

Rules and Guidelines

Being a server is an honor and a privilege, follow the suggestion below.

1. Your clothing is visible under the alb. Bright colors and numbers show through. Wear plain clothing under the alb.
2. Do not wear sandals or flip-flops or open toed shoes.
3. Be respectful.
4. Demonstrate dignity-no chewing gum
5. Kneel upright not slouching or on your heels.
6. When sitting no talking and your hands should be on your lap. Being social with the other servers is not allowed.
7. You do not want to draw attention to yourself, remember everyone is watching YOU.
8. Be sure to find a sub if you cannot be there on your scheduled dates. Be Reliable!

Vocabulary words to know

Alb-this is the name of the robe you wear.

Ciborium- where the blessed host is held.

Missal-is carried in during the procession.

Chalice-it holds the wine.

Paten-it holds the bread.

Ambo-where the Word of God is read.



Server Training Manual Instruction of what to do during Mass

Before Mass-

Arrive 15 minutes before Mass-pray in sacristy with other ministers.

Light the candles

Opening Song/Procession (4 servers)

1 leads carrying the cross

2 carry the lit candles

If there is a fourth server they carry the sacramentary

(book)

Opening Prayer

Priest says "Let us pray" 1 server brings him the sacramentary. Hold top against chest bottom with two hands.

Gloria (stand)

Liturgy of the Word

1st Reading, Responsorial Psalm, 2nd Reading (sit)

Gospel

- When Father stands 2 servers get the candles and stand on each side of him facing the congregation.
- Walk with Father to the ambo and stand on both sides of him facing him while he reads the Gospel

- After the Gospel return the candles and sit during the homily and intercessions.

Liturgy of the Eucharist

Presentation of the Gifts

While the Offertory Song is being sung
Two servers stand on both sides of the priest to help receive the gifts.

Preparing the Altar for Eucharist (1 server)

- Place the cruet of water, sacramentary, Father's chalice on the altar.
- Bring the tray of chalices and place them on the altar.
- Take the plastic holder off the altar and put it on the side table.

Eucharist Prayer (2 servers)

- Lavabo-both stay by the side of the altar, 1 server drapes the towel over their right arm. 1 server goes to the altar to get the cruet with the water in it. (After lavabo Father may give you the empty wine cruet to take back and place on the table.)
- Kneel at the Holy, Holy until the Our Father
- 1 server gets the Communion plates and places them on the altar.

Our Father

Stand and hold hand with the other servers and say the prayer.

Sign of Peace

Shake other server's hands and be prepared to shake all the Eucharistic minister's hands as they come forward also.

Communion

- After you have received communion it is time to clear the altar.
 - Put the sacramentary back
 - The wine tray on the table
 - The chalice
 - The wine cruet
 - The purificators (cloths)
 - Leave the large ciborium on the altar

Closing Prayer

When Father says, "Let us pray" 1 server brings him the sacramentary, hold it properly.

Recessional

While congregation is singing wait for Father to walk to the Altar. Line up facing the tabernacle and bow with the rest of the group
Process out the way you processed in.

After Mass

Snuff out candles
Hang up alb & cincture

- If there is only one server than the server is responsible for doing everything...except when the priest goes to read the Gospel you are not to take a candle and stand by him.