

The Ministry of Server

A Guide to Serving Mass at St. Luke Catholic Church

Serving Mass is a very important ministry in the Church. Thank you for assisting in this ministry. To help you do this to the best of your ability, we have prepared this short booklet to give you an understanding of your responsibilities before, during, and after the celebration of the Holy Mass.

As you plan to Serve:

- Please be attentive to combing your hair and having a clean face and hands prior to arriving at Church.
- Wear dress shoes (no sandals or flip-flops) and dress pants, if possible.
- No chewing gum, candy or mints during Mass.
- Plan to arrive at least 15 minutes prior to the beginning of Mass.

Before Mass:

- Wash your hands.
- Vest using the albs in the server's sacristy. Be sure that it reaches your ankles, even after tying the cincture (rope).
- Light the candles and retrieve the processional cross.
- Set the hymnals for the opening song for any ministers who are not carrying anything.
- Ask Father if there is anything special for this particular Mass.
- Wait in the hall until ready for the opening procession.
- Fold your hands when they are empty and you are standing. Place your hands into your lap/onto your knees when you are sitting.

Gathering Rites:

- The procession lines up in the following way when there are three or more servers.
 1. Incense*
 2. Cross
 3. Candles
 4. Lectors
 5. Any additional servers
 6. Priest and Master of Ceremonies
- When Father gives the signal, begin the procession at a reverent pace with at least one pew between each group of servers.
- Cross bearer goes directly to the holder and places the cross into it, and then stands in front of his/her chair.
- Candle bearers go directly to the sacristy and extinguish their candles. Then they stand in front of their chairs.
- When Father says, "Let us Pray" the book bearer brings forward the book (Roman Missal or Sacramentary) so that Father can read the opening prayer. Remember to keep your

* If used.

arms relaxed so that it is easy for Father to reposition the book as needed to be able to read it. When Father closes or taps the book, close the book and return to your place.

Liturgy of the Word

- Listen attentively to the readings and join in the responsorial psalm.
- When Father stands to start the Gospel procession, you are to stand when he stands. You may be seated after the Gospel when Father places the Book of Gospels back on the ambo.

Offertory Rite:

- After the petitions, when all are seated, take the Sacramentary/Roman Missal to the altar and place it on the left side of the altar.
- Place the Chalice, purificator, paten, pall and corporal to the left of the Missal.
- Take the corporal, still folded, and place it cross side down in the center of the altar (stretch out your arms without bending over the altar). Then, unfold the corporal without pulling or wrinkling the best you can.
- Pick up the Sacramentary/Roman Missal and place in the center, edge of book to edge of altar, opened to middle side ribbon. If you forget, don't worry; Father will put the book where he wants it.
- Place all other Communion chalices and purificators to the left of Missal and chalice. Return the chalice tray to the credence table.
- If there are any containers with unconsecrated bread on the credence table, place those to the right of the corporal.
- All servers go with Father to receive the gifts.
- The first server receives the basket of money from Father and immediately places it in front of the altar, and then gets the water from the credence table and stands ready.
- The second server receives the wine cruet, while the third server receives the bread.
- These two servers follow Father as he returns to the altar.
- The server carrying the bread hands it to Father when Father turns for the bread. When Father has the bread, go stand by the credence table.
- The server who went to get the water joins the server with the wine at the side of the altar. Remember that you hold the containers by the bottom with the handle facing Father. After Father has used the water and wine, both the servers return to the credence table at the same time.
- If incense is to be used for the gifts, it is done here
- Next, two servers—one with water and bowl and the other with the towel unfolded—approach Father to wash his hands. After receiving the towel back, return the water, bowl, and towel to the credence table.
- Servers line up in a single file line by the credence table facing the altar.
- Follow the posture of the congregation as to standing and kneeling.

Communion Rite

- At the sign of peace, give Father and the other serves the sign of peace.
- Take the empty ciboria (communion bowls) from the credence table to the right side of the altar. Stand in a line behind the Extraordinary Ministers of Holy Communion.
- Kneel after the “Lamb of God” just as the congregation does.

- After the other ministers receive communion, you may stand to receive, but remember to bow before receiving the Precious Body, and receive the host before the receiving the Precious Blood.
- After all the Ministers have gone to their stations, remove the Missal from the altar. Candle bearers also light the processional candles. When this is complete, sit down.
- Be ready to assist Father in removing empty ciboria from the altar after Communion.
- When Father returns to his chair and says, “Let us pray” bring forward the Roman Missal/Sacramentary (the book) again. Wait until he closes the book or taps it, since sometimes there will be a Solemn Blessing for which he will need the book after the announcements are completed.
- When the concluding song begins, the cross bearer retrieves the cross and the candle bearers get their candles. The Cross bearer goes between the ends of the first pew and the candles on either side of him, then all turn and face the altar. Other servers go down the steps and face the altar from the main floor. After Father reverences the altar, he will come down and face the altar and bow (servers at bottom step bow with Father). When he turns to leave all servers turn towards the tabernacle and begin the procession. Again, process down the aisle at a reverent pace.
- If there are only two servers, they stand on either side of Father at the base of the sanctuary. Bow with Father, and then walk in front of Father down the aisle.

After Mass:

- After the recessional song has ended, extinguish the candles with the snuffer and return the cross. Turn off the microphone receivers.
- Hang up albs and cinctures neatly in the server sacristy.

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