

Ordo for Sunday Masses

St. Mary Parish

Each Mass will be served by four servers:

- Book Bearer
- Crucifer
- 2 Candle Bearers

Each server will have specific duties assigned them. It is necessary for servers to be in the sacristy ready to vest no later than 20 minutes before Mass begins. Servers will be assigned a Team to serve with, and it will be the responsibility of each server to find a substitute for their position when they are unable to serve.

Procession

- Crucifer leads the procession
 - Walk in a dignified, formal manner – not too fast and not too slow
 - Pause and bow head in a noticeable manner at the base of the sanctuary steps
 - Proceed directly to the stand which holds the Processional Cross and deposit it there
 - Walk to the bottom of the sanctuary steps, turn to face the altar, and wait for the candle bearers to join you.
 - Once candle bearers have joined you, the three of you will genuflect and turn to sit in the front pew directly in front of the Presider's Chair.

- Candle Bearers follow the crucifer
 - Leave at least three pews of space in between and do not close the gap
 - Pause and bow heads together together at the base of the sanctuary steps
 - Proceed directly to the credence table and deposit your candles there, walking with each other side-by-side
 - Once the candles are placed, you will walk together, side-by-side to the bottom of the sanctuary steps and take a position at either side of the Crucifer.
 - Once you are standing with the Crucifer, the three of you will genuflect together and then turn to sit in the front pew directly in front of the Presider's Chair

- Book Bearer follows the torches
 - Walk with hands in prayer position (fingers extended and palms together) at heart height, with right thumb over left
 - Upon reaching the base of the steps, genuflect and move directly to your seat and pick up the Missal in preparation to approach Father.

Opening Prayer, Confiteor, and Collect

- Book Bearer will approach Father with Missal for the opening Prayer. When you reach the bottom of the sanctuary steps, turn toward the altar and bow at the waist, then turn and ascend the sanctuary stairs and walk directly to Father and present the Missal cradled in your hands for his use.
- All other servers remain standing at their stations, with hands folded in prayer position
- Respond to the prayers loudly and clearly – be leaders
- At the end of the Collect prayer, the Book Bearer will close the Missal, step one step back from Father, bow at the waist in his direction, then process to the bottom of the sanctuary stairs. Once at the base of the stairs, the Book Bearer will turn to the altar, bow at the waist, and then turn to walk to your seat.
- All servers wait for Father to sit, and sit in unison as Father sits.

First Reading and Responsorial Psalm

- All servers remain seated during the reading and psalm
 - Hands should rest on your thighs
 - Avoid fidgeting and unnecessary movement
 - Keep eyes forward and attention given to the Readers and Psalmist
- Respond to the prayers loudly and clearly
 - Sing the psalm along with Father

Notes:

Alleluia and Gospel

- Crucifer and Book Bearer stand when Father stands for Gospel
 - Book Bearer and Crucifer remain at their stations for the Gospel with hands folded in prayer position
 - Respond to the prayers loudly and clearly
- Upon completion of the Second Reading (while the readers and psalmist are exiting the sanctuary) the Candle Bearers will leave their position, walk side-by-side to the center of the sanctuary steps, bow together at the waist toward the altar, and walk directly to the credence table to retrieve their candles.
- Once you pick up the candles, turn together and walk side-by-side to the front edge of the altar, where one Candle Bearer will stop and turn to the altar and wait while the other Candle Bearer proceeds to the center of the altar, pauses facing the altar and bows their head toward the altar before proceeding to the other edge of the altar where they will stop and face the altar.
- Father or Deacon will process to the center of the altar and he will pause. Once he moves forward to pick up the Gospel Book, the Candle Bearer furthest from the Lectern will walk behind father to stand side-by-side with the other Candle Bearer and the two will walk together to the Lectern with Father or Deacon processing behind them.
- Once to the Lectern, each Candle Bearer should flank the Lectern on either side, turn to face each other, and hold their candle chest-height while Father or Deacon proclaims the Gospel Reading.
- Once the Gospel is proclaimed and the Priest or Deacon says “The Gospel of the Lord”, the candle servers will turn in unison while the congregation responds “Praise to you Lord Jesus Christ” and walk directly to the credence table where they deposit their candles. Once their candles are in place, they will return to their seats in the usual manner.

