

## **St. Patrick's Parish Servers Instructions**

### **SET UP BEFORE MASS**

1. Dress
2. Check Credence Table – make sure the following items are on it:
  - a. Main Chalice w/ purificator
  - b. One (1) Communion cup w/ purificator
  - a. Water Cruet
  - b. Small Paten
  - c. Finger Washing Bowl
  - d. Finger Washing Towel
  - e. Corporal
  - f. Book Stand (on altar at beginning of Mass; on credence table after preparation of the altar)
  - g. Candle Lighter
  - h. (Possible) seasonal altar decorations
3. Set-up book - Sacramentary should be placed on altar servers chairs
4. Light candles near the altar
5. Light Paschal Candle (if necessary)
6. Light Incense (if necessary)
7. Light Processional Candles

## **OPENING RITES**

1. **PROCESSION:** We will wait for one verse of the opening song before we process down the aisle. When you come to the step before the altar, stop – bow – and keep going to your place! **Do not** wait for everyone and **do not** line up in front of the altar. Servers will sit on the side chairs in the front row near the presider's chair.

The order of the procession is as follows:

**a. The Cross Bearer**, will go first.

- ◆ The Cross Bearer will stop at the step before the altar – in the center- bow his/her head (if you are carrying something, only bow your head).
- ◆ Then he/she will go onto the altar platform and place the Cross in the base.
- ◆ The Cross Bearer will then be seated in the server's chairs.

**b. The two (2) Candle Bearers** go side by side down the aisle.

- ◆ Keep about five (5) pews behind the Cross Bearer.
- ◆ Stop at the step before the altar – in the center- bow your heads (if you are carrying something, only bow your head). Do not wait for anyone else. Keep going.
- ◆ Then split and go on each side of the altar to the processional candle rack by the Working Sacristy door.
- ◆ Blow out their candles and hang them up – QUIETLY - on the rack.
- ◆ Be seated in the server's chairs.

**c. The Reader (or Deacon) w/ Book of the Gospels** will go next.

- ◆ Keep about five (5) pews behind the Candle Bearers.
- ◆ Stop at the step before the altar – in the center- bow your head (since you are carrying something, only bow your head). Do not wait for anyone else. Keep going.
- ◆ Place the Book of the Gospels on the book stand sitting on the altar.
- ◆ Reader - be seated in the congregation. You may want to sit in the chairs near the ambo. Deacon – be seated next to priest.

**e. Priest (and second Deacon)** will go next down the aisle (side-by-side, w/ the deacon to the right of the priest).

- ◆ Keep about five (5) pews behind the Reader (or Deacon)

- ◆ Stop at the step before the altar – in the center- bow (if carrying something, only bow your head(s)). Keep going.
- ◆ Go up behind the altar and reverence altar.
- ◆ Be seated in the Presider's Chair (and Deacon's Chair).

## **2. OPENING PRAYER:**

- ◆ When the priest says, "Let Us Pray", the Cross Bearer will bring up the Sacramentary to the priest and hold the book open for him.
- ◆ The priest will open the Sacramentary and place it in your hands. Stand a little to the side of the priest for the prayer.
- ◆ When the opening prayer is over, take the Cross with you back to the server chairs and be seated.

## **LITURGY OF THE WORD**

- ◆ At the ***end*** of the "***Responsorial Psalm***" the Candle Bearers will go to the processional candles and light them. The Cross Bearer may have to help light the processional candles. The lighter is next to the candles.
- ◆ Stand side-by-side together in that location until it is time to move.
- ◆ When the priest (or deacon) begins to process in front of the altar, go to either side of the altar – ***facing the congregation***.
- ◆ When the priest (or deacon) lifts up the Book of the Gospels, the Candle Bearer nearest to the ambo will lead the procession to the ambo.
- ◆ The priest (or deacon) will follow the first Candle Bearer.
- ◆ The second Candle Bearer will follow the priest (or deacon).
- ◆ The two (2) Candle Bearers will stand on either side of the ambo, ***facing each other***.
- ◆ When the Gospel has been read, take the processional candles back to the table.
- ◆ Blow out the candles and place them on the table.
- ◆ Be seated for the homily.

