


INSTRUCTIONS FOR SERVERS AT ST. DENIS, IMMACULATE CONCEPTION and HOLY FAMILY CHURCHES

Before Mass:

1. Servers should arrive 10-15 minutes before Mass.
2. Check your name off the list. If you cannot make it, please get someone to take your place. All subs should check off the name of the one they are substituting for.
3. Put on your vestments, which include an alb (white robe) and cincture (rope/belt). Check for the correct color on the chart hanging on the door.
4. Light the candles at the altar and pulpit. Make sure the Easter Candle and the 6 candles on the "high altar" are lit during the Easter Season (Easter Sunday through Pentecost Sunday)
5. Easter candle is lit if baptism during Mass.
6. Candles on the Mary "altar" are lit during May, October and Marian feast days.
7. Gather your candles and crucifix and head to the back of the church. (When there is only one server, he/she should carry the crucifix. When there are only two servers, they should carry the candles.)
8. The servers should be lined up five minutes before Mass in the back of the church [vestibule]. with the candles lit and stand to either side of crucifer (server carrying the crucifix).

The Procession:

1. When the priest nods his head, [normally, after the words of the song start], the three servers should walk shoulder to shoulder up the aisle. The lector [reader], then the priest will follow them. Remember, a procession moves slower than we normally walk.
2. If there is not room for all three servers to walk side by side, the crucifer leads.
3. Once the servers come to the sanctuary [raised platform], they stop. They should be lined up in this way, from left to right:
server (candle), server crucifer (Cross),  candle cross priest lector candle
pull together once everyone is in place. No gaps.
4. Everyone waits for the priest and bows together with the priest.
5. Next, the crucifer (the server carrying the crucifix) goes up into the sanctuary around the pulpit side of the altar. The crucifer then takes the crucifix into the sacristy and places it in its stand in the sacristy. DO NOT LEAN THE CROSS AGAINST THE WALL. He/she then goes to his/her chair in the corner of the sanctuary. He/she stands there in front of it.
6. Following the lead of the crucifer, the servers with the candles step up into the sanctuary to place their candles in the stand to the right and left of the altar. These servers should do things at the same time (mirror) each other.
7. The server closest to the piano side of the altar goes to the chair next to Father. The other server goes to his/her place next to the crucifer.
8. The lector follows the acolyte around the right (piano) side of the altar. The lector then places the *Evangelium* [the gospel book] in its stand. This should be done from the back of the altar as there are often a lot of flowers in the way in the front. The front of the book needs to face the front of the altar, away from the lector.
9. The priest then comes into the sanctuary to reverence the altar and proceed to stand in front of his chair [presider's chair].

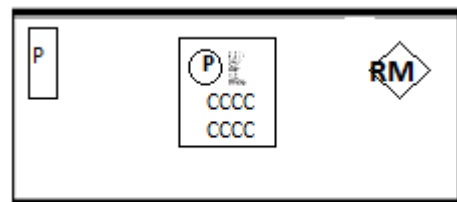
Opening Prayer:

1. The server sitting next to Father picks up the *Roman Missal* [big red book] and stands before the priest when Father says "Let us pray." The server is to open the Roman Missal to purple ribbon. As the priest is finishing the prayer, he will tap on the book. The server closes the book.
2. When the lector goes up to the pulpit to read, the servers sit.

Preparation of the Altar for the offertory (Specific instructions coming for IC and HF)

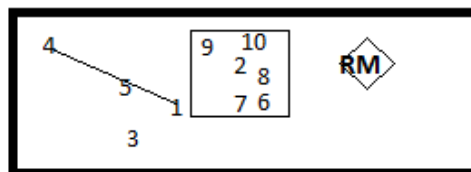
1. After the Prayer of the Faithful, musicians will begin the offertory hymn, all servers stand.
2. The server sitting next to Father, the book bearer, is to take the Roman Missal (big red book) to the altar, set it to the left at an angle and open it to the first green tab to the page that says "Blessed are you Lord God of all creation..." This server takes the wood book holder off the altar and places it on the bottom shelf of the credence (servers') table.

3. He/she join the other servers at the credence table (servers' table), and all servers go to the altar together: one carries Father's chalice with the corporal, pall and purificator on it. Another carries the 7 purificators and the third carries two cups of wine. The server with the chalice spreads the corporal on the center of the altar with the red cross centered on the red cross on the altar cloth (if large altar cloth) or red cross on altar (if short altar cloth). He/she places the two cups at the top of the corporal. Two servers return to credence table and bring two cups of wine each to the altar for the server who is there to place on the corporal. Those two return to the credence table and bring the remaining two cups and plates to the altar. If needed, there is also a rectangular cardboard pall cover for the cups while on the altar. Make sure this cover goes to the altar. It should be located on the shelf below the credence table.



