



Server's Manual

Always Remember: Reverence, Pay Attention, Participate

You are in the presence of Christ in the Eucharist

Quick Tips

<p>When Sitting Keep hands with palms on legs, sit up straight</p> <p>When Standing Keep hands in "prayer position" If only holding one thing, place unused hand over heart</p>	<p>Procession Hold Candles and Cross High and Straight</p> <p>When Returning to Seat Never walk in front of Father, instead walk behind the chairs</p>
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How To

Before Mass

Arrive 10-15 minutes before the start of Mass

Dress shoes are strongly encouraged.

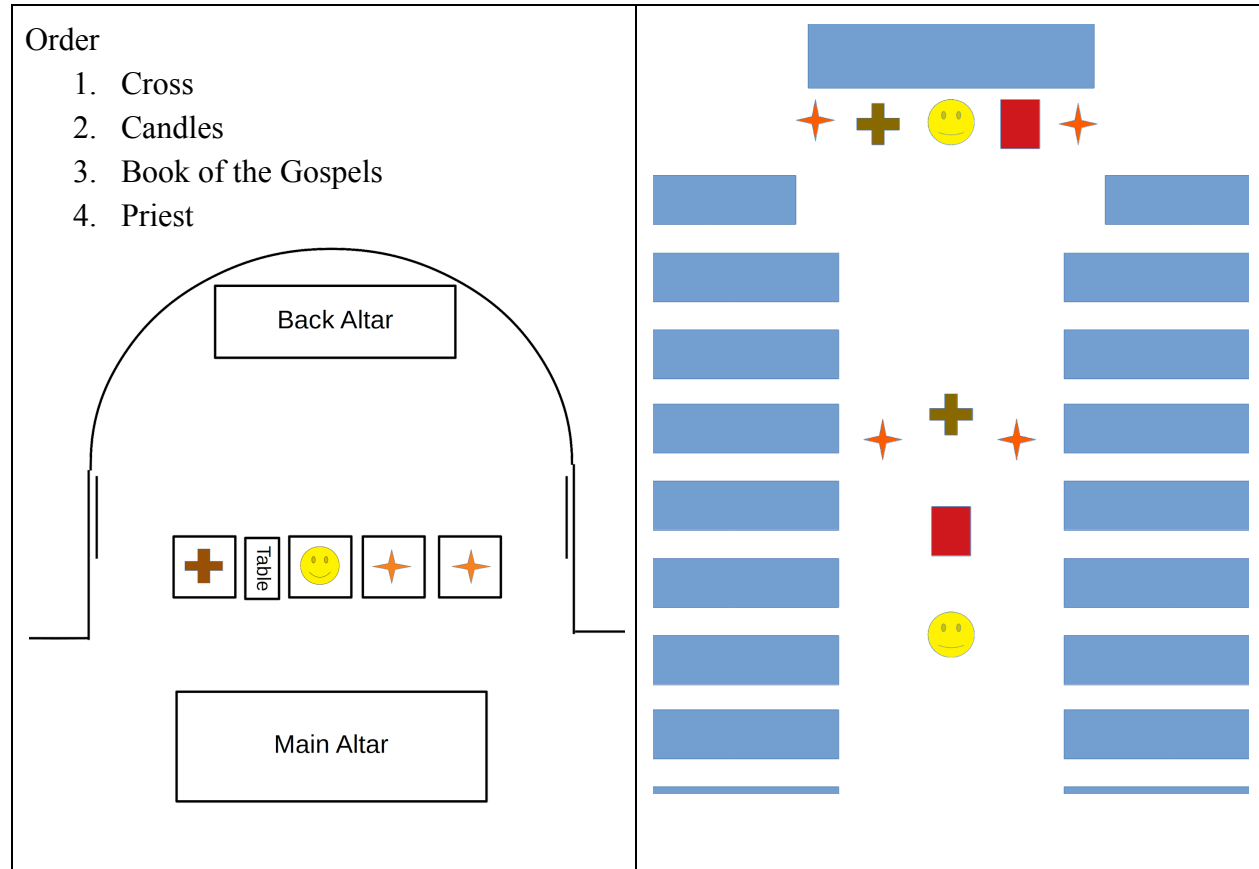
First, put on your alb and cincture. Albs should touch your shoes and the sleeves should go just passed your wrists.

Then light the altar, ambo, and processional candles.

When lighting the processional candles, please try to use a short wick. Because they are oil filled, they light easily and the glass will turn black if you light with a long wick.

Check the table near the sacristy door to ensure that everything is present.

