

SENIOR SERVER INSTRUCTIONS

12/19/19

At home:

- Dress appropriately to set the example for other servers.
- Study and know the duties of each server – to include senior server.
- Leave early enough to arrive 30 minutes before mass. Thank parents for bringing you early.

Before Mass:

Vest

- Vest using either a typical server alb or an alb / cincture from the center door of the priest's vesting sacristy

Turn on the Sound System

- Turn on the sound system. The switch is located by the closet to the left after entering the sacristy. When the system is turned on, the closet light will be on and noise will be coming from the equipment.

Information to be Determined

- Which priest is celebrating mass – see clergy schedule on bulletin board in sacristy.
- The page numbers for opening (1st), closing (last), and offertory (3rd) hymns and the readings (2nd) – see hymn board in the sanctuary.
Note: Sometimes the hymn #s change from mass to mass (between 7:30 and 9:00 especially).
- The date and which mass is being celebrated (e.g. 22nd Sunday in Ordinary Time, Feast of the Immaculate Conception, etc) – see liturgical calendar on the bulletin board in the sacristy.
- Are there any out of the ordinary aspects to the mass (e.g. incense, solemn blessing at end of mass, sprinkling rite with holy water in lieu of penitential act, RCIA rites, etc)? – check with the priest.
- Guest Priests: Determine if he wants the Missal for the Introductory Rites (like Fr. Yohe) or not until the Collect (like Fr. Ben).

Prepare Priest's Hymnal

- Remove priest's hymnal from his drawer located below the bulletin board and place it on the counter above his drawer. Leave it open to the opening hymn
- Place a ribbon out the side of the hymnal at the opening, closing, and offertory hymns, and the readings. If there are no ribbons, use sticky tabs located in the right hand drawer.
Note: If priest's hymnal is not in the drawer, it might have been left on a table by the doors where he exits to the atrium, or by the priest's chair in Our Lady's Chapel. If can't find it, use the other priest's hymnal.

Prepare Priest's Microphone

- Remove priest's microphone from his drawer and remove the battery cover.
- Remove the battery that is labeled for the mass time being celebrated from the charger located on the large counter.
- Place the battery in the microphone ensuring that the positive and negative terminals are appropriately matched and replace the battery cover.
- Turn on the microphone to test it. The light should turn red then green. Do not speak while it is turned on.
- Turn off the microphone and place it on top of the priest's hymnal. **Do not** wrap the cord tightly around the case as it may damage the cord.

Prepare/Check the Missal Located Next to Priest's Chair

- Ensure the ribbon (typically green) is on the page for the proper prayers (e.g. "Collect" and "Prayer after Communion") of the mass being celebrated. Ensure any ribbons being used for mass are sticking out the side of the missal. Unused ribbons go out the bottom of the missal. Ribbons should not criss-cross.
- Check below the "Prayer after Communion" to see if there is an option for a solemn blessing at the end of mass. If so, ask the Priest if it will be used. Note: During Lent, after announcements, there will be a "Prayer over the People" just like a solemn blessing. This prayer is listed on the same page and right after the "Prayer after Communion".
- If necessary, ensure there is a ribbon for the solemn blessing (see page # following the "Prayer after Communion") or for the sprinkling rite (page # 1296). See priest with any questions.

Note: Fr. Yohe will not use a ribbon for the solemn blessing. He will use the dark gray tab with a cross on it at page 529. Guest Priests may use a ribbon for the solemn blessing.

- Note: See the table of contents for the “Proper of Time” (page 3 – 362) or the “Proper of Saints” (page 651-883) for ribbon placement. The green ribbon will be used in the “Proper of Time” which is in the beginning of the missal and covers, in order, the seasons of Advent, Christmas, Lent, Easter, Sundays in Ordinary Time, and Solemnities of Our Lord during Ordinary Time (i.e. Trinity, Corpus Christi, Sacred Heart and Christ the King). In order to avoid criss-crossing ribbons, a different colored ribbon will be used in the “Proper of Saints” which is in the latter part of the missal and covers all the specific feast days by month.

