

Prince of Peace Cluster

Minister Procedures

November 5, 2012

Principles and Practices for Mass Servers

1. The purpose of the Mass server is to assist the priest in the celebration of Mass.
2. Servers are asked to arrive 15 minutes before Mass begins.
3. Please select a well-fitting alb or red cassock and tie it with a cincture (or cord) around the waist. The knot goes on the right side.
4. The servers and priest will offer a prayer before Mass begins.
5. Please wear proper shoes (black or dark shoes are ideal). No flip-flops please.
6. Light candles at the ambo and altar and near the tabernacle 10 minutes before Mass begins, unless the sacristan has already lit them.
7. Walk in procession. The Processional Cross leads. If possible, two candles walk on either side of the Processional Cross. The ministers bow (or genuflect if holding nothing) before the altar and the Cross is put in its stand.
8. Servers should always have their hands folded (right thumb over left thumb).
9. When the priest says or sings, "Let us pray," one server takes the Roman Missal to him. Please hold it upright and be prepared to hold the cover when he opens it.
10. When he is finished, place the Roman Missal on the left edge of the altar.
11. When the collection begins, the cross-bearer takes the cross to the back of church for the Offertory Procession. When the collection is finished and the gift bearers are ready, the cross bearer leads the Offertory Procession to the Mass altar.
12. The other server prepares the altar. Place the corporal in the center of the altar. The little red cross on the corporal is placed closest to you.
13. Place the chalice on the right side of the cloth.
14. Place the four Communion cups on the right side of the cloth, touching the cloth slightly.
15. When the Offertory Procession begins, other server(s) will accompany the priest to receive the bread, wine and a collection basket.
16. When he/she arrives at the main altar, the Cross Bearer takes the cross and places it on a stand.

17. The priest will take the collection first.
18. The priest will hand the wine to the server on the RIGHT, and the Hosts to the server on the LEFT.
19. Servers are to take the Hosts and place them on the altar (off to the right side).
20. The server on the right takes the carafe of wine around the left side of the altar and waits for the server on the left to come with a cruet of water.
21. The server holds the cruet with the handle facing the priest celebrant.
22. The server with the carafe takes the top off the carafe.
23. One server holds the carafe and the other server holds the towel, water and dish for the priest to wash his hands.
24. After washing the priest's hands, the servers put items back on the table, and walk in front of the Mass altar.
25. Servers ring bells at the following times: During the Epiclesis when the priest holds out his arms over the gifts, server rings bells ONCE; when he lifts the Host, THREE times and the chalice FOUR times.
26. All servers stand and come up to receive the Eucharist when the Extraordinary Ministers come up.
27. The servers take patens and hold them under their chins for Communion. They station themselves to the right of the Eucharistic minister in front.
28. After Communion, servers bring patens back to the priest, so the patens can be purified.
29. Servers then put patens away, and bring a cruet of water.
30. When priest washes his hands, he then purifies the cups on the altar. Servers help remove vessels from the altar.
31. After purifying the vessels, the priest goes to the celebrant's chair. One server brings the book.
32. Servers recess with Processional Cross (and Processional Candles) after Mass.
33. After Mass, servers extinguish candles and hang up their albs and cinctures.

Thank you for serving God's People!