

## MINISTRY OF MASS SERVERS

An interdependence exists among the ministries engaged in worship. All liturgical ministers, i.e. Extraordinary Ministers, Lectors, Servers, Ushers/Greeters, Presider, Deacons, and Musicians, depend on each other. Each ministry makes an important and essential contribution to our Eucharistic celebration and we appreciate your willingness to serve in this community.

### MASS SERVER GUIDELINES

#### Before Mass:

1. Be at church at least 10 minutes before Mass begins.
2. Put on alb and cross around neck with cord under hood.
3. Put a ( ✓ ) behind your name, or if you are serving for someone else, write your name behind theirs.
4. Let the Liturgical Coordinators know you are present to receive special instructions (if any).
5. Light candles by altar (if not already lit).
6. About five minutes before Mass, be ready to pray with the Liturgical Ministers in the Gathering Area.
7. Stand inside the church to the left of the left set of doors. Do NOT stand by Baptismal Font (so that you are not in the way of people coming into the church.)
8. Procession: Cross Bearer, Mass Servers, Lector(s), Deacon, and Presider.

#### During Mass:

1. In procession, walk slowly side-by-side with hands folded. Stop in front of the altar with just enough room for Presider and Deacon between you, and then with Presider bow at waist.
2. After bowing, go to the first pew, with the server who walked in on the right side on the right side of the pew.
3. Toward the end of the Gloria, right server picks up Missal (book) and stands ready. At the words, "Let us Pray," server brings the Missal to Presider.
4. After collection basket has been passed by servers, one server will take Missal from the pew and place on the back left side of the altar. (If a Deacon is present, he will prepare the altar.) One large corporal is unfolded and placed in the center of the altar. Leave three filled chalices on tray and put the empty one to the right of the corporal. Do not place it on the corporal. Servers return to pew.
5. When Presider stands to go to the center to receive gifts, server on the right joins him and receives the collection basket and food basket from whoever is carrying it and places them on the shelf behind the credenza. This server then goes to the credenza. The server on the left goes to the credenza, takes stopper off of water cruet and proceeds to the altar. (When handing Presider cruet, handle should face wall). The empty flagon is returned to the credenza.
6. After returning to the credenza, the server with water cruet keeps the water cruet and picks up the bowl. The other server picks up the towel and unfolds it; they walk together to the edge of the altar. The server pours water over the Presider's hands, Presider takes towel from other server. After Presider has returned the towel, one server returns the towel and bowl to the credenza and the other server places the water cruet on the ledge behind the altar. Both servers return to pew.
7. At the sign of peace, exchange peace with those next to them; both servers go to the credenza. One server picks up the remaining patens (may be more than one) and walks side-by-side with other server to the altar. Receive the tray from the Deacon or Presider. The other server picks up the Missal. Servers return together to the pew.

8. Receive communion with the assembly.
9. After communion and when the Presider has returned to the altar, the Deacon or Presider gets the cruet of water from the ledge and pours over the Presider's fingers. Mass Servers proceed together to the altar and clear the altar of patens, chalices, water cruet, etc., returning them to the credenza. The corporal is folded as well and placed on chalice. (If a Deacon is present, the Deacon will clear the altar and the servers will return the items to the credenza.)
10. When Presider says, "**Let us Pray,**" server on right brings Missal to Presider. At the end of the prayer, return Missal to the pew (unless asked to remain for blessing).
11. **Remain in the pew** until Presider begins walking to the center. Then walk to the steps in front of the altar on either side of the Presider and Deacon. Bow at waist and process out in the same order as you processed in.

#### **After Mass:**

1. **Both servers return to Church**, going by way of side wall, so as not to interfere with people leaving. Blow out candles by altar. One server returns the water cruet and bowl; the other server returns all the patens and cups to the Sacristy (server does not need to clean them).
2. Servers remove albs and hang them up. Servers also hang up their Crosses.
3. Servers are free to go. **Many Thanks!!!**

#### **Things to Remember:**

1. Place check ( ✓ ) by your name.
2. Know where hosts are kept in the Sacristy.
3. Know the terms/words used frequently at Mass. Sacramentary, hosts, chalice, paten, etc.
4. Use Ministry Scheduler Pro (MSP) to get your schedule each quarter.
5. Use MSP to request subs if you are unable to serve on a scheduled day. Please volunteer to fill sub requests if you are available.
6. If you have any special ideas or questions, please feel free to call the Mass Server Trainer.

**Mass Server Trainer:** Phillip Korenek 537-9550