4. This is the order for the server at the altar:

1. Set chalice to right side to allow room for the corporal
2. spread corporal with red cross centered with red cross on altar/cloth
3. remove pall, place to right side
4. Place purificators on right side of altar.
5. place purificator from chalice on top of others
6. place two cups on upper left of corporal
7. place two cups next to those already there
8. place four cups in front of those already there
9. Place silver bowls on the right edge of corporal
10. Place the chalice on the corporal.



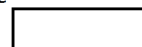
5. When finished, remain standing at the altar and wait for Father to go to the center aisle to accept the offertory gifts. Two servers go to the sacristy side while one server is on the piano side.

NOTE: You may need to adapt to the visiting priests way of doing things.

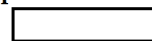
Offertory: (Specific instructions coming for IC and HF)

1. As the priest makes his way to the base of the sanctuary the servers should follow. The priest will go around the piano side of the altar with one of the servers and the other two servers will go around the pulpit side of the altar.
2. The server to the priest's left will take the offertory basket and hold it. The server closest to the priest on his right will take the wine and the server furthest to the right of the priest takes the water. The priest will take the bread.
3. All will turn around with the priest and bow to the altar.
4. Server will place the offertory basket in front of the altar and proceed around the piano side of altar.
5. Servers with the water and wine cruets proceed to the sacristy side of the altar. The other server will join them and will hold the cruet tops.
6. Server with wine will stand closest to the altar (but slightly behind the altar) in line with the priest, then server with water and remaining server will stand to his/her left. ***The handles of the cruets should face the priest.*** Stand with cruets and wait for the priest. He will take the wine first and pour into the chalice. Then he will give it back to the server. The priest takes the water and returns it to the other server. All servers bow together toward priest and proceed to the credence table.
7. One server carries to the altar the water for washing, another carries the bowl and the last carries the towel held open.
8. The priest will put his hands out over the bowl and the server will pour water over his hands. The priest will raise his hands giving the signal to stop pouring. The priest will then reach for the towel and will hand it back to the server when finished. All should do a head bow, including the priest before the servers head back to the server's table.
9. Fold up the towel and place it, the bowl, and water on the table. All stand at their chairs.

cruet tops
water
wine



towel
bowl
water



Eucharistic Prayer:

1. After the Holy, Holy, Holy all servers should kneel at the edge of the sanctuary.
2. When the priest calls (invokes) upon the Holy Spirit and stretches out his hands and brings them down in a big arm motion over the gifts, server nearest the bells rings them once.
3. When the priest elevates the host, the bells are rung three times.
4. When the priest elevates the cup, the bells are rung three times.

Our Father:

At the invitation to the Our Father, the servers stand.

Sign of Peace:

The priest will first offer each server the sign of peace. After the priest has done this, exchange the sign of peace with each other.

Lamb of God:

After the Lamb of God, the servers should kneel.

Communion:

1. When the Eucharistic ministers approach the altar, stand and line up to the left of the Eucharistic ministers who will distribute the cups.
2. If Father goes to the cry room, one server will go before Father and open door and stay there until done and close door. (This is so there is less chance of spillage of precious blood or body of Christ.)
3. After receiving communion, be seated.

After Communion:

1. Just as soon as the Eucharistic ministers finish placing their cups on the altar, the servers should stand. Immediately all servers approach the altar. Meanwhile, the priest will take the ciborium to the tabernacle. One server takes the water to the priest at the altar, **handle facing the priest**. The priest will take it, pour water into one of the cups and hand it back to the server to take back to the server's table. Father will hand the bowls to another server and 7 purificators to the other. All return to the servers' table
2. All three servers immediately return to the altar together. As the priest finishes, each takes two cups back to the server's table. All return to the altar. One server will take the last two cups and another server will take the chalice, purificator and pall.
3. And another will take the book which needs to be placed on the chair next to the priest. The server with the Roman Missal (big red book) should go to his/her place next to Father.

Prayer After Communion:

1. The server with the book should open it to the purple ribbon when Father says "Let us pray."
2. When the priest taps the book, the server will close the book and set it on the stand near his/her chair.

Final Blessing:

1. After the announcements, when Father says, "The Lord be with you." the crucifer gets the processional crucifix. The priest will go to the altar to reverence it. **At the same time** (Mirroring each other), the servers get the candles and with the crucifer join the priest at the base of the sanctuary in the same order as the beginning of Mass. The lector will not be there. Please close the gap.
2. All bow with the priest and process out of the Church side by side in the same order as the beginning, at a slow walk. If priest genuflects, servers always bow.