Check the Folder at Priest’s Chair

- Ensure the date for Universal Prayer petitions and for the announcements matches that for the mass being celebrated and that there is an announcements page. Inform priest of any issues.

Check Credence Table and Brick Wall

- Ensure sacristan placed all necessary items on the credence table. Particularly look for: 3 corporals, chalice purificator, 6 cup purificators, and towel. Check brick wall for the missal holder..

Ensure Additional Mass Items are Prepared if Necessary

- Ensure charcoal for incense is lit 15 minutes prior to mass and that holy water vessel and aspergillum are on the brick wall if the Sprinkling Rite will be used in lieu of the Penitential Act.

Ensure the Altar and Procession Candles are Lit

- Check to ensure there is sufficient oil in the procession candles. Replace if necessary from sacristy closet.

Ensure Servers are Present and Know Their Duties

- Check server schedule and ensure servers are present and have signed in.
- Ensure servers are appropriately vested (alb length, cincture knot of left side, cross, hair pulled back).
- If someone is not there 8 minutes prior to mass, seek a replacement. If unable to find a replacement, then the senior server may also fill in for the server. If there are not enough servers for the procession, ask an extraordinary minister to assist in carrying a candle.
Note: if a volunteer is found and then the assigned server shows up, thank the volunteer for their willingness to serve, but tell them they won’t be needed.
- If don’t have personal knowledge of each server’s ability, ask how many times they have served in that position and/or quiz them to ensure they know their duties. Use the laminated Cue Cards and the Reminders for Servers at the end of this document.

Proceed to Atrium for Procession

- Five minutes before mass, instruct the servers to proceed through the chapel to the atrium.
- Prop open the atrium door to the worship space and when servers are ready, inform priest that they are ready for his prayer.
- After prayer and when priest is ready, inform the cantor or organist that the liturgical procession is ready.

Procession and Introductory Rites

- Process immediately in front of the celebrating priest (typically following lector or deacon). Upon reaching altar steps, take about 4 steps to the right and genuflect to Our Lord in the tabernacle with the priest.
Note: If Thurifer, lead the procession.
- Stand in front of the brick wall facing servers when they are standing.
- Senior server may sit with the servers or at the end of row behind the servers. If the bell and corporal server are inexperienced, it would be best to sit with them.

Altar Preparation

With a Deacon

- Ensure items are delivered to the altar in the correct order.

Without a Deacon (SEE DIAGRAM FOR ALTAR PREPARATION)

- With no deacon, the senior server prepares the altar.

- Upon receiving chalice, place it in the center of the altar above where the center corporal will be placed.
- Unfold the cup corporal in the upper right corner of the altar along the edge of the altar cloth and then place the cups on the corporal and place the stack of 6 purificators below the corporal.
- Place the host corporal in the upper left corner of the altar and place the ciboria and pyx on that corporal. Open the lid of any pyx.
- Place the center corporal along the front edge of the center of the altar. To the right of the center corporal from left to right should be placed the chalice, pall, chalice purificator, and stack of 6 purificators.
- Place the missal holder on the upper left corner of the center corporal and the missal on the holder.
- Open the missal to the first green tab. The page should read "Liturgy of the Eucharist"

Gift Reception

- Accompany the servers to the front of the altar to receive the gifts. Stand perpendicular to the endmost server facing the gift bearers. The senior server typically receives the donation basket.
- Direct servers to the altar if there is any confusion.
- Note: After placing basket in ambo, stop and bow to the altar when returning to credence table.
- Ensure water and bowl are brought to the altar.
- Note: If Thurifer, ensure servers know that hand washing occurs after the Priest has incensed the gifts or the Priest has been incensed by the Deacon or Thurifer. Also ensure you only get the basket so you can immediately retrieve the thurible and boat. If given another item, pass it off to another server.

