

Server's Guidance – Weekend

- **Preparation**

- Wash hands.
- Dress in an Alb that extends to the top of shoes.
- Server positions are from left to right:
 - **Server 1 – Cross Bearer** and 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, kneel, sit 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 Missal or the vessel tray to you. Pick it up as instructed herein from the altar.



- **Introductory Rites**

- **Entrance**

- Start procession up the center isle after the music begins from the rear of the church with **cross bearer** leading and **candle bearers** to his/her side and one step behind, followed by **Server 2**.
- Proceed into the sanctuary 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** and then **Server 2**.
- Finish the procession behind the altar. Bow together as Father kisses the altar, then disperse to pews after emplacing cross and candles.

- **Greeting**

- **Penitential Act**

- **Gloria – Omitted during Lent and Advent except for major feast days**

- Near the end of the Gloria (or at “Lord have mercy” when no Gloria), **Server 4** retrieves the Roman Missal from the end of the communion railing and waits 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 communion railing.

- **Liturgy of the Word**
 - **First Reading**
 - **Responsorial Psalm**
 - **Second Reading**
 - **Gospel Acclamation – “Alleluia”**
 - **Servers 3 & 4** retrieve the procession candles and reconvene at the sweet spots behind the altar.
 - When Father or Deacon picks up the Lectionary off the altar, **Servers 3 & 4** bow with him to the altar and follow him 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**
 - **Profession of Faith – “Creed”**
 - **Universal Prayer or Prayer of the Faithful – “Intercessions”**
- **Liturgy of the Eucharist**
 - **Preparation of the Altar**
 - **Servers 3 & 4** retrieve the procession candles, process to the sweet spot behind the altar, bow, and then process single file down the north side isle of the church to the rear of the church.
 - 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. At the same time, **Server 2** places the Roman Missal on its platform on the altar.
 - **Presentation of Gifts**
 - Offertory procession is led up the center isle by **Servers 3 & 4** candle bearers. They process to the sanctuary step, step to each side about 4 feet (8 feet separation), and then stand facing inward.
 - **Servers 1 & 2** join the priest (and deacon) **at the front of the altar at the edge of the sanctuary step to receive the gifts.**
 - **Server 1** collects the altar gifts of bread and wine from the priest and **waits.** **Server 2** collects the basket of donations from the priest.
 - **Server 2** collects the chest holding the children’s donation from the front base of the altar and leads one **candle bearer** around the south end of the altar. At the same time **Server 1** leads the other **candle bearer** around the north side of the altar.
 - The **candle bearers** meet at the sweet spots, bow and return candles to the table.
 - **Server 1** places the gifts of bread and wine on the north end altar. **Server 2** places the offertory basket and chest under the candle table.
 - **Prayer over the Offerings and Washing of Hands**
 - **Server 1** collects the empty wine goblet and the water cruet from the altar.
 - **Server 2** joins **Server 1** at the credence table to prepare for the washing of hands.
 - **Server 1**, with water cruet and 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.
 - After the washing of hands, **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 then 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**
 - **Announcements**
 - **Greeting and Blessing**
 - **Dismissal and Final Procession**
 - Upon the start of the final hymn, **Server 1** retrieves the cross from its stand and **Servers 3 & 4** 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 with cross bearer in the lead to the front of the altar, assembling below the sanctuary platform in the nave of the church.
 - Once Father joins them (in front of them), all bow in unison with the Priest, turn and immediately process to the rear of the church with **cross bearer** in lead and the **candle bearers** beside and one step behind followed by **Server 2**.