

**CORPORAL SERVER CUE CARD**

**3/11/20**

	<b>Cue</b>	<b>Action</b>
1	At Priest's prompting.	Carry procession candle – all stop & bow toward tabernacle. Proceed to place candle in holders at ambo from front side. Proceed together through hallway door to chairs.
2	At conclusion of the petitions.	Assist in altar preparation (one at a time): 1-Chalice, 2-Cups, 3-Ciboria, 4-Pyx Tray (optional), 5-Missal Holder and Missal
3	When Priest moves to front of altar to receive gifts.  <b>Note:</b> After altar preparation, Missal Server joins other servers at their chairs.	Join Priest to receive gifts (2 servers to Priest's left). Basket goes to ambo. Present at altar: 1-Paten (right side), 2-Ciborium (right side), and 3-Wine (left side), 4-Immediately retrieve / present water behind wine, 5-Retrieve wash bowl/towel and stand at corner of altar. <b>Note:</b> Return wine to table in chapel.
4	When Priest places chalice on altar and turns to face servers to wash hands. <b>Note:</b> If incense, wash hands after incensing.	<u>Step forward</u> to meet Priest to wash his hands. Return bowl & towel to chapel and water to credence table.
5	When Extraordinary Ministers of Holy Communion approach the altar.	Move to stand on top step next to Extraordinary Ministers to receive communion.

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**(PAGE 2)**

	<b>Cue</b>	<b>Action</b>
6	After Communion when the Priest returns to the altar and begins folding the corporal.	Proceed to altar to retrieve corporal (and chalice if necessary) and place it on credence table.

7	When music begins.	Move together through Our Lady's Chapel door to retrieve candle from back side of the ambo and join Crucifix Bearer to move to center aisle for recessional.
<b>ALTAR CANDLE INSTRUCTIONS</b>		
<p>When lighting or extinguishing candles <u>before or after</u> Mass, always genuflect toward the tabernacle when walking between it and the altar.</p> <p>After Mass, extinguish all procession and altar candles using the candle snuffer.</p> <p><b>Note:</b> Use step stool under ambo to light or extinguish the Paschal Candle during the Easter Season. An adult may be needed to lower the candle if there is difficulty lighting it.</p>		
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