

Server's Guidance – Sunday/Saturday Vigil

Three Mass Servers

• Preparation

- Wash hands.
- Dress in an Alb that extends to the top of shoes. Tie cicture around waist; tassle on left.
- Server positions are from left to right (from the congregation):
 - **Server 1 – Cross Bearer and 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 Missal 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 the 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 up the center isle after the entrance song begins from the rear of the church with **cross bearer** leading and **candle bearers** to his/her side and one step behind. **Note: wait for the congregation to begin singing before starting the procession.**
 - **Proceed slowly and reverently into** the sanctuary, up the step to the base of the altar.
 - Immediately bow and process single file around the left (North) side of the altar with the **cross bearer** in the lead followed by the **candle bearers**.
 - Finish the procession behind the altar. Bow together as Father kisses the altar. **Candle bearers** place candles on the table and **cross bearer** emplace cross in holder. **All Servers reconvene at the sweet spots, bow together** and take places in pews.
- **Greeting (stand)** - "In the name of the Father..."
- **Penitential Act-** "...Lord have mercy"
- **Gloria** – Omitted during Lent and Advent except for major feast days
- **Collect** – "Let Us Pray"
 - Server 3 retrieves the "Priest's Missal" from the communion railing, opens it to the outward ribbon, processes to Father, and holds it for the reading of the Collect. **Instead of standing directly in front of Father, please step to your left, holding the book with arms extended to your right so as to not block the Priest from view.** The book is put back on the communion railing and closed before taking your seat.

• Liturgy of the Word

- **First Reading (sit)**
- **Responsorial Psalm**
- **Second Reading**
- **Gospel Acclamation (stand)** – “Alleluia”
 - **Servers 2 & 3 convene at the “sweet spot”, bow together**, retrieve the procession candles and reconvene at the sweet spots behind the altar.
 - When Father or Deacon picks up the Book of the Gospels off the altar, **Servers 2 & 3** bow with him to the altar **and** process single file to 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. Again return to the sweet spot, **bow** together, then return to pew positions.
- **Homily (sit)**
- **Profession of Faith (stand)**– “Creed”
- **Prayer of the Faithful** – “Intercessions”

• Liturgy of the Eucharist

- **Preparation of the Altar (sit)**
 - As the priest or deacon begins to leave his chair to prepare the altar, **Server 1** places vessel tray 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.
 - The candle bearers, **Servers 2 & 3**, then retrieve the procession candles. Process to the sweet spots behind the altar, **bow**, and then process single file down the south side isle of the rear of church. **(Note that this step is done only after Server 2, the Alter Missal Minder, has place the missal on the altar.)**
- **Presentation of Gifts**
 - **The offertory procession** is led up the center isle by **Servers 2 and 3** candle bearers to the sanctuary step, step aside separated by about 5 feet, face inward toward each other below the bottom step for the priest to receive the gifts.
 - **Server 1** joins the priest at the front of the altar at the edge of the sanctuary step.
 - Server 1 accepts the gifts of bread and wine from the priest and **all await** for the priest.
 - Father will collect the donation basket and place it in the front of the altar.
 - Then all together proceed around the altar. Server 1 brings the gifts of bread and wine to the altar. **Server 3 gets the collection donation from the front of the altar and emplaces basket under the table.** The candles are deposited on the table.
- **Washing of Hands**
 - **Server 2** joins **Server 1** at the credence table to prepare for the washing of hands.
 - **Server 1**, with dish (and water cruet) and **Server 2** with towel process **together side by side** to the end of the altar with Server 1 nearest to the altar and **Server 2** to his/her left side.
 - **Server 1**, if required, retrieves the water cruet from the altar; both servers wait on the priest at the inside end of the altar.

- After the washing of hands, **Server 2** retrieves wine goblet (if required) from the altar and both servers then process **together side by side** to the credence table. Deposit items and return to 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**
 - Lord’s Prayer - All servers **stand** and pray with hands folded.
 - Sign of Peace – “Peace be with you”. Remain in pews.
 - 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.
 - **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. Before returning to pew, Server 1 emplaces the water cruet on the altar. **The Altar Missal remains on the Altar until after communion.**
 - All Servers **kneel**
- **Clearing of the Altar**
 - After communion: 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.**
 - Once all vessels are cleared and **Father/Deacon leaves the Altar**, **Server 2** closes missal on its holder 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 Missal. Open it to the outward ribbon and wait for “Let us Pray”.
- **Prayer after Communion (stand)** – “Let Us Pray”
 - **Server 3** proceeds to the presider’s chair so father can read the Prayer after Communion. **Instead of standing directly in front of Father, please stand a step to your left, holding the book with arms extended to your right, so as to not block the Priest from view.**
 - After the reading, return the book to the communion railing, close it and return to the pews.

• **Concluding Rites**

- **Announcements**
- **Greeting and Blessing** – “The Lord be with you”
- **Dismissal and Final Procession**

- Upon the start of the final hymn, **Server 1** retrieves the cross from its stand and **Servers 2 & 3** retrieve the procession candles from the table. **All Servers** assemble at the rear of the altar platform with the cross bearer in the middle, and candle bearers next to him/her.
- Once assembled, **bow** together and **immediately** process single file to the front of the altar, assembling below the sanctuary platform in the nave of the church facing the altar.
- Once Father joins them (in front of them), **all bow** in unison with the Priest, immediately turn and process **reverently** to the rear of the church with **cross bearer** in lead and the **candle bearers** beside and one step behind.

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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