Bell Ringing at the Epiclesis

- Kneel beside the bell server. Provide prompting if necessary.

Communion Reception

- Following the Agnus Dei (Lamb of God), kneel beside the bell server.
- When the extraordinary ministers approach the altar, stand on the step to receive communion with the other servers, and then stand beside the deacon's chair until the priest and/or deacon leave the altar.

Clearing the Altar during Communion

- When the priest (and deacon) leave the altar for their communion station, proceed to the altar and check to ensure the Precious Blood has been consumed.

With a Deacon (if all of the Precious Blood is consumed from the chalice) (SEE DIAGRAM FOR ALTAR CLEARING)

- Remove the missal and holder from the altar and present them to the missal server for removal.
- Place the purificator over the chalice.
- Place the paten on top of the purificator.
- Place the pall on top of the paten.
- Fold the cup corporal and place it on the pall.
- Close the lid and move any pyx to the left side of the center corporal.
- Fold the host corporal and place it on the cup corporal.
- When completed, the center corporal should contain the large gold ciborium in the center, the ciborium lid on the right side, and any pyx lined up on the left side of the corporal.
- Present the chalice with purificator, paten, pall, and corporals to the bell server to deliver to the credence table. If the bell server forgets, bring the chalice to the credence table. Remove any empty pyx.

Without a Deacon (if any Precious Blood remains in the chalice) (SEE DIAGRAM FOR ALTAR CLEARING)

- Remove the missal and holder from the altar and present them to the missal server for removal.
- Close the lid and move any pyx to the left side of the center corporal
- Slide the host corporal down to the front edge of the altar cloth.
- Place the chalice on the host corporal.
- Place the pall on the chalice and the purificator to the right of the chalice.
- Fold the cup corporal and place it on the paten.
- When completed, the center corporal should contain the large gold ciborium in the center, the ciborium lid on the right side, and any pyx lined up on the left side of the corporal.

- Present the paten and corporal to the bell server to deliver to the credence table. If the bell server forgets, bring the items to the credence table. Remove any empty pyx.
- When the priest returns to the altar after distributing communion, stand in front of the brick wall.
- When the priest begins folding the corporal, ensure the corporal server proceeds to the altar to retrieve the corporal and, if necessary, the chalice.

Recessional

- When the priest moves to the altar to reverence it with a kiss, move to stand about 4 steps to the right of the center aisle.
- Genuflect to Our Lord in the tabernacle when the priest genuflects and follow the servers in procession.
- Upon reaching the back of the center aisle, turn to retrieve the priest's (and deacon's) hymnal.

