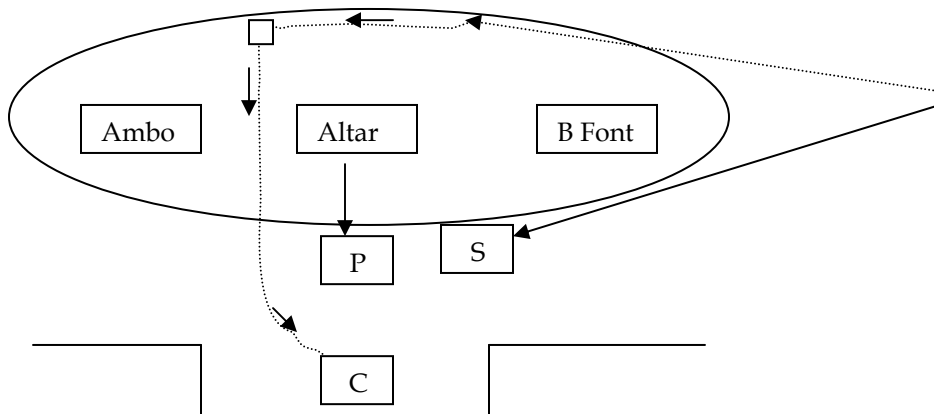
- Both servers come to the foot of the sanctuary and stand next to the Eucharistic Minister.
- The servers will then wait to receive communion from the priest.
- Consume your host as soon as you receive. If you wish to receive the cup, the Eucharistic Minister will offer the cup to you.
- Once the various communion stations are in place and the distribution of communion has begun, clear the altar of everything. Once the altar is cleared, return to your seats as communion is distributed to the congregation.

## Recessional

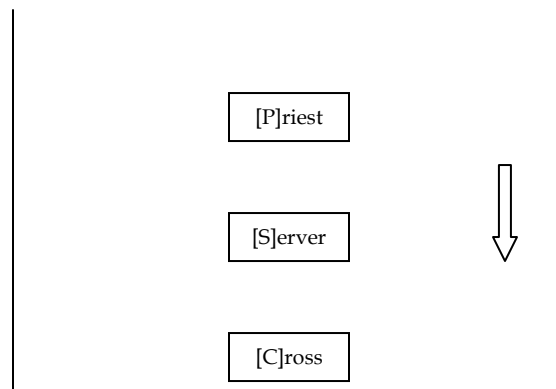
### When does this occur:

*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 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 server moves to the right of the priest at the foot of the sanctuary and faces the altar.
- ❑ The priest comes to the foot of the sanctuary and faces 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 other server will follow behind the cross bearer.
- ❑ The priest will follow the server. (See diagram)



- ❑ Take your time.
- ❑ Once in the narthex, wait to take the songbooks from the priest.
- ❑ 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, reenter the church through the door by the Sacristy.

## **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.
- ❑ Extinguish the candles.
- ❑ Hang up your alb. Be sure to put it back on the correct hanger.