

Preparations before Mass

Lead Server

- Sign in
- Check with Mass Lay Leader
 - Special arrangements for a particular priest?
 - Special arrangements for this particular Mass?
- Assign roles
 - Assign thurifer if incense is being used. He should light it ASAP.
- Prepare the Sanctuary.
 - Send candlebearers to light all candles
 - Only light the Easter Candle during the Easter Season
 - Make sure kneelers and sacring bells are stored under benches inside the altar rail
 - Book of the Gospels on the altar (or with Deacon if he is processing with it)
 - Sacramentary / Roman Missal in place
 - Four chairs by door to Outer Sacristy for Liturgy of the Word

- Thurifer, boatbearer stand ready for censuring the altar
- Candlebearers to seats near credence table
- Extra servers stay at benches

Procession

Lead Server

- Remind the all servers to move with reverence, never in a hurry.
- Remind servers not carrying anything to genuflect after stepping up into the Sanctuary.

Order

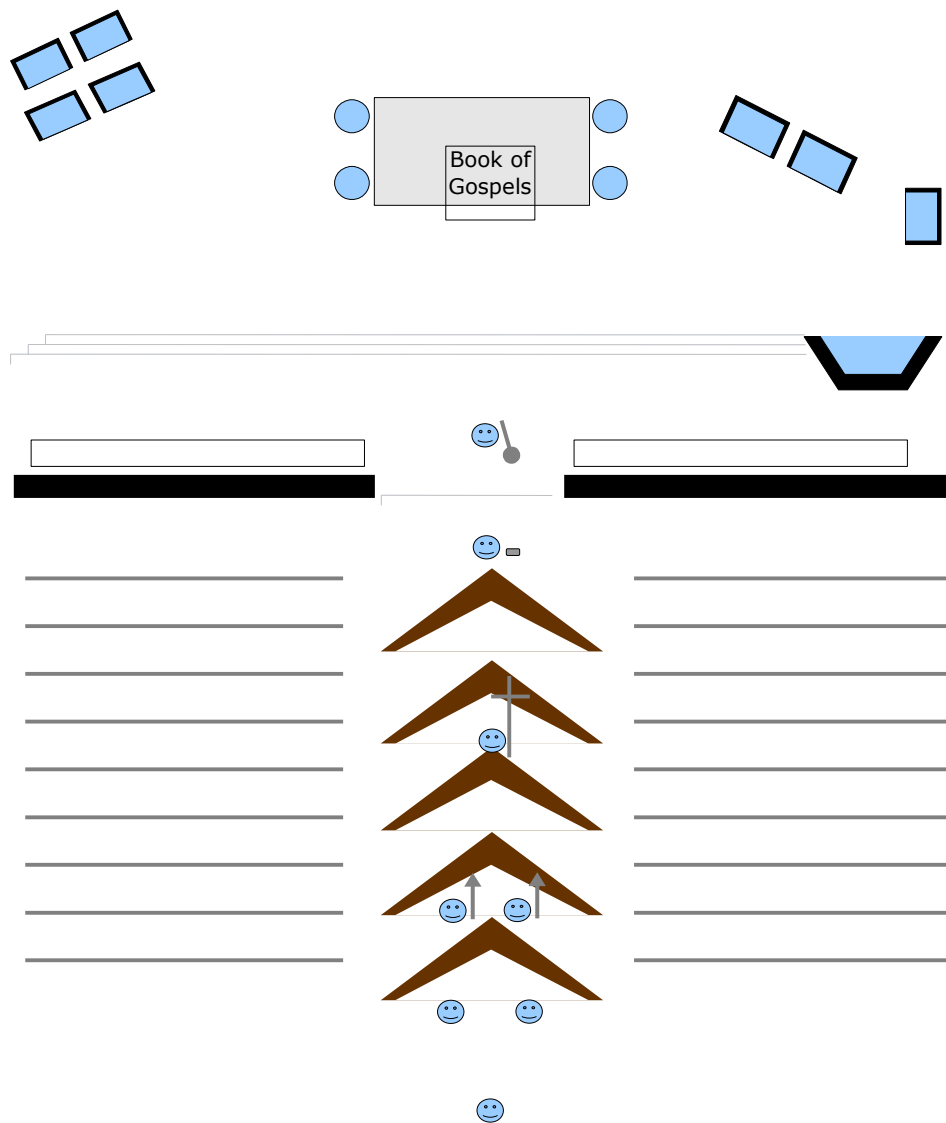
1. Thurifer
2. Boatbearer
3. Crucifer
4. Candlebearers (side by side)
5. Extra servers (side by side until extra trails in single file)
6. Deacon carrying Book of the Gospels
7. Priest