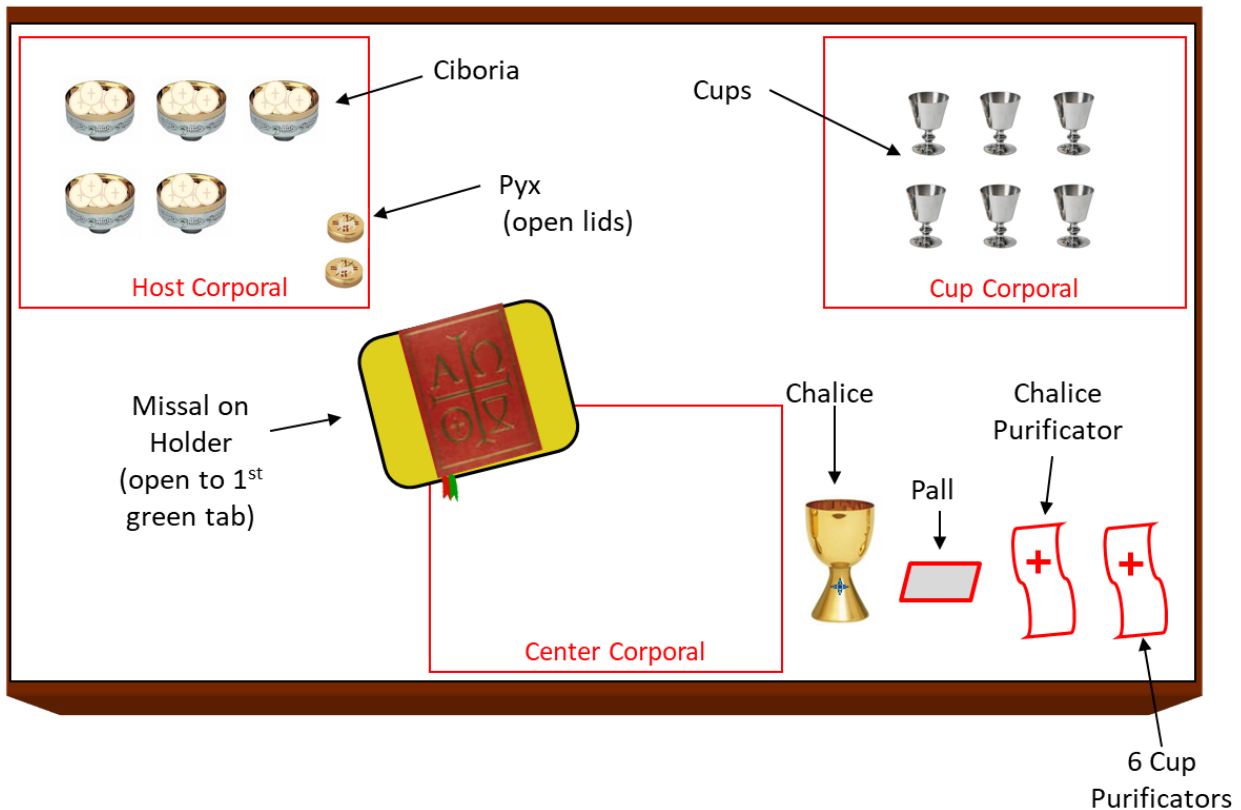
After Mass

- Return priest's (and deacon's) hymnal to his drawer.
- Ensure procession candles are extinguished after all masses and the altar candles are extinguished following the 5:00 and 11:00 masses.
- Review with the servers those things that they did well. Everyone likes to know that they did a good job!
- If there was anything that they could do better next time, ensure to also discuss those items with them. Providing both positive feedback and areas of improvement are important for our servers. Ensure to share as many positive things the servers did as negative things.
- Check again to ensure servers signed in and if there was a replacement, that he marked himself as either a volunteer (V) or as having been previously coordinated (P).