Notes:

Homily, Profession of Faith and Universal Prayer

- All servers remain seated during the homily
 - Listen attentively
 - Eyes forward and attention fixed on Father or Deacon
 - Hands on thighs and avoid fidgeting
- All Servers will raise for the Profession of Faith, and the Book Bearer will process to Father with the book (unless it is Mnsgr. Wall) in similar fashion to the Opening Prayer once he has returned to the Presider's Chair.
- At the end of the homily, as the Book Bearer approaches Father, the Candle Bearers will rise together and:
 - With hands folded in prayer, each Candle Bearer proceeds to the credence table to retrieve the torches, then turn and proceed down the side-aisle, exiting the sanctuary in the usual manner, and process to the cross-aisle.
 - Line up behind the last pew in the front section on the Pulpit-Side of the church and stand just beside the Gift Table.
 - Remain there until after the Universal Prayer
- Father will begin the Universal Prayer, and the Crucifer will remain standing at their seat

Notes:

Preparing the Altar

- Following the Universal Prayer, the congregation will sit
 - Book Bearer will proceed to the altar with the Missal and will place the Missal on the bookstand
 - Crucifer stands up and proceeds to the Credence Table in the usual manner
 - Book Bearer brings the Main Chalice out to the altar, stopping to the right of the corner
 - Book Bearer will hand the chalice to the Deacon or Father, bow, and return to CT
 - Crucifer will bring any patens with hosts to the altar and hand them to the Deacon or Father, bow, and return to CT (if there are no patens, then the Crucifer will bring the Common Chalices)
 - If there are patens, then the Book Bearer will bring the Common Chalices to the altar in the same manner as the Main Chalice
 - If there are patens, the Crucifer will bring out any purificators in the same manner as the other sacramentals have been presented and will then return to the Credence Table to wait with the Book Bearer
 - Book Bearer and Crucifer wait, side by side, at the side of the altar near the ambo, until the Deacon or Father has prepared the altar and then turns to receive the gifts

Notes:

Gift Procession and Offertory

- Once the Universal Prayer is complete, and the gift bearers are ready, begin processing down the center aisle once the Deacon or Father has completed preparing the altar
 - The Candle Bearers will lead the gift bearers up the center aisle
 - When they reach the edge of the sanctuary, the Candle Bearers will part (without bowing) and flank out to the left and to the right of the gift bearers
 - The gift bearers will step up into the void left by the torches and hand the gifts to Father
 - The Book Bearer and Crucifer will follow the Priest and Deacon to the bottom of the steps and will each stand to the outsides of the Priest and Deacon
- As Father receives the gifts, the Book Bearer and Crucifer will be prepared to receive them from Father, and upon receiving the gifts will turn together and stand side-by-side next to the altar facing the altar and await Father to join them.
- Once the gifts are received and redistributed to the Book Bearer and Crucifer, Father will bless the gift bearers and send them back to their pews while the Crucifer and Book Bearer approach the altar. Once the gift bearers are blessed and dismissed, the Candle Bearers will go directly to the Credence Table in the usual manner and deposit their candles, after which they will process uniformly back to their seats, leaving the sanctuary in the usual manner.
- At the altar, the following will happen:
 - Once the Deacon and Father return to the altar, the Book Bearer and Crucifer will hand father first the vessel containing the hosts to be placed on the altar.
 - Then the Deacon or Father will take the Wine to distribute into the chalices, and then will take the water to distribute. Once he is finished, he will hand the cruets back to the Book Bearer and Crucifer who will then bow together and depart back to the Credence Table to return any sacramentals not being used at the altar.
- The Book Bearer will take the water cruet along with the washing bowl, and the Crucifer will drape a towel across their arm, and the two will walk halfway to the altar from the Credence Table and will stand there, side-by-side, and wait on Father.
- Once Father has finished praying over the bread and wine, he will turn toward the Book Bearer and Crucifer, and which time the Book Bearer and Crucifer will proceed to the side of the altar, and Father will come to have his hands purified
 - The Book Bearer will pour water over Father's hands, catching the excess in the washing bowl
 - The Crucifer will present the towel to Father, so he can dry his hands

- Father will place the towel back onto the Crucifer's arm at which time the Crucifer and Book Bearer will take bow together to Father and then return to the Credence Table to return the sacramentals used for the washing of hands.
- The Book Bearer and Crucifer will return to their respective seats
 - The Book Bearer, Crucifer, and Candle Bearers should all be standing at this time – the Candle Bearers should stand up when the Book Bearer and Crucifer return

Notes:

Orate Fratres , Prayer over the Gifts, and Preface

- Father will signal the congregation to rise to prayer
- The servers will continue standing in the usual manner

Sanctus

- The Candle Bearers will gather by the credence table and process out in front of the sanctuary with their candles
 - The Book Bearer and Crucifer will step up so as to kneel in front of the Presider's Chair on the bottom step (where the bells will be located)
 - The torches will take position in front of the Altar Candles and will wait, facing the altar, with candles held at chest-height
- Once the servers arrive at their positions, they will face forward and wait for Father to begin the Eucharistic Prayer

