

2025 Serving at Mass Quick Reference Guide (QRG)

Before Mass Begins

Introduce 3 model servers; gratitude for serving; be not afraid to serve; most sacred of all activities
Watch vids on website at home. Black shoes. Come 15 minutes early. Sign-in. Clean hands.
Vest, pick alb that fits (size chart); 4 velcro attachments (2 in/outside); Cincture (even); knot, cross
Pray server prayer. Role: cross (tallest) or candles. Light altar, procession candles. Genuflect!
Review Mass Quick Reference Guide on bulletin board; stand by the back doors of Church vested

The Entrance Procession

Father directs to line up in at baptismal font w/ Cross + 2 candlebearers flank ea. side of the Cross
Process down the main isle as a team, shoulder to shoulder, good pace, not too fast or too slow
Go to the CENTER of the sanctuary steps, stop, all servers bow head, enter sanctuary, cross 1st
Do NOT wait for Clergy to arrive; immediately enter sanctuary, Cross 1st, go BEHIND the chairs
Put the Cross and Candlesticks in their proper “stands” and then go to your proper chair
Crossbearer chair near the tabernacle, the other 2 server chairs are to the left of the big chair
Standing during the Sign + of the Cross, Greeting, Penitential Act, (Gloria), and Collect Prayer
Sit up straight during the Readings, hands always on your thighs, very attentive to the Readings

The Gospel Procession

After the second reading, all stand, IF a Deacon, gets blessing; *candlebearers get the candles*
Candlebearers go stand on the left side of altar, at the brass floor plate; face people, wait for Cleric
Candlebearers do NOT process/move til the Cleric (deacon/priest) moves to you; not too slow, fast
When the Cleric moves toward you, process around the front of the altar shoulder to shoulder
Process as a team, together, shoulder to shoulder, leading the Cleric slowly to the Ambo
When you arrive at Ambo, Candlebearer on LEFT stops immediately at the side of the Ambo
The Candlebearer on the RIGHT goes BEHIND the Ambo, stands on right side facing other server
After Gospel is proclaimed, Candlebearers move behind altar, bow to altar, then candles to stands
Servers seated during Homily; Servers stand during Profession of Faith & Prayers of the Faithful

Preparing the Altar (Candlebearers often confused! move to ALTAR NOT the candles!)

Crossbearer gets Cross, processes down center isle to the baptismal font, faces altar w/ giftbearers
Other 2 servers go to the middle of sanctuary, bow to the altar, then go to credence table
At the credence table 1st server brings metal book/missal stand to the altar, place it in the middle
Every time a server approaches or leaves the altar, they must “slightly bow”, reverence the altar
2nd server brings tray(s) with gold vessels, ciboria (bowls) of hosts, chalices of wine, pyxes to altar
Servers always stand next to the altar with right shoulder flush facing the Cleric handing the items
After all vessels are delivered to the altar, servers wait next to credence table until Cleric moves
2 Servers go w/ Clerics to *bottom of steps*, stand on each side, take hosts in ciborium & wine cruet
Servers always go to and from by the RIGHT side of the altar to receive the gifts being offered
Servers leave the gifts w/ Cleric on way back, then go to credence table to get water, bowl, towel
Bring water cruet, bowl, towel to right side of altar; water cruet held w/ stem held out for Cleric
Cleric will take the water cruet, mingle a drop of water in the wine, give cruet back to Server
Server holds BOTH water & wine cruet. Other server holds the glass bowl w/ towel on wrist
Then the priest will presents his hands to be washed; Serve w/ water bearer pours over hands
After the handwashing, Servers return together to credence table; PUT TOWEL UNDER BOWL!

The Eucharistic Prayer

After the prep of the altar, all 3 servers STAND at their chairs at start of the Eucharist Prayer
Servers go behind chairs to kneelers, kneeling after the Holy Holy when all the people kneel down
The Crossbearer will ring the bells at *three different times* during the Eucharistic Prayer
The FIRST time Crossbearer rings the bells ONCE when the priest *calls down the Holy Spirit*
TIP: If deacon is present, when deacon kneels, it's same time when bells are rung the 1st time
Crossbearer will ring the bells a *second time* when the *BODY of Christ* is elevated; ring 3 times!
Crossbearer will ring the bells a *third time* when the BLOOD of Christ is elevated; ring 3 times!
NOTE There should be a good *pause of 2 seconds between each of the 3 rings at the elevations!*
All Servers stand after the Great Amen. Servers STAY at kneelers to kneel again at Lamb of God

Holy Communion Distribution

After Lamb of God, all 3 Servers stand, get the cross & candles, go center isle at 1st pew, face altar
When priest comes down to distribute communion, Servers receive on tongue OUT mouth OPEN
Servers return to sanctuary after receiving communion, put cross & candles in their proper stands
Crossbearer kneels in prayer on the kneeler behind his/her chair
1 Server gets Red Missal BOOK from the altar, returns to wood podium in front of priest's chair
2nd server collapses, takes Metal Book Stand to Credence table & puts it on the right side of table
LEAVE the priest's chalice, paten, any and all other items remain on the altar; do not take them
Servers return to their kneelers after removing the Red Missal Book & Metal Stand from altar

After Holy Communion

Watch carefully for when communion is ending. When you see only a few people in line, GO!
2 servers get up from kneelers, GO as a team to the middle of the sanctuary, BOW to the altar
2 servers go to the credence table. 1 server gets the water cruet, the other brings NOTHING
2 servers then go to the altar, stand at right side, shoulders flush to altar, 1 server w/ water cruet
Server without the water cruet receives gold ciboria/bowls (DON'T Clash); take to credence table
Same server will keep returning to altar and stand next to the other server still at the altar
Server w/ the water cruet waits to pour water into chalice (or hands water) for priest (2x pour FD)
When finished pouring water into chalice, *immediately return water cruet to the credence table*
Servers must always bow in reverence each and every time they approach or depart from the altar
When priest is finished purifying, dressing the chalice, servers take main chalice to credence table
Servers keep returning to altar until priest is completely DONE and sits or kneels down at his chair
When finally done, Servers go together to middle of sanctuary, bow to altar, return to kneelers

Recessional (process out during final hymn)

After some sacred silence Servers move from kneelers to their chairs for Prayer after Communion
After the (Elijah Cup), Final Blessing & Dismissal to go in peace glorifying God by your life ...
Crossbearer & 2 Candlebearers immediately get Cross & Candles, move to center isle, 1st pew
3 Servers all facing the altar, Cross in middle flanked by Candlebearers, shoulder to shoulder
After the Clerics genuflect to altar at the foot of the stairs, Servers turn, proceed up isle, good pace
Back of the Church, blow out the candles before putting in the stands, place cross in stand
After placing Cross & Candles in stands, all servers kneel down facing priest for a blessing
After priest blessing, Crossbearer goes to altar, genuflects, gets candle snuffer, snuffs out candles
All servers unvest in sacristy, CAREFULLY hang up alb on proper color hanger; avoid wrinkling