

St John the Baptist Catholic Church

Mass Server Instructions

May, 2023

General Instructions

- Please arrive 15 minutes before mass to vest and prepare the Altar, candles, etc.
- Serve with reverence and in unison with partner for all shared tasks.
- From right to left (facing the congregation):
 - Server 1 is the cross bearer and principal altar attendant
 - Server 2 is candle bearer and **Altar Missal attendant**; also supports Server 1 at the Altar
 - Server 3 is candle bearer and **Priest's Missal attendant**; also rings the bells

New Changes

- Server 2 places the Altar Missal on the altar just before joining Server 3 to go to the back of Church for the Offertory procession. After Communion, the Altar Missile is the last item cleared from the Alter by Server 3.
- Server 3 opens the Priests Missal to the proper page and holds it for the priest at the presiders Chair for the Collect and for the prayer after communion ("Let us pray.

Reminders – All Masses

- The Altar has been cleared before mass and will again be cleared once Father leaves for the Presiders chair after communion. Servers 1 and 2 clear the vessels, Server 3 the Altar Missal.
- Whenever passing the Altar, Servers 1 and 2 meet at their sweet spots to bow- before getting candles, carrying candles, as well as after emplacing them on the table.
- Server 1, Father will need water for the cleansing of vessels after communion.

Weekend Reminders

- Only start the entrance procession once the congregation begins singing; not when the music begins. Process slowly.
- When collecting the offertory gifts, all servers remain at the front of the altar before proceeding as group with Father (and Deacon) around to the back of the altar. Server 1, wait for everyone, this is part of the offertory procession, before going to the altar with the communion gifts.
- "One thing at a time"- After the offertory procession and after Servers 2/3 deposit their candles on the table, Server 3 goes back to the front of the Altar to retrieve the Offertory collection and puts it under the table near the Sacristy.
- For the final procession, all servers meet at the rear of the altar, bow and process to the front of the altar to the nave below all steps and await father before turning and processing down the aisle.

Weekday Reminders

- Except for school day masses, do not extinguish sanctuary candles until the final hymn is completed.

Please review the mass Guidance Document for specific instructions