Eucharistic Prayer

- The servers will all kneel at the same time with hands folded in prayer position
- The Book Bearer is in charge of ringing the bells
 - One 2-second ring for the epiclesis
 - Three 1-second rings for the elevation of the Blessed Sacrament
 - Three 1-second rings for the elevation of the Precious Blood
 - One 2-second ring as Father consumes the Precious Blood from the Chalice

Notes:

The Lord's Prayer, Sign of Peace, and Agnus Dei

- Servers remain kneeling until the Communion Rite (The Lord's Prayer)
 - Once everyone stands for the Lord's Prayer, the Candle Bearers will process back to the Credence Table in the usual manner and will deposit their candles and turn to join the Book Bearer and Crucifer at the base of the sanctuary steps in front of the Presider's Chair
 - During the Sing of Peace, the servers should exchange a sign of peace with each other, and then return to their positions at the base of the sanctuary steps in front of the Presider's Chair
 - When everyone kneels for the Lamb of God, the servers will kneel together and remain there until after Father receives both the Precious Body and Precious Blood.

Holy Communion, Vessel Purification, and Reposing the Blessed Sacrament

- After the Book Bearer rings the bells upon Father's reception of Holy Communion, the four servers will stand together, and led by the Candle Bearers will bow in the direction of the altar and then ascend the steps into the sanctuary and line up side-by-side to receive communion.
 - The Candle Bearers will retrieve the patens to hold during distribution
- The Candle Bearers will receive Holy Communion first, holding the patens under their chins and receiving on the tongue (since you are holding the patens, it is impractical to try to receive on the hand).
 - Hold the paten under the hands of those receiving on their hands, and under the chin, for those receiving on the tongue.
- The Crucifer and Book Bearer wait on all to leave the sanctuary and will then clear the altar of everything except the main chalice, purificator and corporal. Once finished they should kneel on the top step of the sanctuary in an unobtrusive place so as to pray their prayers after communion and be present to assist if the opportunity arises.
- At the completion of Holy Communion, the Candle Bearers will either bring the patens to the Credence Table to be purified by an Instituted Acolyte or to the altar to be purified by the Deacon or Priest
- If there is no Instituted Acolyte to assist in the purification of vessels, then The Book Bearer will retrieve the Water Cruet from the Credence table and take it to the altar for the Deacon or Priest to use to purify the vessels.
- Both the Book Bearer and Crucifer will stand, side-by-side, at the edge of the altar to take vessels back the Credence Table as they are purified by the clergy at the altar
- Once all the vessels are purified, the Instituted Acolyte, Deacon or Priest will repose the Blessed Sacrament in the Tabernacle. As this is happening, both the Crucifer and Book

Bearer will stand to the side of the high altar facing the tabernacle, and the Candle Bearers will rise and stand at their seats, and all will genuflect as the clergy reposing genuflects. Upon rising, the Book Bearer will exit the sanctuary in the usual manner, rejoin the Candle Bearers at their seats, and all three sit together in unison.

- The Book Bearer will retrieve the Missal from the Credence Table and process to the bottom of the sanctuary steps in front of the Presider's Chair and wait there until Father rises from his seat.

Notes:

Prayer after Communion, Final Blessing, and Procession

- Servers will stand when Father stands, with hands folded in prayer position, and the Book Bearer will ascend the steps of the sanctuary in the usual manner and walk directly to Father, presenting the Missal cradled in-hand.
- The Book Bearer will remain with the Missal for Father until after the Sign of the Cross, at which time the servers will gather their implements and take up their positions at the base of the sanctuary steps
 - Crucifer takes the Crucifix
 - Candle Bearers retrieve their candles
 - Book Bearer follows the group last
- Servers should gather in the main aisle, the Crucifer 6 pews from the front, the Candle Bearers 4 pews from the front, the Book Bearer 2 pews from the front, and all should turn together to face the altar. The other lay ministers will follow you, and the Deacon and Priest will come last.
- When Father genuflects, all servers genuflect
 - Then they turn around 180 degrees, and immediately process to the back of the Church in the same solemn manner as they processed in at the beginning of Mass.
 - Upon reaching that Narthex, the servers will immediately turn and process one behind the other to the Sacristy
 - Once in the Sacristy, all servers will process to the Crucifix and pray the following prayer together, led by the Book Bearer:
“Lord Jesus, thank you for the opportunity to serve You during the Holy Mass. In Your Sacred Presence, my heart is filled with joy and peace. May Your Spirit always guide me so I may grow in Your love by the grace of the Heavenly Father. Amen.”

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