Pace - Thurifer sets the pace. Think "one mississippi" for each stride (right foot to right foot)

Spacing - Every other "arrow" on the center aisle

Destinations

- Crucifer to Presider's chair with Missal ready



General Intercessions (Prayers of the People)

Stand in place and participate in the prayers.

Offertory

After intercessions, **Lead Server**

1. places the Missal / Sacramentary on the Altar
2. retrieves the Cross, goes to the back of the Church
3. leads the gift bearers to the Priest waiting at the altar rail
4. stands to the Mary Altar side of the altar rail
5. follows the priest in to the Sanctuary
6. puts away the Cross
7. assists with preparation of the altar

After intercessions, the other servers move to the Credence Table

- Thurifer, Boatbearer, Candlebearers move from their chairs
- Other servers move from the benches (using the Big-L)

Thurifer prepare the incense

Boatbearer retrieve the boat

Others

- Put the pall-covered chalice & paten on the Altar
- Put extra chalices and ciboria on the Altar
- Put cruet on the Altar

Prepare for Eucharist

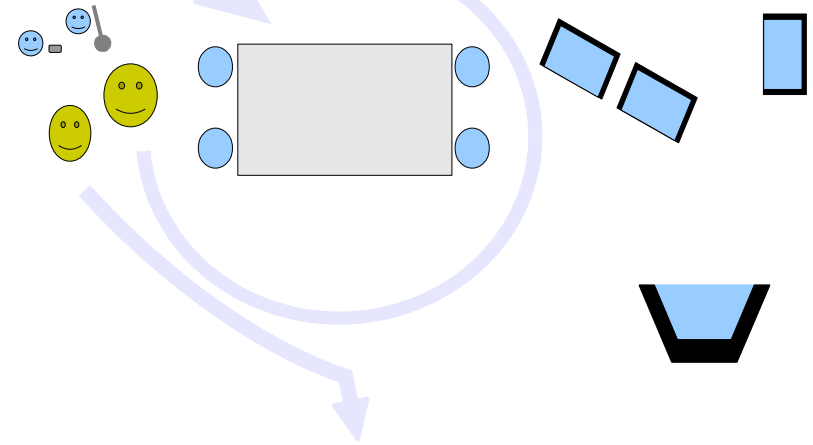
Thurifer & Boatbearer

Stand ready for Censing of the Altar

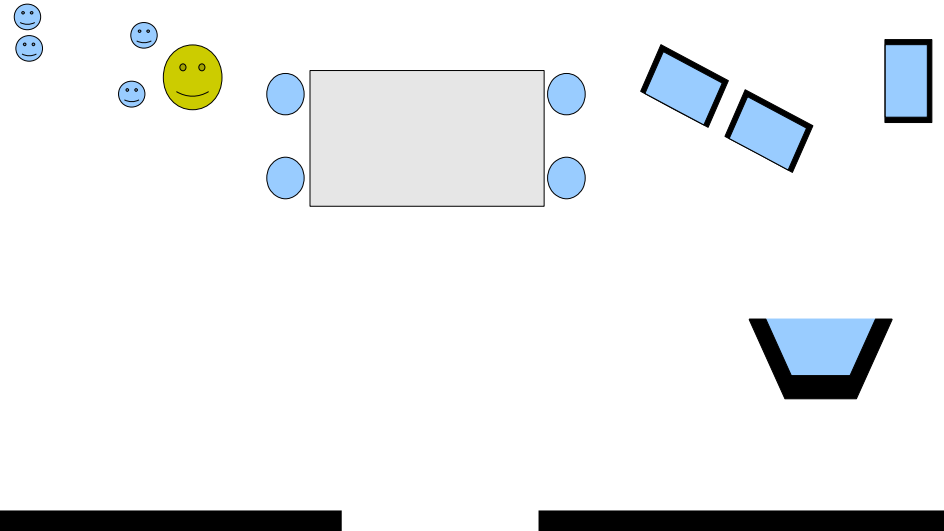
Candle Bearers

follow Priest to Altar Rail to receive the Gifts
take the Paten and the Flagon to the Altar

Censing the Altar



Lavabo



Eucharistic Prayer

When all preparations for the Altar are complete, all servers proceed to the benches in a single line, following the Big L.

When you reach your places, turn and retrieve the kneelers (and the sacring bells) from under the benches. Quietly put them on the steps so you can kneel during the Eucharistic Prayer.

Keep the number of servers approximately balanced between the Mary side and the Joseph side

The Sacring Bells ringer will be third or fourth in line, and will kneel on the Mary side of the Altar.

We ring the Sacring Bells three times

1. At the Epiclesis (the invocation of the Holy Spirit, when Father brings his hands together and over the paten and the chalice) – a SINGLE ring
2. At the raising of the Host – a TRIPLE ring
3. At the raising of the Chalice – a TRIPLE ring

Our Father

Servers do not hold hands as they pray the Our Father

Lamb of God

Communion