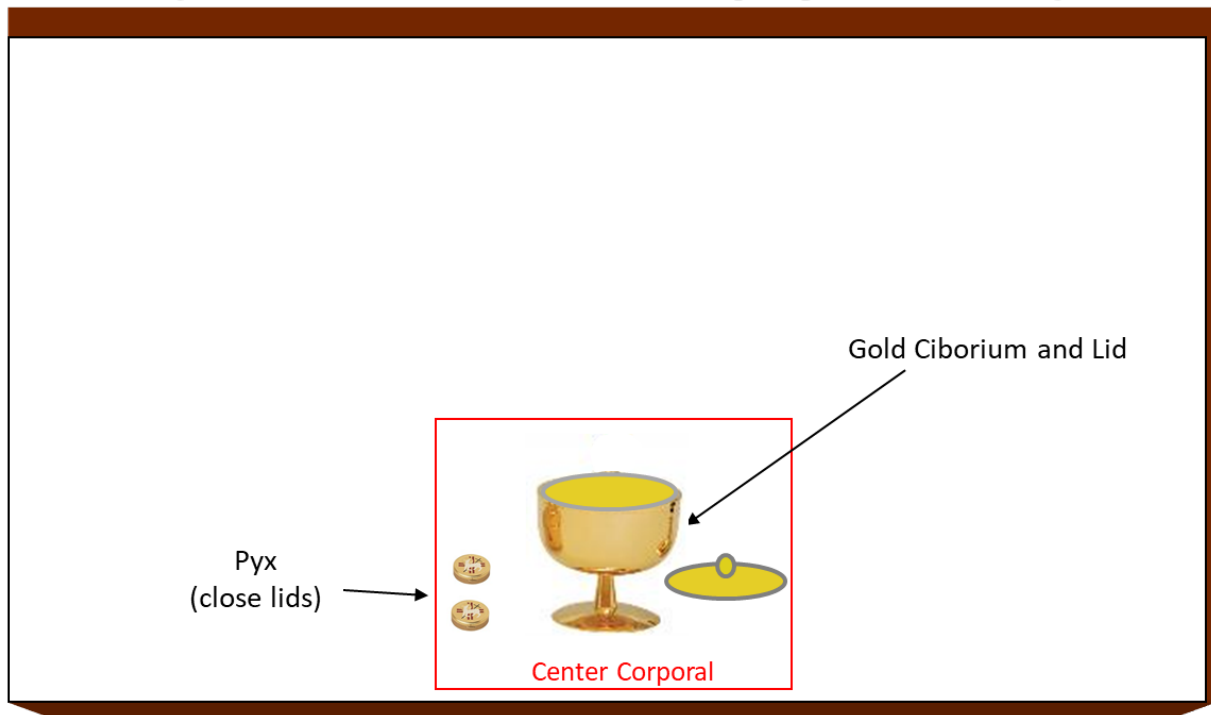
Reminders For Servers

- Missal server – Open missal for Fr. Ben and guest priests. Do not open missal for Fr. Yohe. / For Fr. Yohe, pick up missal when reaching chair and proceed to him when he puts down his hymnal. Remain there until he closes the missal. Return to chair and keep holding it. / For all Priests, proceed to them for Collect near the end of Gloria – at "...You alone are the Most High..." / During Advent & Lent when there is no Gloria, remain at Fr. Yohe from the beginning through Collect. / During Advent & Lent for Fr. Ben, proceed to him for Collect at the 3rd "Kyrie" or "Lord have mercy." / At end of homily, open folder to the creed and stand when priest does. / Stand on step after communion to retrieve missal & holder from senior server. / Return to chair when priest does and pick up the missal for Prayer After Communion (open for Fr. Ben). / If Solemn Blessing (or Prayer over the People during Lent), continue holding the missal during announcements and return for the blessing after announcements. Fr. Yohe will place folder over missal to give announcements and then give Blessing.
- Bell server – 1 ring when hands go over gifts (don't ring when sign of cross is made during Eucharist Prayer #1). / 3 rings **with pause** for consecration of body and blood. / Stand on step after communion to retrieve altar items from senior server. Note: If inexperienced, take bells to confessional to practice before mass.
- Corporal server – When Priest begins folding the corporal after communion, retrieve corporal (and any remaining items) after communion. Fr. Yohe may do so before returning the ciborium to the tabernacle.
- Trainees – They will be nervous. Introduce to servers and make feel welcome. / Assist with vesting as needed. / Allow trainee to carry a candle. / Review or quiz them on: the procession / bowing / candles at ambo (stay together) / where to sit / holding hands prayerfully / order that items are taken to altar / where to stand when receiving gifts / which side of altar gifts are presented / removing wine stopper / retrieving water (go straight back to altar) / washing hands / retrieving corporal.
Note: When a trainee is carrying a candle, instruct an assigned (extra) server to follow the procession except that he will genuflect at the altar steps where the procession servers normally bow their heads. At the end of mass, he follows the procession to the center aisle and stands a few steps to the left of the aisle. He genuflects when the priest does and follows procession out.

Altar Preparation



Altar Clearing During Communion (With Deacon – Empty Chalice)



Altar Clearing During Communion (No Deacon – Precious Blood in Chalice)

