

## DIRECTIONS FOR SERVING SATURDAY/SUNDAY MASS

**Note: Also refer to server training videos (link posted on parish website)**

### I. Preparing for Mass

1. Arrive at least 15 minutes before Mass.
2. Sign in on the volunteer sheet in the sacristy
3. Immediately dress with alb and colored cincture (cord)
  - a. See calendar for proper color or check the color of the altar cloth
  - b. Knot is always on the left side
    - i. Begin like tying your shoe, and then slip the loose ends through the loop and pull tight
4. Light the candles **in this order**, bowing before the tabernacle before you begin lighting:
  - a. Two next to the tabernacle
  - b. Two on or near the altar
  - c. Two in front of pulpit
  - d. Easter candle during Easter season
5. Wait quietly in the Priest's sacristy to line up for Mass.

### II. Beginning Mass

1. With Priest and Reader go to main door of Church.
2. Server (1) should take the cross from the stand in the main entrance next to the credenza to carry in during the procession
3. Procession to Altar starts when the choir begins singing.

Servers lead the Order of Procession:

↑  
*Walking toward altar*

Server (1) carrying the cross

Server (2) follows with hands folded prayerfully

Reader with Book

Priest

Order to stand at foot of sanctuary:

Server (1)    Reader    Priest    Server (2)

(Server w/cross at foot of pulpit)    (Other server at corner of altar)

4. Reverence at the Altar
  - a. Genuflect or bow -- whatever the Priest does when you reach the sanctuary
  - b. Server with the cross will bow their head
5. After reverencing altar, proceed to servers chairs behind altar.
  - a. Server with cross hangs it on the hook next to the server sacristy and moves to their chair
6. Stand, sit, or kneel along with the people.

### III. Presentation of the Gifts (Offertory)

1. Prepare the Altar -- as soon as Priest rises from chair or signals you to do so
  - a. Server (1) removes Gospel bookstand, placing it on the lower shelf of the side table
  - b. Servers place the three (3) chalices on the altar
2. All servers join Priest in front of sanctuary to accept the gifts of bread and wine from the people.  
Server (1)    Priest    Server (2)
3. If Priest hands Server (1) the Collection Basket, it should be placed on the floor next to the altar

4. Servers carry wine and hosts:
  - a. The hosts are placed on the altar
  - b. The wine is carried to the side table. Server should remove the stopper and put it on the table
  - c. The other server should get the water cruet and put the stopper on the table
5. Both servers should take the water and wine cruets and stand behind altar step, prepared to assist Priest
  - a. Make sure the handles of the cruets are turned toward the Priest for him to easily grab on to it
  - b. After the Priest pours the wine into the chalices, he will hand the empty cruet back to the server.
    1. Place the empty wine cruet on the side table
    2. Bring the dish and small cloth, hung over the server's arm, to the altar
  - c. After the Priest adds water to the wine, he hands it back, and the server should remain standing behind the altar, ready to assist with washing of hands.
  - d. Both servers wash the Priest's fingers
    1. Server (1) takes water cruet and pours water over Priest's fingers
    2. Server (2) holds the dish and small cloth for Priest to dry his fingers.
6. When finished:
  - a. Both servers put water cruet, dish, and cloth back on side table
  - b. **Then walk to the front of the altar (NOT back to your chairs)**
  - c. **Stand** in front of the altar with hands folded prayerfully (fingers pointing up)

#### IV. Eucharistic Prayer

1. **Kneel** at the end of the "Holy, Holy, Holy" when the people kneel. (Watch and follow the lector when lector kneels; you will also hear the people put their kneelers down.)
  - a. Kneel up straight, no sitting back on your feet when you are in front of the altar; **show reverence by folding your hands**
2. **Ringing of bells** (Bells are kept on floor in front of altar.) *Note: bells are not rung during Lent.*
  - a. Server rings the bell 3 times during the Eucharistic prayer (Allow the bells to stop chiming before setting them down)
    1. At the **invocation of the Holy Spirit** (when priest lowers his hands over the bread and wine), ring bells **for 3 continuous seconds (solid ring while Priest is saying prayer)**
    2. At the **elevation of the host** (after the priest says '...For this is my Body which will be given up for you.' and he raises the host.) **3 distinctly/separate times** (ring, stop, ring, stop and ring, stop)
    3. At the **elevation of the chalice** (after the priest says '...Do this in memory of me.' and he raises the chalice.) **3 distinctly/separate times** (ring, stop, ring, stop and ring, stop)
3. Servers stand after all sing "Great Amen" when the congregation stands.
4. **Remain standing in front of the altar** during the 'Our Father', with hands folded prayerfully.

#### V. Sign of Peace and Holy Communion

1. At the Sign of Peace, walk around the altar to give the priest, reader and Eucharistic Ministers the Sign of Peace
2. After the Sign of Peace, stand near the altar step to be ready for Holy Communion.
3. After receiving Holy Communion; servers return to their places at the chairs.

#### VI. After Holy Communion

##### When the Priest returns to the altar after communion:

1. One server should bring the water cruet from the side table to assist the Priest with washing the chalice (stand there attentively with cruet handle turned toward Priest)
2. Priest will use the remaining water in the cruet to clean the chalice
  - a. Priest will either have the server pour the water over the Priest's fingers into the chalice OR
  - b. Priest will take the water cruet from the server to pour the water into the chalice himself
3. Server waits for the Priest to finishing cleaning the chalice, then places the chalice and cloth on the side table, along with the empty water cruet
4. Server then returns to their chair

**VII. Procession out of Church.**

1. After all begin to sing the final hymn, the Priest will signal lector and servers to go to stand at the sanctuary step as they did at the beginning of Mass.
  - a. Server (1) will get the cross from the hook to carry out during the recessional, stopping to bow in front of the tabernacle when walking across the sanctuary
2. All reverence the Altar (genuflect or bow with the Priest)
  - a. Server with the cross will bow their head
3. All walk out just as they came in.

Priest

Reader

Server (2) follows with hands folded prayerfully

Server (1) leads with the cross held high

↓ *Walking toward exit*

**VII. After Mass**

1. Extinguish all candles using a snuffer (first by the pulpit, then the altar, and last by the tabernacle).
2. Please hang the alb on a hanger and return to closet. Return colored cords to the proper holder.

**Parents, PLEASE REMIND your child to stand still, pray along, and pay attention during the Mass.** They play a very important role in the Mass and the congregation does notice how they are acting.

**Additional References:**

- Server training videos (link posted on parish website)
- Reference for items used at Mass: [http://www.catholicdeacon.org/mass\\_objects.htm](http://www.catholicdeacon.org/mass_objects.htm)