After Mass:

1. Put the candles and crucifix where they belong.
2. Pick up money and bring into sacristy.
3. Bring everything from servers' table into the sacristy.
4. Put soiled purificators and towel into basket.
5. Put cruets of water and wine back into refrigerator.
6. Hang up your alb and cincture.
7. Extinguish the candles with the snuffer. **DO NOT BLOW THEM OUT.**
8. Check to make sure all candles are extinguished including Easter candle and candles at high altar.

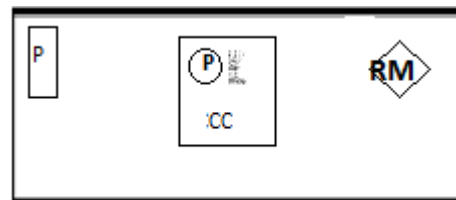
INSTRUCTIONS FOR SERVERS AT HOLY FAMILY

Preparation of the Altar for the offertory

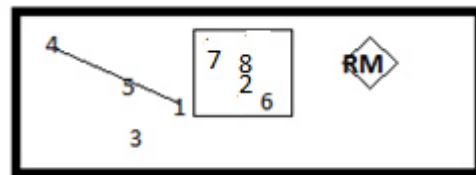
6. After the Prayer of the Faithful, musicians will begin the offertory hymn, all servers stand.
7. The server sitting next to Father, the book bearer, is to take the Roman Missal (big red book) to the altar, set it to the left at an angle and open it to the first green tab to the page that says "Blessed are you Lord God of all creation..."

This server takes the wood book holder off the altar and places it on the bottom shelf of the credence (servers') table.

8. He/she join the other servers at the credence table (servers' table), and all servers go to the altar together: one carries Father's chalice with the corporal, pall and purificator on it. Another carries the purificators and the third carries two cups of wine. The server with the chalice spreads the corporal on the center of the altar with the red cross centered on the red cross on the altar cloth (if large altar cloth) or red cross on altar (if short altar cloth). He/she places the two cups at the top of the corporal. Two servers return to credence table and bring the plates to the altar. If needed, there is also a rectangular cardboard pall cover for the cups while on the altar. Make sure this cover goes to the altar. It should be located on the shelf below the credence table.



9. This is the order for the server at the altar:
 11. Set chalice to right side to allow room for the corporal
 12. spread corporal with red cross centered with red cross on altar/cloth
 13. remove pall, place to right side
 14. Place purificators on right side of altar.
 15. place purificator from chalice on top of others
 16. place two cups on upper left of corporal
 17. Place silver bowls on the right edge of corporal
 18. Place the chalice on the corporal.



10. When finished, remain standing at the altar and wait for Father to go to the center aisle to accept the offertory gifts. Two servers go to the sacristy side while one server is on the piano side.

NOTE: You may need to adapt to the visiting priests way of doing things.

INSTRUCTIONS FOR SERVERS Immaculate Conception

Before Mass:

1. Servers should arrive 10-15 minutes before Mass.
2. Check your name off the list. If you cannot make it, please get someone to take your place. All subs should check off the name of the one they are substituting for.
3. Put on your vestments, which include an alb (white robe) and cincture (rope/belt). Check for the correct color on the chart hanging on the door.
4. Light the candles at the altar and pulpit. Make sure the Easter Candle and the 6 candles on the "high altar" are lit during the Easter Season (Easter Sunday through Pentecost Sunday)
5. Easter candle is lit if baptism during Mass.
6. Candles on the Mary "altar" are lit during May, October and Marian feast days.
7. Gather your candles and crucifix and head to the back of the church. (When there is only one server, he/she should carry the crucifix. When there are only two servers, they should carry the candles.)
8. The servers should be lined up five minutes before Mass in the back of the church [vestibule]. with the candles lit and stand to either side of crucifer (server carrying the crucifix).

The Procession:

1. When the priest nods his head, [normally, after the words of the song start], the server walks up the aisle. The lector [reader], then the priest will follow. Remember, a procession moves slower than we normally walk.
2. Once the server comes to the sanctuary [raised platform], they stop. Everyone waits for the priest and bows together with the priest.
3. The crucifer (the server carrying the crucifix) goes up into the sanctuary around the pulpit side of the altar. The crucifer then takes the crucifix into the sacristy and places it in its stand in the sacristy. **DO NOT LEAN THE CROSS AGAINST THE WALL.** He/she then goes to his/her chair in the corner of the sanctuary. He/she stands there in front of it.
4. The lector then places the *Evangelium* [the gospel book] in its stand. This should be done from the back of the altar as there are often a lot of flowers in the way in the front. The front of the book needs to face the front of the altar, away from the lector.
5. The priest then comes into the sanctuary to reverence the altar and proceed to stand in front of his chair [presider's chair].