## LITURGY OF THE EUCHARIST

### 1. **PREPARATION OF THE ALTAR: (THE CROSS BEARER)**

- ◆ Bring Sacramentary over to the altar and place it “front and center” on the altar.
- ◆ After the Prayers of the Faithful are over and everyone is seated, the Cross Bearer goes to the altar and removes the book stand from the altar.
- ◆ Put the book stand on the credence table.
- ◆ Unfold and place corporal in the center of the altar.
- ◆ Bring over the main chalice & the communion cup w/purificators; place them on the right side of the altar.
- ◆ Return to your chair and be seated.

### 2. **PREPARATION OF THE GIFTS: (THE CANDLE BEARERS)**

- ◆ Go around to the front of the altar when the priest (and deacon) go to receive the gifts for the offertory.
- ◆ Take the bread and place it on the left side of the altar;
- ◆ Take the wine and place it on the left side of the altar, near the chalice.
- ◆ One candle bearer gets the water cruet – brings it to the priest (or deacon).
- ◆ The priest (or deacon) will first pour some of the water into the wine carafe (or chalices) and then give the water back to the server.
- ◆ After the priest or deacon uses the water cruet, take it back and get the finger washing bowl – wait with the other candle bearer.
- ◆ The other candle bearer will hold the finger washing towel.
- ◆ After the priest has offered the blessing of the gifts, he will wash his fingers.
- ◆ The priest will put his fingers into the bowl. Pour water over his fingers.
- ◆ The server with the finger towel should open up the towel and offer it to the priest.
- ◆ After the priest (or deacon) has poured the wine into the communion cups, the **Cross Bearer** will take the wine flagon to the credence table.
- ◆ After the priest is finished, place the flagon, water cruet, finger washing bowl, etc. on the credence table and return to your seats.
- ◆ Please **KNEEL** during the Eucharistic Prayer – from the end of the “Holy, Holy, Holy” to the end of the “Great Amen”. Remain by the step until you have received communion.

### 3. **COMMUNION RITE**

- ◆ After the “Sign of Peace”, the three servers should stand at the step by the side of the altar.
- ◆ The Cross Bearer will bring the small paten over to the altar.
- ◆ The servers will receive communion where they are standing, then be seated.
- ◆ The Cross Bearer will take the Sacramentary off the altar and take it back with you to your chair.

### **CONCLUDING RITES**

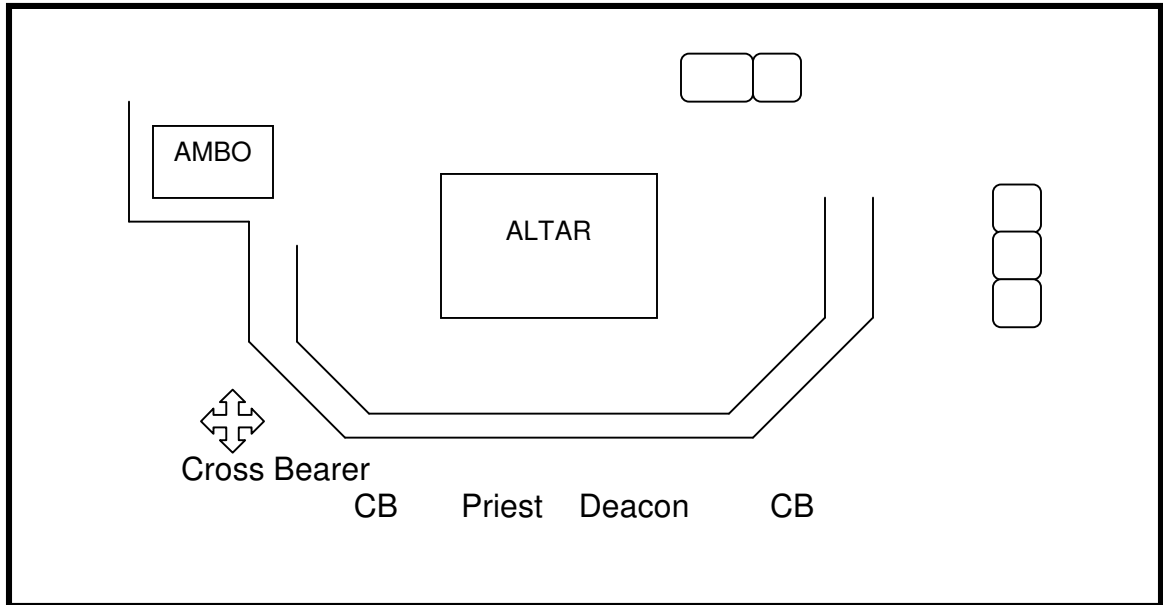
#### 1. ***Prayer After Communion:***

- ◆ When the priest says, “Let Us Pray”, the Cross Bearer will bring up the Sacramentary to the priest and hold it open for him.
- ◆ The priest will open the Sacramentary and place it in your hands.
- ◆ When the prayer is over, take the Cross with you back to the server chairs and remain standing.

