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

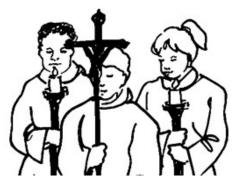
Corporal – squared white cloth, which paten/chalices are placed on

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: crucifier on left side, other server(s) right-side.
- Do not proceed into sanctuary until priest genuflects, servers also genuflect. <u>All servers</u> 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 <u>should not</u> 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 <u>stand</u> – when the song concludes – <u>kneel</u>.

Ringing 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