

Guidelines for Servers
St. John's Catholic Church, Adel
Approved December 2015

BEFORE MASS

1. Arrive at the Church 10-15 minutes before the beginning of Mass.
2. Check your name on the list and let Father know you are here.
3. Get dressed. Wear the appropriate-sized alb, making sure it comes approximately to your ankles and not dragging on the floor. Choose a cincture (robe belt) with the appropriate liturgical color. (Check with priest if you are not sure which color.) Place a cross around your neck. Be sure the alb's hood is over the cord. Please check your appearance in the mirror before Mass, making sure all snaps are snapped, and everything is in place.
4. Light the candles 10 minutes prior to mass. Please do not use matches. The candle lighter is on votive candle stand. If the Easter candle is not lit and needs to be, ask the priest or adult to do this. **DO NOT ATTEMPT TO LIGHT THE CANDLE YOURSELF.**
5. One server will carry the processional cross (which you will need to get from its stand by the altar.) The other server will carry **OUT** the processional cross.
6. Be at the back of the church **FIVE MINUTES** before Mass for prayer time. There may be special instructions the celebrant needs you to know about.

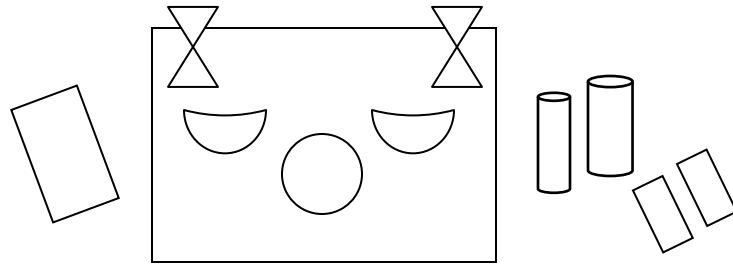
DURING MASS

1. Process up the main aisle when indicated by the celebrant. The order of the procession is:
 - a. Incense bearer (if there is one)
 - b. Cross bearer
 - c. Server
 - d. Deacon or Lector
 - e. Celebrant

When you reach the platform for the sanctuary, stop and wait for the rest of the ministers to arrive. One server will step to the left, the Priest will stand center, the lector to the right, and the Cross Bearer will stand to the right of the Lector. Bow with the celebrant. The cross-bearer takes the cross up and puts in on its stand and walks behind the altar to the server's bench. The other server goes to the server's bench, and is joined there by the cross-bearer. Remain standing.

2. When the priest says, "Let us pray," one of the servers comes and takes the Sacramentary or folder from the stand near the celebrant's chair and stands directly in front of the priest holding the folder or the book from which he will read. When finished, the priest will close the folder or book. Place it back on the stand and return to the server's bench and be seated. Throughout all the Liturgy of the Word, stand and sit as the congregation does.
3. Once the collection has begun, one server will take the corporal and place it in the center of the altar and remove the plastic gospel stand and put it near the server's bench. The other server will bring one chalice (cup) from the credence table to the altar, placing it on the upper right hand corner of the corporal. They will then bring the second chalice and place it on the upper left hand corner of the corporal. Finally, they will place the cruet of water to

the right of the corporal. Put two purificators on the altar next to the cruet. The other server will take the Sacramentary to the altar, and place it to the left of the corporal.



4. When the priest (or the deacon) goes around the altar to receive the gifts, both servers go with him and stand on either side of him. Take the bread and wine and place them both on the right side of the altar, near where you have placed the cup and water cruet.

If incense is being used, one of the servers will be responsible to bring that to the altar. NOTE: you always bring the boat (the bowl with the incense grains) when you bring the censer: they always go together.

5. One server will go to the side credence table, pick up the glass hand-washing dish and the white towel and return to the altar and wait for the priest. When the priest (or deacon) is finished with the water cruet (which he usually will be by the time you get back), the other server will take that cruet from the altar. The priest will step over to you, and put out his hands. Pour a little water over the priest's hands. The priest will take the towel, dry his hands, and return the towel to you. Take the wine carafe, the water cruet (including the stopper for the water cruet) back to the side credence table, and remain there.
6. When the congregation kneels, go to the step on the west side and kneel there. Stand for the Lord's Prayer. Receive the sign of Peace and pass it on. Return to the altar step for communion. You will be given the host. Remain standing in place until after you have received Communion. Go to the servers' bench, be seated, and wait.
7. When Father leaves the altar after Communion, then remove the corporal and the Sacramentary. Place them on the credence table.
8. When the priest says, "Let us pray," one of the servers comes and takes the Sacramentary or folder from the credence table and stands directly in front of the priest holding the folder or the book from which he will pray. When finished, the priest will close the folder or book. Place it back on the table. Return to the server's bench and be seated.
9. When the priest indicates it is time to leave, one server goes and gets the processional cross. Go down to the main floor level even with the first pew, in the center of the aisle, and turn and face the altar. The other server goes to stand at the side of the celebrant, at the bottom altar step, just as you did when coming up in the opening procession. All bow together, then turn and leave, with the cross bearer leading.

AFTER MASS

1. Extinguish all the candles with the snuffer. (Please do not blow wax onto the carpet.)
2. Take off alb. Hang it back on the hanger NEATLY, snap top snap, and place it back in the closet. Place cross and cincture on the hooks provided in the closet.