

# Server Guidelines

## Expectations:

1. All servers are expected to be at the Church **15 minutes before Mass begins.**
2. All servers are expected to fulfill their assigned times to serve.
3. All servers are expected to **find their own replacement** at Mass if they cannot make it for whatever reason.
4. All servers are to **sign in** when they serve.
5. All servers are expected to **pay attention** to the priest during Mass.
6. All servers are expected to **know and say the appropriate responses** throughout the Mass.
7. All servers should dress appropriately: no flip flops or backless sandals

## Set-up:

1. Sign in
2. Put on an alb
  - a. It should be ankle length or just above your shoes
3. Set out 7 items:
  - a. Water– place on server table
  - b. Bowl– place on server table
  - c. Towel – place on server table
  - d. Bread – place on gift table
  - e. Wine – place on gift table
  - f. Chalice – place on server table
  - g. Tabernacle key – check to make sure the key is in the tabernacle
4. Get candles and cross – light candles 2 minutes before Mass

## First Part of Mass

1. When Father is ready, line up behind the back pews
  - a. Line up in a straight line as best you can ... Candle bearers should be one step behind the cross bearer
  - b. Start the procession when the words of the entrance song begins (**take your time processing**)
2. Process to the front of the church, genuflect together, pause and wait for the cross bearer to move to the side to place the cross in its holder, walk forward and gently place the candle in the holder then move to chairs
3. Cross server is the book server
  - a. Hold the book for Father when he says: LET US PRAY – if Father moves your arms to a particular position, leave them there so he can read the book clearly

## Preparation of the Altar

1. Begin preparation when the hospitality minister gets to the half way mark in taking up the collection
2. Cross server
  - a. Set up the altar (when a Deacon is not present) If the Deacon is present, assist the Deacon by bringing the chalice and the water and cups to the altar.
  - b. Help Father get the gifts
  - c. Get the water
3. Candle servers
  - a. **DO NOT GET THE CANDLES!!!!** Proceed to the center of the sanctuary (between the front pews) to bow together, turn and proceed down the aisle to the gift table
  - b. Lead the gift bearers to Father when he is at the bottom step of the altar area
  - c. Wash Father's hands-one server should hold the bowl and the water, and the other hold the open towel.

## Communion

1. Give the sign of peace to Father
2. Clean off the altar after the Eucharistic Ministers leave the altar area
3. After Communion, take the lids and the empty ciborium and place them on the top of the credence table
4. Go back to your chairs

## End of Mass

1. Cross server holds book for Father's closing prayer
2. When Father goes to reverence the altar, servers gets cross and candles and stand between the first pews. Wait for Father to genuflect, bow, turn, and begin the recessional procession to the back sacristy

## After Mass

1. After the people leave church **put the candles back** at the altar
2. Bring back all the items from the servers' table to **the sink area** in the sacristy
3. Hang up your **alb** in the closet
4. Check with Father to see if he needs anything else