#### 2. ***Final Blessing/Recessional Procession:***

- ◆ When the priest says, “*Let us pray...*,” the Candle Bearers will go to the processional candles and light them. The Cross Bearer may have to help light the processional candles.
- ◆ Candle Bearers stand side-by-side together in that location until it is time to move.
- ◆ The priest will offer the final blessing. The Cross Bearer may need to hold the Sacramentary for the priest a second time for this.
- ◆ After the final blessing, the Cross Bearer will go to the Processional Cross and wait for the priest (and deacon) to move.
- ◆ After the final blessing and dismissal, the priest (and deacon) goes to reverence the altar.
- ◆ The Cross Bearer goes down the steps and stand in front of the altar – to the far left.
- ◆ When the priest (and deacon) goes to reverence the altar, the Candle Bearers go to either side of the altar, down the steps and stand in front of the altar. Leave room for the priest (and deacon).
- ◆ Once the priest (and deacon) come down in front of the altar – all bow together.

- ◆ The order of the recessional procession is as follows: (Leave five pews in between each other)
  - a. **The Cross Bearer** will go first.
  - b. **The two (2) Candle Bearers** go side by side down the aisle.
  - c. **Priest (and Deacon)** will go next down the aisle (side-by-side, w/ the deacon to the right of the priest).



### **AFTER MASS**

1. Candle Bearers blow out the processional candles and put them on book case in the vesting sacristy.
2. Cross Bearer blow out all altar candles (After 5:30pm & 12:00pm masses only).
3. Cross Bearer – assist in clearing off the altar and getting it ready for the next Mass (except 12:00 noon mass – leave altar “dressed” for weekday masses).
5. Take off crosses, cinctures and albs. HANG THEM UP NEATLY!!!!!!!

## **GENERAL NOTES:**

- ◆ **DRESS** – At the Mass, we offer praise and worship to God. We encounter the presence of God in our midst. Please make every effort to dress nicely when you serve. Wear nice shoes and clothes. Avoid wearing sports shoes, shorts, T-shirts, “Flip-Flops”, shoulderless tops (girls), etc.
- ◆ **WALKING** - Slowly and reverently for processional & recessional
- ◆ **ALBS** – Make sure that they are short enough so that you don’t trip when you step up the stairs.
- ◆ **CARRYING CANDLES** - you will be tested to see if you can carry the candle from the vesting sacristy to the altar.
- ◆ **GENUFLECTING** – Jesus is present in the tabernacle. When you pass by the reservation chapel - you need to genuflect. Adults will see your example and it will remind them to show Jesus respect too.
- ◆ **BOWING** – Whenever you enter into the church and approach the altar you should bow. Practice a low bow – from the waist. If you are carrying something in your hands, just bow your head. Generally, you should bow whenever you pass in front of the altar.
- ◆ **HANDS** – Your hands are to be folded at all times when they are not busy assisting at the altar.
- ◆ **NAMING** – go over the names of each item on the credence table and items related to serving. Lavabo dish, purificator, cruets, communion cups, chalice, ciborium, wine carafe, paten, pall, altar, ambo, ambry, tabernacle, cassock, cincture, vesting sacristy, working sacristy, censer etc. Know where each of these items are kept.
- ◆ **TIME** – each server should be in the **vesting sacristy** 10 minutes before weekend Masses. Daily Mass servers should be in the **working sacristy** 5 minutes before Mass.
- ◆ **DAILY MASS** –Serving at daily Mass is the best way to get practice. You may come any day that Father says Holy Mass in our parish. Currently that is Tuesday, Thursday and Friday mornings at 8:30 AM
- ◆ **SIGN-IN LIST** –Please sign in on the “Ministers Sign-In” list in the vesting sacristy when you arrive. The office will use this to make up the liturgical schedules.
- ◆ **SUBSTITUTES**–Each server must find a substitute if they cannot serve at their scheduled time. Be sure to have the sub tell Fr. Fleming or the sacristan before Mass so that they can make sure there are enough servers for Mass.