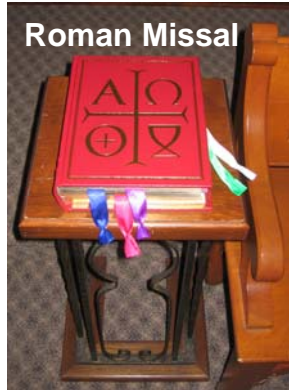


# Servers

- Report to Sacristy (room to the left when facing altar) at least 10 minutes before Mass starts
  - Before/After Mass, genuflect to the Blessed Eucharist in the tabernacle when entering, leaving or passing the altar. During the Mass, bow instead of genuflecting at these times



Tabernacle



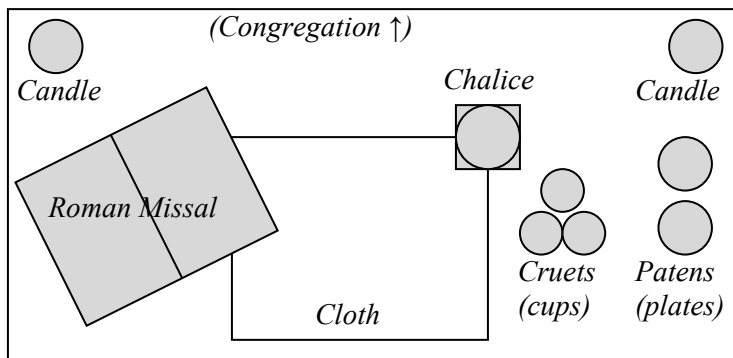
## Before Mass:

- Put on Alb and Cincture (in closet in Sacristy)
- Place Chalice, Cloths, Finger Bowl and Towel on side table
- Place 3 Cruets (cups) and 2 Patens (plates) at rear of church
- Place Roman Missal on side table by chairs
- Light procession candle(s) and candles in Sanctuary (main room with altar) per Candle Lighting Guide



## During Mass: *In general, sit / stand / kneel with congregation when not performing a task*

- One server holds procession cross, the other(s) holds the lit procession candle(s); bow at altar with Father, walk to back of church and start procession (cross first, then candle(s), lector and Father). If there are three servers, the two with the procession candles walk side-by-side.
- Bow at altar, place lit candle(s) on side table near wall, hang cross on hook in Sacristy, go to seat
- When Father says, "Let us pray", hold Roman Missal open for Father during opening prayer, then return Roman Missal to small table near altar and return to seat
- During collection, place Roman Missal, (3) Cruets (cups), (2) Patens (plates) and Chalice on altar per figure below. Remove Book of Gospels stand and place on table near wall.



Altar Table

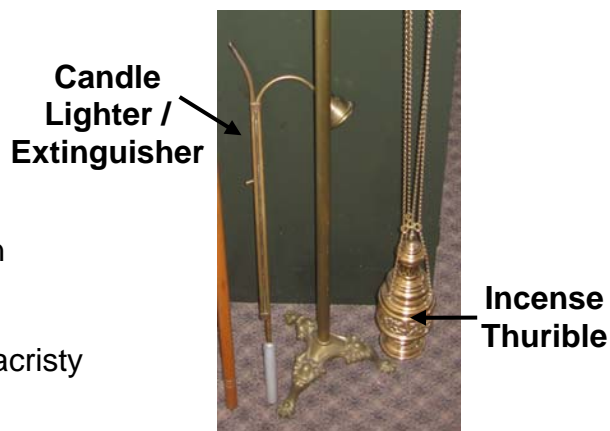
- Follow Father to front of altar to get water and wine and take it to back of altar. Uncap water and wine and wait for Father to reach for them. Hand the wine first, then the water.
- At side table, get water, finger bowl and towel. Pour water over Father's hands and catch water in finger bowl. Hand Father towel to dry hands then return to seats.
- After "Hosanna in the highest", kneel on kneeler and ring altar bells as follows:
  - After the priest calls upon the power of the Holy Spirit to change the bread and wine into the body and blood of Christ. He will bring his hands together over his head and then down over the gifts of bread and wine. Ring the bell.
  - After the words of consecration, he will raise up the Body of Christ (consecrated host) for all to see. Ring the bell.
  - After he raises up the Blood of Christ (consecrated wine), Ring the Bell for the third time.



- Receive the Eucharist at side of the altar then take a Communion Plate (catcher) and go with Eucharistic Minister to distribute. Hold plate under host as it is being distributed. Bow at altar upon return and hand the Communion Plate to Father.
- Take Communion plate and Patens (plates) after Father cleans them and put them on side table, then bring him water to clean the Cruets (cups). Return Cruets to side table.
- When Father says, "Let us pray", hold Roman Missal open for Father during closing prayer, then return Roman Missal to small table near altar and return to seat
- After Father says, "Go in peace", join him to bow at altar and lead him in exit procession.

**After Mass:**

- Extinguish candles
- Place Chalice and Cruets on counter in sacristy
  - Rinse out Chalice and Cruets and set on towel
  - Leave water in Chalice and Cruets for purification
- Place Paten on counter in sacristy
- Empty water from finger bowl and place on counter in sacristy
- Remove Alb and Cincture and hang up properly
- If you are unable to fulfill your ministry assignment, please arrange for your replacement



***Thank you for service. May God bless you!***