

Saints John and Paul – Server Instructions

Server #1 – Cross Bearer

Entrance: Sets the pace for walking into and out of the church. Take your time and walk slowly. Hold the Cross up high, where you are comfortable. Once you reach the front of the church, move directly up the sanctuary steps and place the cross into its base. The other altar servers, Father, and the lectors will line up along the front of the church, in front of the stairs, and wait for you to return to the foot of the steps. The Book of Gospels lector will proceed directly up to the altar with you as well. Then everyone bows at the same time, led by Father. You do not need to bow when you have the Cross in your hands; only when you return to the foot of the steps. Then move to the server seats at the far left side of the far left first pew.

Offertory (presentation of the gifts): Immediately following the mass petitions, two servers will begin to prepare the Altar for communion. Everything you need is on the **Credence table** (table holding all communion vessels and red Roman missal used in Mass). First, place the Chalice with Veil on the corner of the altar, and wait for Fr Mark/Dcn Steve to hand you the **chalice veil** (ornate cloth covering chalice) and **pall** (linen covered square piece on top of chalice) to take back to the **credence table**. Then place the red **Roman Missal** on the left side of the altar, at an angle. Give Fr. Mark/Dcn Steve time to lay out the two corporals (white linen cloth with embroidered symbol) on the altar. Remove the lids from the **ciboria** (contain the unconsecrated hosts), set the lids back on the tray, and take ciboria to the altar when they're done laying out the corporals. Set them on the corporal. Then bring up the cups, and also set on corporal. Place the water cruet to the right of the corporal, not on it, and set the **purificators** (white linens with the red cross) along the right side of the altar. **Note:** Don't crowd the altar. Present pieces one server at a time. If there are 3 of you bringing items to the altar (or when you take them back after communion), let one Server be at the altar, and the other servers are a couple steps back behind them. When one server leaves the altar, the next one steps up.

Gifts: Once the altar is ready, two servers (#1 and #3) will help Fr Mark/Dcn Steve receive the Offertory Gifts at the foot of the Sanctuary and bring the gifts up to the altar. Stand to the left and right sides of him, but slightly back from him. He will turn and hand one server the wine, and the other server the communion bread. Only Father/Deacon bows in thanksgiving to the gift bearers. Then servers turn and proceed to the altar ahead of Fr Mark/Dcn Steve. Set the bread on the corporal first, then set the wine next to the water (not on corporal). One server stays at the altar (back away one step) waiting for Fr. Mark/Dcn Steve to finish pouring the water and wine. Then take both wine and water back to the credence table.

Purify hands: One Server will carry Lavabo (glass bowl), and have the towel draped on their left arm. The other Server will carry the water cruet. Walk up the steps but stay back by the wall/plant/chair. Fr will slightly lift up the bread and pray. Then he'll lift up the wine and pray. When he says "*Blessed be God forever*" after the wine, and bends over to say a quiet prayer, you walk forward to the altar, staying a step back and to the right of Father. After his prayer, he'll immediately turn to you to purify his hands.

The Server with the water will lightly pour water across Fr Mark's fingers as the other Server holds the Lavabo. The Server with the towel will make sure their arm is towards Father, so he can reach, use and return the towel. Return all to the credence table, laying the towel across the Lavabo.

Communion: After the Extra-Ordinary Communion Ministers receive the Eucharist, please stand and receive communion from either Father or Deacon. Kneel after you receive the Eucharist. After Father and all the Extra-Ordinary Ministers leave the sanctuary, going to their positions to distribute Communion, Server #2 or #3 takes the water and sets it on the right side of the altar.

After Communion: After Father/Deacon purify the cups and bowls, they will begin setting them on the right edge of the altar. On your first trip to the altar, bring up the Chalice Veil and Pall and set them down. Then both Servers can begin returning the cups, purificators and ciboria to the credence table. The Chalice with Veil/Pall and the Roman Missal are usually the last things to return to the table.

End of Mass: When Fr Mark reverences (kisses) the altar, retrieve the cross and proceed to the foot of the sanctuary. The other servers, Father (deacon) and lectors

will join you. Everyone (except Cross Bearer and Candle holders) bows at the same time. The cross bearer slowly leads the way out and all others will follow. Take your time!

Server #2 – Liturgical Book Holder

Entrance: At the start of Mass, follow the cross bearer into the church. If there are three servers, the two not carrying the Cross should walk side by side. Once you reach the front of the church, move to the left, allowing space for the other altar servers, Father, Deacon and lectors to line up along the front of the church, in front of the stairs. Everyone bows at the same time, led by Father. Then move to the server seats at the left side of the far left first pew.

