

Server Assignments for Mass

1/21/04

Server #1

Server #2

Before Mass:

Servers should arrive 15 minutes before the start of Mass. The Servers should dress correctly. Suzanne Fitzgerald, a Sacristan, or a Mass Coordinator, will provide any information of any special activity for the Mass.

After putting on an alb and cincture,

Retrieve Cross from Sanctuary.
Wait in the Vestibule at the center door.

Make sure the candle by the Ambo is lit.
Make sure the Sacramentary and the binder are by the chair for Serve #2.

Entrance Procession:

Carries the Cross
Stand to the right at the steps.
Do not bow.
Place the cross in the holder.
Move to the right chair.

Carries a hymnal
Stand to the left at the steps.
Bow with the Presider.
Follow the Presider up the steps.
Move to the left chair and pick up Sacramentary.

Liturgy of the Word:

Nothing

Hold the Sacramentary for the Presider either at the chair or in the center.

Prayers of the Faithful:

Nothing

Hold the binder for the Presider.

Collection:

When everyone sits,
Remove book holder to the Credence table.
Light the two candles by the altar.
Return to seat.

When everyone sits,
Place Sacramentary on the altar to the left of the Corporal.
Place the Chalice and a Purificator on the altar to the right of the Corporal.
Return to seat.

Move with Presider for gifts. On the left.

Move with Presider. On the right.

As the Presider takes the gifts and gives to either Server, place the basket in front of the Altar, place the wine carafe on the Altar to the right of the Coporal, place the bread on the center of the Corporal.

Move to the Credance Table.

Server #1

Server #2

Offertory:

When Presider turns, bring water pitcher to the Presider, handle facing out. After he gives back the pitcher, bow and return to Credance Table.

Wait by the Credance Table with bowl and towel.

Get towel, place over left forearm, and walk with Server #2 to Presider

Give towel to Server #1 and, with bowl, walk with Server #1 to Presider.

When Presider places hands over bowl, pour water on fingers slowly until Presider Raises hands. Stop pouring and present the towel to Presider. Presider will dry hands and replace the towel on the arm.

Hold bowl while Presider hold hands and Server #1 pours water.

Bow to the Presider and return to Table.

Bow to the Presider and return to the Credance Table.

Place pitcher and towel on Table and return to your chair. Remain standing.

Place bowl on the Table and return to your chair. Remain standing.

Liturgy of the Eucharist:

After Holy, Holy, kneel in front of chair.

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Stand for Our Father. Hands in "orans"

Stand for Our Father. Hands in "orans"

After shaking hands, move to Credence Table and retrieve cups and place on altar on ambo side:

After shaking hands, move to Credence Table and retrieve bowls and place on altar on candle side:

2 cups at a time. Make multiple trips. Purificators should equal the number of cups.

2 bowls at a time. Make multiple trips.

Stand in next Bread #1 to receive Eucharist

Stand next to Server#1 to receive Eucharist

After receiving, wait for Ministers to leave the altar. Then remove any vessels that are EMPTY to the Credance Table. Wait by the

After receiving, wait for Ministers to leave the altar. Then retrieve the Sacramentary and return to chair and stand until the

Table for any other empty vessels that may be left on the Altar. When all of the Ministers have left and the Altar is clear. Return to chair and stand until Presider returns and sit down together.

Presider returns and sit down together

Final Prayer:

Stand with the Presider.

Stand with the Presider and hold Sacramentary. After final prayer, close book, move to chair, place book on chair.

After final blessing and dismissal, retrieve the cross and move to bottom of steps facing the altar. When the Presider bows, turn and lead the procession out slowly.

After final blessing and dismissal, move down the steps following the Presider the altar. When the Presider bows, bow with the Presider, follow Server#1 slowly.

Continue the procession through the center door and into the Vestibule, then return to Sacristy by way of Spooncer Hall.

After the music ends, return the cross to the stand. Return to Sacristy and hang up Alb.

After the music ends, move to the altar to put out the candles. Return to Sacristy and hang up Alb.