

## MINISTRY OF SERVER INSTRUCTIONS

**Preparation** **ARRIVE 20 MINUTES BEFORE MASS BEGINS.**  
(You **WILL** be replaced 10 minutes before Liturgy begins.)

Pause to pray

Put on alb (robe) and cincture (belt)

Decide on roles (book, candles, chalice, water pitcher and bowl or towel)

Ask the Deacon if there is anything different for this liturgy.

Take Sacramentary (Prayer Book) to server table if it is not already there.

Make sure that tray, cups, purificators, chalice and extra plates are on server table

Fill the small silver pitcher with water (let the water run a few minutes to get rid of the sulfa smell) and place it and a small towel on the server table

5 Minutes before Liturgy begins light the candles near Ambo (pulpit), place candle lighter on server's table (make sure it has enough wick for Mass)

5 minutes before Liturgy stand by Baptismal Font to wait for beginning of service

### Procession In

Process in 6 feet behind the cross carrying a song book and singing or with your hands folded

Arrive at foot of the Altar move to side to allow Father and Deacon to come between you

- Genuflect with Father (Right knee to ground.)

- Go **STAND** at your seat

### Opening Prayer

After the Penitential Rite (Lord have mercy) be ready to bring the Sacramentary up to Father.

When Father says, "Let us pray." server brings Sacramentary to Father open to the ribbon color of Fr.'s vestments

Father finishes prayer return the Sacramentary to server's table and return to your seat

**Collection/ Presentation of the Gifts** - End of General Intercessions the people respond "Lord hear our prayer."

**When the priest or deacon moves to the center of the altar:**

- Bring the large chalice (cup) from the server's table to the altar hand it to the Priest/Deacon
- Pick up the stand for the Book of the Gospels and take it back to the table

#### **DO NOT SET ANYTHING ON THE ALTAR**

- Bring the Sacramentary from the server's table to the altar and hand it to the Priest/Deacon.
- Server gets the candle lighter from server table and lights it from candles near ambo
- Blow out candles at ambo
- Light candles near altar
- Take candle lighter back to server's table
- Go and stand next to the Priest and the Deacon with at least one server on both sides
- Go with Priest and Deacon to receive gifts
- Priest distributes gifts
  - If you receive the water or the wine – go to the side of the altar nearest the chalice and face the center of the sanctuary **with the handles facing away from you.**
  - If you receive the baskets – place them in front of the altar and return to the server table to get ready for the washing of hands.

### Preparation of the gifts and the altar

After the Priest/Deacon mixes the water and wine

The Server with water – Takes the water container and puts it on the server's table.

**NOTE:** the wine container is usually left on the altar.

Washing of hands.

One server gets the towel and opens it, the other server the pitcher and bowl and moves to the side of the altar.

As the priest's backs away from the altar, prays and bows move towards Father.

**NOTE:** If there is one server, put the towel over your arm and bring the bowl and pitcher to the priest for the washing of hands.

Priest washes hands. - Server(s) return towel, pitcher and bowl to server table and return to your place.

**Sign of Peace** Priest says, "May the Peace of the Lord be with you"

**BEFORE YOU EXTEND THE SIGN OF PEACE TO EACH OTHER** or your family, get the tray of plates and cups from the server table and place it on the altar.

**THEN** exchange the Sign of Peace with each other and your family and friends.

### **Communion**

You receive Eucharist from the first Eucharistic Minister on your side of the aisle.

**DO NOT FORGET TO REMOVE** the silver tray **AND** the Sacramentary from the altar after you receive Communion.

### **Prayer after Communion**

When the choir ends the Communion song the server with the Sacramentary opens the book and brings it to Father

Priest will pray the prayer after communion and if there is no Solemn Blessing, close the Sacramentary and take it to the server's table

### **Recessional Song**

Priest kisses altar and moves to foot of steps

One server gently blows out candles at the altar (so wax does not spill over)

All servers move to the foot of the steps on either side of the Priest and Deacon.

If Father hands you anything (book, papers, etc.) take it with you and leave it on the counter in the Vesting Sacristy.

If Father hands you a hymnal, give it to Hospitality on your way out.

Priest bows

Bow deeply keeping the Priest in corner of your eye and bow and rise up at the same time.

When finished bowing, turn around and walk out in front of the Priest and Deacon.

**After the Service** Make sure that **YOU hang up your robes on a hanger.**

### **NOTE**

**You MUST** arrange for your own replacement if you cannot be available when you are scheduled.  
**Notify Deacon Dave or Jim of the change.**