Opening Prayer:

3. The server sitting next to Father picks up the *Roman Missal* [big red book] and stands before the priest when Father says "Let us pray." The server is to open the Roman Missal to purple ribbon. As the priest is finishing the prayer, he will tap on the book. The server closes the book.
4. When the lector goes up to the pulpit to read, the servers sit.

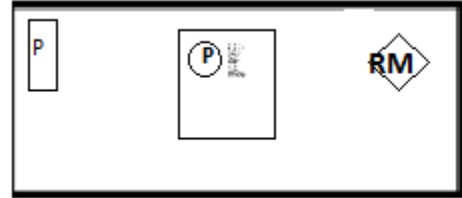
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green tab to the page that says “Blessed are you Lord God of all creation...”

This server takes the wood book holder off the altar and places it on the bottom shelf of the credence (servers’ table).

3. He/she goes to the credence table (servers’ table), takes Father’s chalice with the corporal, pall and purificator on it. He/she spreads the corporal on the center of the altar
4. When finished, remain standing at the altar and wait for Father to go to the center aisle to accept the offertory gifts. Two servers go to the sacristy side while one server is on the piano side.



NOTE: You may need to adapt to the visiting priests way of doing things.

Offertory:

1. As the priest makes his way to the base of the sanctuary the server should follow.
2. The server to the priest’s left will take the offertory basket. The server closest to the priest on his right will take the wine and the server furthest to the right of the priest takes the water. The priest will take the bread.
3. All will turn around with the priest and bow to the altar.
4. The server with the water and wine cruets proceeds to the sacristy side of the altar. Server with wine will stand closest to the altar (but slightly behind the altar) in line with the priest, then server with water and remaining server will stand to his/her left. **The handles of the cruets should face the priest.** Stand with cruets and wait for the priest. He will take the wine first and pour into the chalice. Then he will give it back to the server. The priest takes the water and returns it to the other server. The server bows together toward priest and proceed to the credence table.
5. The server carries to the altar the water for washing, the bowl and the towel.
6. The priest will put his hands out over the bowl and the server will pour water over his hands. The priest will raise his hands giving the signal to stop pouring. The priest will then reach for the towel and will hand it back to the server when finished. All should do a head bow, including the priest before the servers head back to the server’s table.
7. Fold up the towel and place it, the bowl, and water on the table. All stand at their chairs.

Eucharistic Prayer:

5. After the Holy, Holy, Holy the server kneels at the edge of the sanctuary.
6. When the priest calls (invokes) upon the Holy Spirit and stretches out his hands and brings them down in a big arm motion over the gifts, the server rings the bell once.
7. When the priest elevates the host, the bells are rung three times.
8. When the priest elevates the cup, the bells are rung three times.

Our Father:

At the invitation to the Our Father, the servers stand.

Sign of Peace:

The priest will first offer the server the sign of peace.

Lamb of God:

After the Lamb of God, the servers should kneel.

Communion:

1. When the Eucharistic minister approaches the altar, stand and line up to the left of the Eucharistic ministers.
2. After receiving communion, be seated.

After Communion:

1. Just as soon as the Eucharistic ministers finish placing their cups on the altar, the server should stand. Immediately approach the altar. Meanwhile, the priest will take the ciborium to the tabernacle. The server takes the water to the priest at the altar, ***handle facing the priest***. The priest will take it, pour water into one of the cups and hand it back to the server to take back to the server's table
2. The server immediately returns to the altar together. The server will take the chalice, purificator and pall.
3. The server takes the Roman Missal (big red book) and goes to his/her place next to Father.

Prayer After Communion:

1. The server opens the Roman Missal to the purple ribbon when Father says "Let us pray."
2. When the priest taps the book, the server will close the book and set it on the stand near his/her chair.

Final Blessing:

1. After the announcements, when Father says, "The Lord be with you." the crucifer gets the processional crucifix. The priest will go to the altar to reverence it. The lector will not be there.
2. All bow with the priest and process out of the Church side by side in the same order as the beginning, at a slow walk. If priest genuflects, servers always bow.

After Mass:

9. Put the candles and crucifix where they belong.
10. Pick up money and bring into sacristy.
11. Bring everything from servers' table into the sacristy.
12. Put soiled purificators and towel into basket.
13. Put cruets of water and wine back into refrigerator.
14. Hang up your alb and cincture.
15. Extinguish the candles with the snuffer. DO NOT BLOW THEM OUT.
16. Check to make sure all candles are extinguished including Easter candle and candles at high altar.