

Server's Guidance – Sunday/Saturday Vigil Three Mass Servers

• Preparation

- Wash hands.
- Dress in an Alb that extends to the top of shoes.
- Server positions are from left to right(from the congregation):
 - **Server 1 – Cross Bearer** and primary altar attendant, position nearest credence table.
 - **Server 2 – Candle Bearer** and secondary altar attendant, position next to Server1.
 - **Server 3 – Candle Bearer** and bell ringer, position across the aisle from Server 2.
- About than 10 minutes before mass:
 - Light all altar and tabernacle candles (see note at end).
 - Light the Easter candle during the Easter season to Pentecost Sunday.
 - Also light two procession candles located in the Priest's Sacristy.
 - Place vessel tray on credence table.
- Ensure bells are properly located within reach of Server 3.
- Always show reverence, with a genuflect (or bow if carrying something) to the tabernacle before and after mass and to the altar during mass, whenever passing the Altar.
- Remember to keep hands folded in prayer during the mass. Stand, kneel, sit erect.
- Always move in unison with your partner except when required for a solo task. Never peel off separately from any formation.
- Always wait on the Priest directly at the end of the Altar.



• Introductory Rites

- Entrance
 - Start procession up the center isle after **the entrance song begins** from the rear of the church with **cross bearer** leading and **candle bearers** to his/her side and one step behind. **Note: wait for the congregation to begin singing before starting the procession.**
 - **Proceed slowly and reverently into** the sanctuary, up the step to the base of the altar.
 - Immediately bow and process single file around the left (North) side of the altar with the **cross bearer** in the lead followed by the **candle bearers**.
 - Finish the procession behind the altar. Bow together as Father kisses the altar. **Candle bearers** place candles on the table and **cross bearer** emplace cross in holder. All Servers reconvene at the sweet spots, bow together and take places in pews.
- **Greeting** (stand) - "In the name of the Father..."
- **Penitential Act**- "...Lord have mercy"
- **Gloria** – Omitted during Lent and Advent except for major feast days
- **Collect** – "Let Us Pray"
- Servers will not bear and hold the missal.

• Liturgy of the Word

- **First Reading** (sit)
- **Responsorial Psalm**
- **Second Reading**
- **Gospel Acclamation** (stand)– “Alleluia”
 - **Servers 2 & 3 convene at the “sweet spot”, bow together**, retrieve the procession candles and reconvene at the sweet spots behind the altar.
 - When Father or Deacon picks up the Lectionary off the altar, **Servers 2 & 3** bow with him to the altar **and** process single file to the ambo.
- **Gospel**
 - **Servers 2 & 3** stand 3 - 4 feet behind the Gospel reader, separated the width of the ambo, facing the congregation.
 - At the conclusion of the Gospel, candle bearers immediately turn and process single file to the sweet spot, bow, and then redeposit candles on the table. **Return to the sweet spot, bow together, then return to pew positions.**
- **Homily** (sit)
- **Profession of Faith** (stand)– “Creed”
- **Prayer of the Faithful** – “Intercessions”

• Liturgy of the Eucharist

- **Preparation of the Altar** (sit)
 - As the priest or deacon begins to leave his chair to prepare the altar, **Server 1** places vessel tray on the end of the altar, waits for it to be emptied, then returns it to the credence table. If Deacon assists, he will put the wine decanter and water cruet on the tray before it is taken.
 - **The candle bearers convene at the sweet spots, bow, then retrieve the procession candles.** Process to the sweet spots behind the altar, bow, and then process single file down the north side isle of the church.
- **Presentation of Gifts**
 - **The offertory procession** is led up the center isle by **Servers 2 and 3** candle bearers to the sanctuary step, step aside separated by about 5 feet, face inward toward each other below the bottom step for the priest to receive the gifts.
 - Server 1 joins the priest at the front of the altar at the edge of the sanctuary step.
 - Server 1 accepts the gifts of bread and wine from the priest and all await for the priest.
 - **Server 3 collects the donation basket from the priest.**
 - Then all together proceed around the altar. Server 1 brings the gifts of bread and wine to the altar. **All servers meet at the sweet spots, bow.** The candle bearers deposit the candles and donation basket on the table. **They again reconvene at the sweet spots, bow and take places in the pews.**
- **Washing of Hands**
 - **Server 2** joins **Server 1** at the credence table to prepare for the washing of hands.
 - **Server 1**, with dish (and water cruet) and **Server 2** with towel process together side by side to the end of the altar with Server 1 nearest to the altar and Server 2 to his/her left side.
 - **Server 1**, if required, retrieves the water cruet from the altar; both servers wait on the priest at the inside end of the altar, with **Server 1** nearest the altar and **Server 2** immediately to his/her left side.

