

Server's Guidance – Weekday

Four Mass Servers

• Preparation

- Wash hands.
- Dress in an Alb that extends to the top of shoes. Tie cincture around waist, tassel on left.
- Server positions are from left to right (from the congregation):
 - **Server 1 – Primary Altar Attendant**; position nearest credence table.
 - **Server 2 – Candle Bearer, Secondary Altar Attendant and Altar Missal Attendant**; position next to Server 1.
 - **Server 3 - Candle Bearer, Bell Ringer**; position across the aisle from Server 2
 - **Server 4 – Priest's Book Bearer**; position next to Server 3.
- About 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 Priest's Sacristy.
 - Place vessel tray on credence table.
 - Always show reverence, with a bow to the tabernacle if you have something in your hands, genuflect to the tabernacle if hands are empty, and bow to the altar during mass.
- 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 from the priest sacristy with **candle bearers** leading; **Server 3** rings entrance bell with **Server 2** to his/her left, followed by **Servers 1 and 4**.
 - Proceed to the tabernacle with **candle bearers** at the platform diagonal, flanked on the outside by **Servers 1 and 4**. (Aligned 1, 2, gap, then 3, 4 just as you will be behind the Altar). Leave room at the center for Father and Deacon.
 - **Bow with the Priest**, then turn and follow Father/ Deacon to the Altar platform. **Candle bearers** stop at the sweet spot, again flanked by **Servers 1 and 4**.
 - **Bow together** as Father kisses the Altar. Then all disperse to pews after emplacing candles on the credence table.
- **Greeting (stand)** - "In the name of the Father..."
- **Penitential Act** – "....Lord have mercy"
- **Gloria** – Omitted except on major feast days
- **Collect** – "Let Us Pray"

- **Book Bearer Server 4** retrieve the “book” from the communion railing, open it to the outward ribbon, process to Father, and hold it against his/her chest for the reading of the Collect. The book is then closed and put back on the communion railing.

• Liturgy of the Word

- **First Reading (sit)**
- **Responsorial Psalm**
- **Gospel Acclamation (stand)** – “Alleluia”
 - **Servers 2 & 3** convene at the “sweet spot”, bow together, then retrieve the procession candles from the table and reconvene at the sweet spots behind the altar. Bow together with the Priest or Deacon, then proceed single file to the ambo/ pulpit.
- **Gospel (stand)**
 - **Servers 2 & 3** stand 3 - 4 feet behind the Gospel reader, separated by 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 spots, bow, and then redeposit candles on the table. Again return together to the sweet spot, bow together, then return to pew positions.
- **Homily (sit)**
- **Prayer of the Faithful (stand)**– “Intercessions”

• Liturgy of the Eucharist

- **Preparation of the Altar and Presentation of Gifts (sit)**
 - As the priest or deacon begins to leave his chair to prepare the Altar, **Server 1** place the tray with the gifts and vessels on the end of the Altar, wait for it to be emptied, then return it to the credence table. (If Deacon assists, he will put the wine decanter and water cruet on the tray before it is taken.)
 - At the same time, **Server 2** retrieves the Altar Missal and holder from rear table and emplace it on the Altar to the left of center; **rotate the missal with the binding to the left.**
- **Prayer over the Offerings and Washing of Hands**
 - **Server 2** joins **Server 1** at the credence table to prepare for the washing of hands.
 - **Server 1**, with the dish and, if required, the water cruet, and **Server 2** with towel, process **together side by side** to the inside end of the Altar, with **Server 1** nearest the Altar and **Server 2** immediately to his/her left side.
 - **Server 1**, if required, retrieve the water cruet from the Altar to wash the priest’s hands.
 - After the washing of hands, **Server 2** collect the wine decanter (if required) from the Altar. **Servers 1 & 2** then process **together side by side** to the credence table. Deposit items and return to their 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 bells once.**
 - At the Consecration **Server 3** rings bells with 3 short rings while the Priest raises the Body of Christ.
 - At the Consecration **Server 3** rings bells with 3 short rings while the Blood of Christ is raised.
- **Communion Rite**
 - The Lord’s Prayer - All servers **stand** and pray with hands folded.
 - Sign of Peace – “Peace be with you”. Servers greet the Priest /Deacon with outstretched hand.

- Lamb of God –
- Communion (**kneel**) – Immediately after the Priest consumes Christ's body and blood, **all servers** proceed to the Altar steps to receive communion.
 - Should a server wish not to receive the Body Christ, signal with a finger over your lips.
 - **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 1 emplace the water cruet on the Altar.
The Missal remains on the Altar until Father leaves the Altar after communion.
 - All servers **kneel**.
- **Clearing of the Altar**
 - After communion: Father plans to purify the communion vessels at 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 emplaced at the end of the Altar.
 - **Father will read the Communion Antiphon from the Missal at the Altar in silence before leaving the altar.**
 - **After Father leaves the altar, Server 2** emplace the Altar Missal together with its stand on the small credence table just to the right of the main credence table.
 - The Altar should now be cleared of all articles.
 - **Server 4** proceed to the end of the communion railing to retrieve the Priest's book. Open it to the outward ribbon and hold it against chest for his reading. Stay there.
- **Prayer after Communion (**stand**)** - "Let Us Pray"
 - **Server 3** proceed to the presider's chair so Father can read the Prayer after Communion. After Father reads the prayer, the book is returned to the end of the communion railing.
- **Concluding Rites**
 - **Greeting and Blessing** - "The Lord be with you"
 - **Dismissal and Final Procession**
 - Immediately at end of the St Michael Prayer, **Servers 2 & 3** convene at the sweet spots, **bow**, then retrieve the procession candles from the table. **All Servers** assemble at the rear of the Altar platform with **Candle bearers** at the sweet spots flanked by **Servers 1 and 4**.
 - Once Father returns to the Altar, as he kisses it, **all bow** in unison, turn and process to the tabernacle led by the **candle bearers** followed by **Servers 1 and 4**. Father will follow. Assemble at the tabernacle, **candle bearers** at the platform diagonals and flanked by **Servers 1 and 4**. Father will join them at the center. **All bow** in unison as Father/ Deacon genuflect. **Candle bearers** immediately lead the procession to the priest's sacristy.
 - **Except for school masses, please do not extinguish candles until the final hymn ends.**

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) **Four mass servers are required.** Ensure you have a substitute should you not be able to serve as scheduled.