

### After Mass: You still have things to do!

- Bring everything you put on the credence table back into sacristy, **except** the Roman Missal Book which always stays on the Credence Table
- Put used purificators in the hamper under the sink
- Fill up water cruet (to set-up for next Mass)
- Put 4 new purificators on top of the side chalices
- Put new towel out, if old one is wet
- 4:30/11:30 – make sure you put-out the candles (using candle snuffer)
- 8:00/9:45 – leave candles burning for the next Mass
- When everything is put away, you are finished.

**THANK YOU – For your service to the parish!**

### Items to be familiar with:

**Boat** – container that holds unburned incense

**Bowl and towel** – used to wash priest's hands

**Chalice** – sacred vessel which holds Precious Blood

**Chalice Veil** – garment used to cover Priest Chalice

**Credence Table** – table that holds chalices, water, towel, and bowl

**Corporal** – squared white cloth, which paten/chalices are placed on

**Cruet** – container used to hold the water

**Decanter** – big container used to hold the wine

**Missal** – sacred book (red) which contains the prayers for Mass

**Missal stand** – device used on altar to hold the Missal

**Pall** – white square which covers the priest's chalice

**Paten** – Vessels used to hold the bread for consecration

**Purificators** – white clothes used to wipe/clean chalices

**Tabernacle** – sacred vessel where the Blessed Sacrament is reserved

**Thurible** – device used to burn charcoal and incense

## Servers Manual



### Duties before Mass:

- Arrive 15 minutes before Mass
- Put on your Alb – it should go down to your ankles
- Light candles, if they are not lit already
- Take basket with water/towel/bowl and four chalices with purificators to the credence table
- Remove the items from basket, then arrange the items on the credence table
  - Side-chalices on far left with Purificators on top
  - Patens behind side-chalices
  - Water cruet in front of side-chalices
  - Priest's chalice in the center of the credence table
  - Missal and stand on far right
  - Put out the Gospel Stand – front-center of Altar
- Place the empty basket underneath the credence table
- Take Bread/Wine to the gift table in the back of Church

**Silence should be observed as best as possible  
in the Sacristy prior to Mass.**

## Duties during Mass:

### Entrance/Procession

- Crucifer walks first, then other servers
- When arriving at altar, separate far apart to allow room for Priest/Deacon: crucifer on left side, other server(s) right-side.
- Do not proceed into sanctuary until priest genuflects, servers also genuflect. All servers walk up on left-side of altar, following the crucifer

### Liturgy of the Word

- Book-Bearer watches for Father's signal to bring over the Missal for the Opening Prayer. Hold Missal on your chest, depart when priest taps book.
- Sit/listen to the readings/Homily – Stand for the Creed and Intercessions

### Liturgy of the Eucharist

- After Intercessions finish, Servers will:
  - Put Missal with Missal Stand on the Altar, remove Gospel Stand
  - Put Father's chalice on altar
  - Put side-chalices on right-front of altar with purificators
  - Put water cruet next to the 4 side chalices
  - Go back to your seats until it's time to receive gifts
- Servers **should not** place the gifts (bread and wine) on the altar, please wait to hand them to Deacon/Priest
  - Server goes with priest/deacon to receive the wine and stands with the wine at the left-side of the altar to hand to the priest/deacon
  - Both servers remain there until decanter is returned
  - Both servers will go back to the credence table: one server holds the water/bowl; the other holds the towel, then both proceed to the altar to wash father's hands.
  - When the *Holy, Holy, Holy* begins servers go immediately behind their seats and stand – when the song concludes – kneel.

### Ringling the Bells:

The server closest to the bells will ring them.

- 1 short ring – after the priest takes the Pall off the chalice and stretches his hands over the bread and wine
- 3 long rings when the Host is raised
- 3 long rings when the Chalice is raised

### Our Father/Sign of Peace

Do not hold or raise hands, fold them in prayer

- When priest goes to tabernacle (Lamb of God) – put patens on altar
- After priest drinks from Chalice, come to side of Tabernacle to receive Holy Communion, then kneel. **Never sit** – If you are unable to remain kneeling the whole time, then stand behind your chairs
- When priest returns after distributing Holy Communion, place water cruet on the altar and go back to kneel/stand
- As vessels are purified – go to Altar to remove chalices, ciborium, communion patens, and Missal & stand and place on Credence table

### Closing Prayer/Final Blessing

- After the Final Blessing, Crucifer and other servers go immediately to the front of the altar steps and face the altar
- Wait until the Priest comes, then all will genuflect (follow Father)
- Crucifer leads all of us out the center aisle