- After the washing of hands, **Server 2** retrieves wine cruet (if required) from the altar and both servers then process side by side to the credence table. Deposit items and return to pew positions.
 - **Invitation to Prayer** (stand) - “Pray Brethren that my sacrifice...”
 - **Prayer over the Offerings**
 - **Eucharistic Prayer** - “The Lord be with you...”... “Holy, Holy, Holy..” (then kneel)
 - At the Epiclesis the priest prays over the offerings with outstretched hands, **Server 3** briefly rings the bell.
 - At the Consecration, **Server 3** rings bells with 3 short rings while the Priest raises the Body of Christ.
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 - **Communion Rite**
 - Lord’s Prayer - All servers stand and pray with hands folded.
 - Sign of Peace – “Peace be with you”
 - All servers proceed to the altar steps to greet the priest with a sign of peace
 - Lamb of God -
 - Communion.
 - All Servers remain standing in position at the base of the altar platform until all Eucharistic vessels have been distributed to Eucharistic Ministers. In unison, all Servers then return to pew positions to kneel. (Server 3 will not place the roman Missal on the podium. It remains on the Altar until after communion.
 - All Servers kneel
 - After communion:
 - After communion: Father plans to purify the communion vessels at the altar. Server 1 brings the water cruet back to the altar. Father /Deacon combine unused hosts at the altar. Servers 1 & 2, in sequence, take the communion vessels to the credence table as they are replaced at the end of the Altar.
 - Once all vessels are cleared and Father/Deacon leaves the Altar, Server 3 folds down the tray holder under the Roman Missal, gathers the holder and Missal and replaces them together on the small credence table just to the right of the main credence table.
 - The altar should be cleared of all articles.
 - **Prayer after Communion** (stand) – “Let Us Pray”
 - Servers do not hold the missal for the prayer

• Concluding Rites

- **Announcements**
- **Greeting and Blessing** – “The Lord be with you”
- **Dismissal and Final Procession**
 - Upon the start of the final hymn, **Server 1** retrieves the cross from its stand and **Servers 2 & 3** retrieve the procession candles from the table. All Servers assemble at the rear of the altar platform with the cross bearer in the middle, and candle bearers next to him/her.
 - Once assembled, bow together and **immediately** process single file to the front of the altar, assembling **below the sanctuary platform** in the nave of the church facing the altar.

- Once Father joins them (in front of them), all bow in unison with the Priest, immediately turn and process **reverently** to the rear of the church with **cross bearer** in lead and the **candle bearers** beside and one step behind.

Notes:

- 1) Servers' responsibilities
 - a. Help the Priest lead the people in prayer.
 - b. Model to the congregation reverence and proscribed posture.
 - c. Assist the Priest as directed herein.
- 2) In reverence and for safety, please light candles from highest to lowest, starting with the center most candles. Extinguish candles in reverse order, lowest to highest, outside inward to center.
- 3) **Three mass servers are required.** Ensure you have a substitute should you not be able to serve as scheduled.
- 4) Please take note of recent changes meant for enhanced reverence during mass. Specifically servers are to bow to the altar whenever they pass the altar. Candle bears are to convene together at the altar and bow before they retrieve candles from the table and after they deposit the candles prior to taking their places in the pews.

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