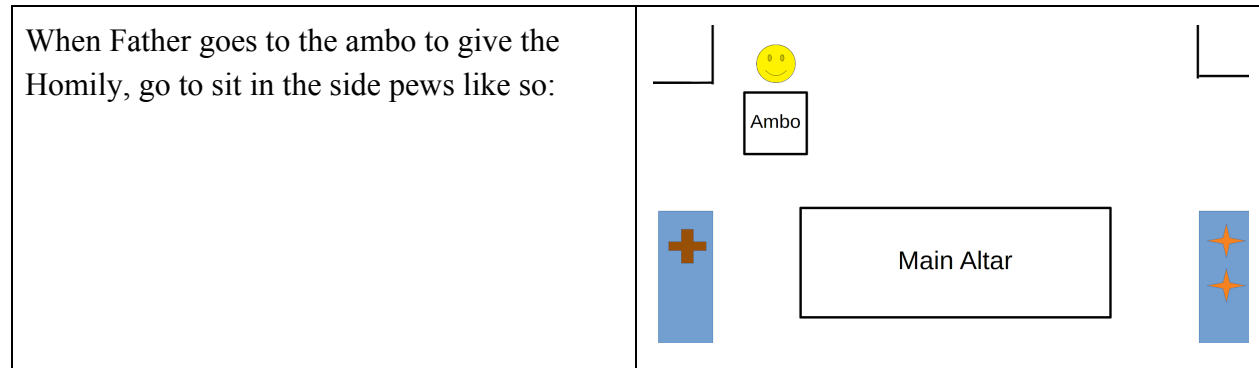
Entrance Procession



Collect

When Father cues, "Let Us Pray", the crossbearer will hold the Roman Missal for Father

Homily



Offertory (Setup Altar)

Remove the book stand from the altar Bring to the Altar: <ul style="list-style-type: none"> ● Corporal ● Chalice ● 4 Cups ● Purificators ● Roman Missal 	
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Gifts

The server with the wine will stay at the altar while the others go to the credence table. One server at the credence table will bring the cruet of water to the altar. When Father turns to take a cruet, uncork it and give it to him with the handle facing towards him.

The other server at the credence table will take the pitcher of water and bowl and wait. When the two servers at the altar return, one will bring a towel and walk to the altar with the pitcher server. The server left over is to wait at the credence table.

Once all servers are back at the credence table, they will return to the pews they were at for the Homily. When it is time to kneel, do so on the step beside the altar.

Consecration and Communion

At the elevation of the consecrated bread and wine, one of the torch servers will ring the bell with three distinct rings.

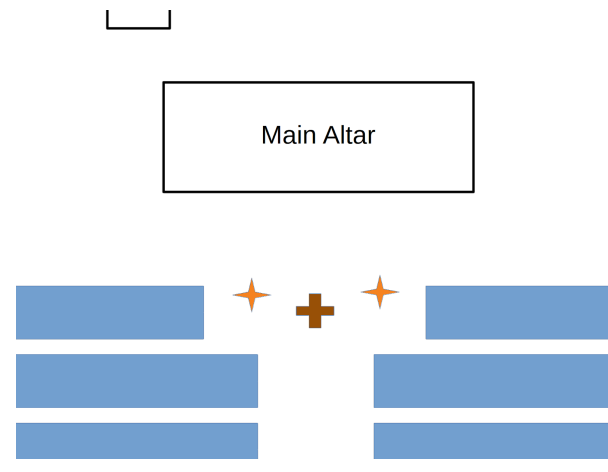
At the sign of peace, go behind the altar.

As the Eucharistic Ministers are dispersed, one torch-bearing server will return the Roman Missal to the table. The cross-bearing server should look for anyone known to need a gluten-free host and bring the gluten-free pix to the respective Eucharistic Minister.

After Communion, one server will take the water cruet to Father. The other two will stand where they receive communion. When the Eucharist is returned to the Tabernacle, all servers will turn toward the Tabernacle and bow their heads.

Once Father is finished, they can clean off the altar and return to their seats.

Closing/Exit Procession

<p>The cross bearer will hold the Roman Missal for Father. Once the closing song begins, get the cross and torches and stand before the altar and wait for Father.</p> <p>Stand in between the first pew</p>	 <p>The diagram shows a church layout. At the top is a small rectangle labeled 'Main Altar'. Below it, in the center, is a brown cross flanked by two orange torches. On either side of the cross and torches are three blue rectangular blocks representing pews, arranged in two columns. A small L-shaped symbol is located at the top left of the diagram area.</p>
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After Mass

Extinguish the candles

Hang up alb and cincture

When you hang your alb back up, use the velcro straps to hang it up properly and put it back in the closet where it belongs (in order by size).