Servers kneel until the lay Extraordinary Ministers of Holy Communion file in after the celebrant has received the Precious Blood. Servers quietly put the kneelers (and sacring bells) away under the benches. Servers stand in front of the benches to receive Communion. After receiving, kneel on the stone steps and pray for a moment, then move to the credence table to prepare for clearing the Altar and cleaning the vessels.

Cleansing of the Vessels

The Lead Server makes sure the Deacon or Priest at the altar has an Altar Server waiting to carry items from the Altar to the Credence Table. Rotate in another server as each carries items to the Credence Table.

The Altar Servers assist the deacon or priest with the cleansing of the vessels.

As the Extraordinary Ministers of Holy Communion bring the chalices to the credence table, let them through the doorway so they can consume the remaining wine and return to their pews through the hallway and door by the Mary Altar.

As the Extraordinary Ministers of Holy Communion bring the extra ciboria to the altar, an Altar Server stands ready to take them from the priest when he is finished consolidating the blessed Hosts in one ciborium.

Altar Servers take the ciboria to the Credence table for purification.

Altar Servers prepare to offer the priests the lavabo after they have distributed Holy Communion.

If time permits, the thurifer, boatbearer and candlebearers sit in the four chairs by the Outer Sacristy and the other servers sit in their places on the benches. If cleansing takes longer, all servers (other than the Lead) remain in the Outer Sacristy to prepare for the Recession.

Prayer after Communion

The Lead Server must move to his normal seat and have the Missal / Sacramentary ready for the celebrant.

Be ready to adapt to different routines, as some priests say announcements before the closing prayer and final blessing while others say them between the prayer and the blessing.

Announcements & Final Blessing

After the final blessing, the Lead server puts away the Missal / Sacramentary and goes to the

Recessional

The thurifer should have prepared the thurible and leads the team out of the Sanctuary. No servers genuflect until all are aligned in the aisle, then those servers not carrying anything genuflect with the priests and deacons. Turn and process out at a reverent, dignified pace.