

DIRECTIONS FOR SERVING SATURDAY/SUNDAY MASS

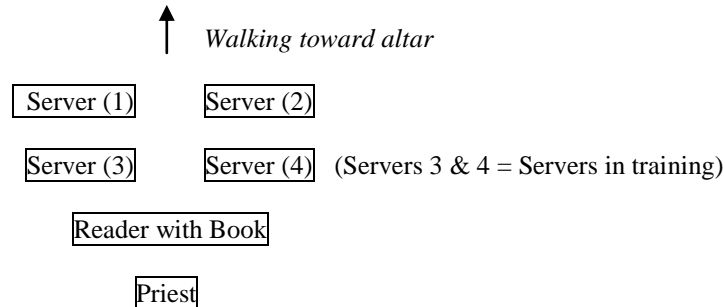
I. Preparing for Mass

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 cord
 - a. See calendar for proper color or check the color of the altar cloth
4. Light the candles **in this order**:
 - 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. Priest will tell you if there are any additional candles that need to be lit. Wait quietly in Priest's Sacristy to line up for Mass.

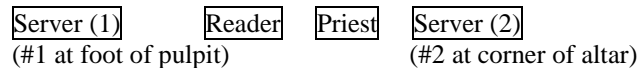
II. Beginning Mass

1. With Priest and Reader go to main door of Church.
2. Procession to Altar when Priest signals to go

Servers lead the Order of Procession:



Order to stand at foot of sanctuary:



3. Reverence at the Altar
 - a. Genuflect or bow -- whatever the Priest does when you reach the sanctuary
4. After reverencing altar, proceed to servers chairs behind altar.
 - a. If there are more than two servers, additional servers should sit next to the Reader (Lector)
5. 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. Server(2) places 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)
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3. If Priest hands Server (1) the Prayer Intention Book and/or Collection Basket, they should be placed on the small table in front of the pulpit (Book on stand and basket on bottom shelf)
4. Servers carry wine and hosts and place them on the altar.
5. Both servers should get the water cruet (remove the stopper and leave it on the table), dish and small cloth from the side table, then stand behind altar step and prepare to assist Priest
 - a. After the Priest pours the wine into the chalices, he may hand the empty decanter to one of the servers. Place the empty decanter on the side table.
 - b. Server (1) holds water cruet and gives it to the Priest.

- c. Both servers wash the Priest's fingers
 1. Server (1) takes water cruet and dish and pours water over Priest's fingers
 2. Server (2) holds small cloth for Priest to dry his fingers.
6. When finished, both servers put cruet, dish, and cloth back on side table
 - a. Then they go back to their places at the chairs.

IV. Eucharistic Prayer

1. As choir and people sing "Holy, Holy, Holy", servers go to front of altar and *kneel* when the people kneel at the end of the "Holy, Holy, Holy."
 - a. Kneel up straight, no sitting back on your feet when you are in front of the altar; **show reverence**
2. Ringing of bells (Bells are kept on floor in front of altar.)
 - a. Server (2) rings the bell **GENTLY** (Allow the bells to stop chiming before setting them down)
 - i. At the **elevation** of the large host
 - ii. At the **elevation** of the chalice
3. Servers stand after all sing "Great Amen" and return to places at chairs.

V. Sign of Peace and Holy Communion

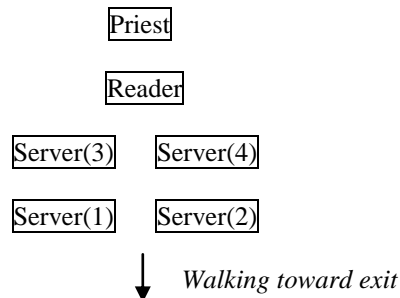
1. All servers stand near to the altar. The Priest exchanges a sign of peace with communion ministers and servers.
2. Servers remain near the altar until they have received Holy Communion; then they return to their places at the chairs.

VI. After Holy Communion

1. Both servers stand attentively behind the altar to assist Priest after Communion.
 - a. Bring the water cruet and small cloth from the side table to assist the Priest with washing the chalice
 - b. If Priest hands servers the chalice or other items from the altar, place them on the side table, along with the water cruet and small cloth
2. Once Priest is finished, both servers may return to their chairs

VII. Procession out of Church.

1. After all begin to sign the final hymn, the Priest will signal Reader and Servers to go to stand at the Altar Step as they did at the beginning of Mass.
2. All reverence the Altar (genuflect or bow with the Priest.)
3. All walk out just as they came in.



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.

Acknowledgement

I _____, have read and understand the steps to serving Mass at Resurrection Parish. I also understand that my duties as a server are an important component of the Mass. I will take these duties and responsibilities serious as I continue to grow in my Catholic faith and way of life.

(Server)

(Parent)