

Server's Guidance – Weekday

- **Preparation**

- Wash hands.
- Dress in an Alb that extends to the top of shoes.
- Server positions from left to right:
 - **Server 1** – Primary altar attendant
 - **Server 2** – Bell Ringer and secondary altar attendant
 - **Server 3** – Candle Bearer
 - **Server 4** – Candle Bearer and Roman Missal attendant
- Light all altar and tabernacle candles. Also light two procession candles.
- Place vessel tray on credence table.
- Always show reverence, with a genuflect or bow, to the tabernacle **before and after** mass and to the altar **during** mass.
- Remember to **keep hands folded in prayer** during the mass. Stand, sit, kneel erect.
- **Always move in unison** with your partner except when required for a solo task. Never peel off separately from any formation.
- **Wait on the Priest** directly at the end of the Altar.
- Do not wait for the priest or the deacon to hand the Roman Missile or the vessel tray to you. Pick it up as instructed herein from the altar.



- **Introductory Rites**

- **Entrance**

- Start procession from the priest sacristy with **candle bearers** leading and followed by **Servers 1 & 2**
- Proceed to the tabernacle with **candle bearers** at the platform diagonal flanked on the outside by Servers 1 and 2. Leave room at the center for Father and Deacon.
- Turn and follow Father to the altar platform. Candle bearers stop at the sweet spot, again outside flanked by Servers 1 and 2.
- Bow together as Father kisses the altar, then disperse to pews after emplacing candles on the table.

- **Greeting**

- **Penitential Act**

- **Gloria – Only on major feast days**

- At “Lord have mercy”, **Server 4** retrieves the Roman Missal from its table and waits inside and behind the deacon and/or priest’s chair.

- **Collect – “Let Us Pray”**

- **Server 4** steps directly in front of the priest. After the prayer is read, the Roman Missal is returned to its place on the end of the communion railing.

- **Liturgy of the Word**
 - **First Reading**
 - **Responsorial Psalm**
 - **Gospel Acclamation – “Alleluia”**
 - **Servers 3 & 4** retrieve the procession candles from the table and reconvene at the sweet spot behind the altar.
 - **Servers 3 & 4** bow together walk single file to the ambo.
 - **Gospel**
 - **Servers 3 & 4** face the Gospel reader, one candle bearer on each side.
 - At the conclusion of the Gospel; as the congregation begins to respond “Praise to You Lord Jesus Christ”, **candle bearers** immediately process single file to the sweet spot, bow, and then redeposit candles on the table.
 - **Homily**
 - **Universal Prayer or Prayer of the Faithful – “Intercessions”**
- **Liturgy of the Eucharist**
 - **Preparation of the Altar and Presentation of Gifts**
 - 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. At the same time, **Server 4** places the Roman Missal on its platform on the altar.
 - **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 **Server 2** with towel process together side by side to the altar and wait on the priest at the inside end of the altar, with **Server 1** nearest the altar and **Server 2** immediately to his/her left side.
 - **Server 1** collects the water cruet off the altar to wash the priest’s hands
 - After the washing of hands, **Server 2** collects the wine decanter from the altar. **Servers 1 & 2** then process side by side to the credence table. Deposit items and return to their pew positions.
 - **Eucharistic Prayer**
 - At the Consecration **Server 2** rings bells while the priest raises the Body of Christ
 - At the Consecration **Server 2** rings bells while the Blood of Christ is raised.
 - **Lord’s Prayer**
 - All servers pray with hands folded.
 - **Sign of Peace**
 - All servers assemble at the base of the altar at and outside the sweet spots.
 - Greet the priest with a sign of peace and the nearest server.
 - **Lamb of God**
 - **Communion**
 - All Servers remain in position at the base of the altar platform until all Eucharistic ministers have left the altar area. In unison, servers then return to chair positions except **Server 4** who first retrieves the Roman Missal from the altar emplacing it on the end of the communion railing.
 - The vessel tray is no longer returned to the altar.
 - After communion:
 - As father /Deacon combine unused hosts at the altar, **Servers 1 & 2**, await to at the bottom of the altar platform to take communion vessels to the credence table.
 - Vessels will be cleansed by the Priest or Deacon at the credence table.

- **Prayer after Communion – “Let Us Pray”**
 - **Server 4** retrieves the Roman Missal from the communion railing and holds it for the Priest. At the conclusion of the prayer, **Server 4** replaces the Roman Missal on the end of the communion railing.
- **Concluding Rites**
 - **Greeting and Blessing**
 - **Dismissal and Final Procession**
 - Upon the start of the final hymn, **Servers 3 & 4** retrieve the procession candles from the table. All Servers assemble at the rear of the altar platform with **Candle bearers** at the sweet spot and **Servers 1 & 2** 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 **Servers 1 & 2**. Father will follow. Assemble at the tabernacle, **candle bearers** at the platform diagonals flanked by **Servers 1 and 2**. Father will join them at the center. All bow in unison. **Candle bearers** immediately lead the procession, 2 by 2 to the priest’s sacristy.