Opening Prayer: At the conclusion of the Gloria, Father will say “let us Pray”. Anticipate this at the end of singing Gloria -- walk over to the credence table and retrieve the Roman Missal, holding it facing out, and stand at the foot of the sanctuary. When, Fr Mark raises his arms, the server starts up the stairs as Fr Mark will then say “Let us Pray”. Hand him the book (book still facing him), he will open it to the page, and place it in your cupped hands to rest upon your chest as he reads. Try to hold the book very steady so he can read the words. *During Lent, we do not sing Gloria, but instead sing Kyrie Eleison. It is much shorter, so get into position at the steps as soon as it starts.*

Offertory: See instructions under Server #1. **Note:** Don’t crowd the altar. Present pieces one server at a time. If there are 3 of you bringing items to the altar (or when you take them back after communion), let one Server be at the altar, and the other servers are a couple steps back behind them. When one server leaves the altar, the next one steps up.

Gifts: See instructions under Server #1. If there is a Server #3, let them receive the gifts with Father and Server #1

Bells: The altar bells are kept on the steps where the Servers kneel. There are three times they ring during mass. You ring the bells with a quick twist of your wrist (as if opening a door knob to the right, and quickly turning it back to the left)

First Ring: At the beginning of the Eucharistic prayer, when Fr. Mark holds both hands over the top of the chalice and the paten. One ring of the bells. Gently set down on cushion.

Second Ring: Fr Mark is silent, but holds the consecrated host up over his head. Three rings of the bells. Let them ring out, and gently set down on cushion.

Third Ring: Fr Mark is silent, but holds up the chalice with the Precious Blood over his head.

Three rings of the bells. Let them ring out, and gently set down on cushion.

Communion: After the Extra-Ordinary Communion Ministers receive the Eucharist, please stand and receive communion from either Father or Deacon.

Server #2 takes the hand-held paten from the credence table and follows Fr Mark to his Communion position, and stand on his **left** side. After he dips the Body of Christ into the Blood of Christ and begins to move it towards the parishioner's mouth, you move the paten, staying under Fr. Mark's hand as he moves it. The purpose is to catch any Body of Christ that may slip, instead of it dropping on the floor. At the end of communion, return the Communion Paten to the credence table into the sleeve. If the Body of Christ falls on it, hold it for Fr Mark to pick up and redistribute. Also, then leave it on tray for later purification. If it's still clean, put it back in the sleeve on the credence table.

After Communion prayer: After purification, and clearing off of the altar, Father will briefly sit. He'll then stand up and give announcements. As he speaks, you retrieve the red Roman Missal (again hold it facing away from you) and stand at the bottom of the steps. As Fr Mark starts to raise his arms, walk up the steps to him, as he starts saying "Let us Pray". Give him the book; he'll open it to the correct page, and place it back into your hands. Hold it very steady. When he closes the book, take it back with you and set on the credence table.

Server #3

Entrance: This server will enter the Church side-by-side with Server #2. You will line up next to that person and follow them to the server's pew after bowing at the sanctuary.

Offertory: Assist in bringing vessels from credence table to the altar with Servers #1 and #2. **Note:** Don't crowd the altar. Present pieces one server at a time. If there are 3 of you bringing items to the altar (or when you take them back after communion), let one Server be at the altar, and the other servers are a couple steps back behind them. When one server leaves the altar, the next one steps up.

Gifts: Go with Father to receive gifts (wine and hosts) from parishioners. See notes under Server #1

Communion: Receive Communion with the other Servers and kneel.

End of Mass: Move into the same position, between Server #2 and Fr. Mark, and prepare to bow following Father's lead. After the Cross bearer begins leaving, you and Server #2 follow, walking side-by-side down the aisle, the same as when you entered.

Other Important Notes

Be respectful, and pay attention during the Liturgy.

Arrive at Mass **15 minutes** before it starts.

Put on your Alb (robe) and match your Cincture (rope) to the color of Father's vestments.

Light the candles within 15 minutes before Mass.

If there is something special happening during Mass (Baptism, First Communion, Easter Candle, Advent candle) you may be asked by Father to do additional duties. He will walk you through what you need to do. You can also ask him first.

Recite with the congregation, sing along with the choir, sit, stand and kneel along with the congregation, and be sure to take Communion.

After Mass, use the snuffer to extinguish the candles. But, do not press down on the candle itself as the wax will spill over the top. Please do not blow out the candles.

Stay back away from the altar except for when you drop something off. The altar is Father's space.

Once trained, watch the servers when you attend Mass to see them in action. Don't be afraid to help your new fellow servers if they are unsure of their tasks. Work as a team!