

# Server's Guidance – Weekday

## Three Mass Servers

### • Preparation

- Wash hands.
- Dress in an Alb that extends to the top of shoes. Tie cincture around waist.
- Server positions are from left to right (from the congregation):
  - **Server 1 – Primary Altar Attendant**; position nearest credence table.
  - **Server 2 – Candle Bearer, Altar Missal minder**, and secondary altar attendant; position to the left of Server 1.
  - **Server 3 – Candle Bearer, Priest's Book Bearer**, and bell ringer; position across the aisle from server 2.
- 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 to bow 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** on right) and followed by **Server 1**. **Server 3** rings entrance bell with **Server 2** to his/her left.
  - Proceed to the tabernacle with **candle bearers** at the platform diagonal, flanked on the outside by **Server 1**. Leave room at the center for Father and Deacon.
  - **Bow with the Priest**, then turn and follow Father to the altar platform. **Candle bearers** stop at the sweet spot, again flanked by **Server 1**.
  - **Bow together** as Father kisses the altar, **Candle bearers** emplace candles on the table, then **reconvene at the sweet spots**. All servers **bow together**, then disperse to pews.
- **Greeting (stand)** - "In the name of the Father..."
- **Penitential Act** – "...Lord have mercy"
- **Gloria** – Omitted except on major feast days
- **Collect** – "Let Us Pray"
  - **Server 3** retrieves the "book" from the communion railing, opens it to the outward ribbon, processes to Father, and holds it against his/her chest for the reading of the Collect. The book is then closed and put back on the communion railing before taking seat.

## • Liturgy of the Word

- **First Reading (sit)**
- **Responsorial Psalm**
- **Gospel Acclamation (stand)** – “Alleluia”
  - **Servers 2 & 3 convene at the “sweet spot”, bow together**, 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 toward the ambo.
- **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 spot, **bow**, and then redeposit candles on the table. Return 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** places the tray with the gifts and vessels 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.)
  - At the same time, **Server 2** retrieves the Missal and holder from rear credence table and emplaces it on the altar to the left of center; **rotate the missal with the binding to the left**.
- **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, retrieves the water cruet from the altar to wash the priest’s hands.
  - After the washing of hands, **Server 2** collects 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 bell**.
  - 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”
  - 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. **The Roman Missal remains on the Altar until after communion.**
- All servers **kneel**.
- **Clearing of the Altar**
  - 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 emplaced at the end of the Altar.
  - **Father will read the Communion Antiphon from the Missal in silence before leaving the altar.**
  - **After Father leaves the altar, Server 2** closes the missal on its tray with the binding against the bottom lip. He/she emplaces them together on the small credence table just to the right of the main credence table.
  - The altar should now be cleared of all articles.
  - **Server 3** proceeds to the end of the communion railing to retrieve the Priest's book. Open it to the outward ribbon and hold it for his reading against chest. Stay there.
- **Prayer after Communion (stand)** - "Let Us Pray"
  - **Server 3** proceeds to the presider's chair so Father can read the Prayer after Communion. After the 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 and **Server 1** outside them.
    - 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 **Server 1**. Father will follow. Assemble at the tabernacle, **candle bearers** at the platform diagonals and flanked by **Server 1**. 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) **Three mass servers are required.** Ensure you have a substitute should you not be able to serve as scheduled.

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