

MISSAL SERVER CUE CARD

5/31/19

	Cue	Action
1	At Priest's prompting.	Carry crucifix – all stop & bow toward tabernacle. Proceed ambo side door to place crucifix in holder. Proceed to chair.
2	<b>For Fr. Yohe Only:</b> Upon arrival at chair. When <b>Fr. Yohe</b> puts down his hymnal.	Pick up missal keeping it closed.  Proceed to <b>Fr. Yohe</b> with missal for Introductory Rites. When he closes missal, return to chair and continue holding the missal.
3	During the Gloria at the words "You alone are the Most High." <b>Note:</b> When no Gloria (Advent/Lent), at the first "Kyrie Eleison / Lord have Mercy."	<b>For Fr. Yohe:</b> Return to Fr. Yohe for Collect Prayer. <b>For Fr. Ben and others:</b> Open missal to Collect / white ribbon and proceed to Priest for Collect Prayer. <b>Note:</b> When no Gloria, proceed at the third "Kyrie.../Lord have..."
4	At the end of the homily.	While sitting, pick up folder and open it to the Creed.
5	When Priest stands for the Creed.	Stand and proceed in front of Priest through the Petitions.
6	At the conclusion of the petitions.	Carry missal to brick wall and place on missal holder. Then assist in the altar preparation (one at a time): 1-Chalice, 2-Cups, 3-Cibioria, 4-Missal Holder and Missal
7	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.
8	When Priest places chalice on altar and turns to face servers to wash hands. <b>Note:</b> If incense, wash hands after incensing.	Step forward to meet Priest to wash his hands. Return bowl & towel to chapel and water to credence table.
9	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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	Cue	Action
10	After receiving communion.	Move to stand on first step by Missal Server's chair and then proceed to altar to retrieve the missal/holder from Senior Server. Return holder to brick wall and missal to the stand.
11	When Priest is returning to his chair after communion.	Return to Missal Server chair and pick up missal. <b>For Fr. Ben Only:</b> Open missal to white ribbon.
12	When Priest stands.	Stand and proceed to Priest with missal for Prayer after Communion.
13	When Priest closes missal or at conclusion of prayer ("Amen").	Place missal back on stand and remain at chair during announcements.
14	When music begins.	Move together through Our Lady's Chapel door to retrieve crucifix and lead candle bearers to center aisle and in recessional.
<b>If Solemn Blessing at End of Mass or Prayer over People (During Christmas, Lent, Easter Seasons and Holy Days)</b>		
1	Following the Prayer After Communion.	<b>For Fr. Yohe:</b> Continue holding missal. He will place folder on missal for announcements.  <b>For Fr. Ben:</b> Return to chair and open missal to the ribbon at the page number listed following the Prayer After Communion.
2	<b>For Fr. Ben:</b> When he finishes announcements.	Proceed back to Priest with missal open for blessing/prayer.
<b>If Blessing and Sprinkling of Water</b>		
1	Upon reaching chair.	<b>For Fr. Yohe:</b> Pick up missal. <b>For Fr. Ben:</b> Open missal to the Sprinkling Rite on page 1296 / Red Ribbon.
2	When Priest puts down hymnal.	Proceed to stand of front of Priest with missal.
3	When Priest finishes blessing the water (Amen)	Return to chair keeping missal open.
4	When Priest returns to his chair after sprinkling.	Proceed to Priest with missal open for conclusion of blessing.
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