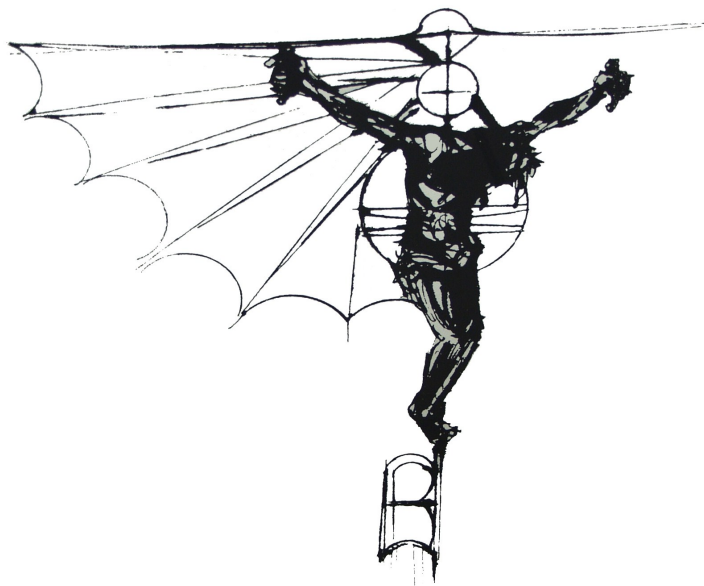
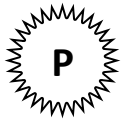


# **ST. REGIS PARISH**

# **SERVER HANDBOOK**



Revised October 2011



**Priest (Presider)**

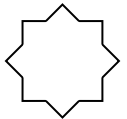


**Deacon (or Concelebrant)**



**Lector**

There are at least 2 lectors at each Weekend Mass.



**Altar server**

Masses will have 5 servers.

**Reminder:**

When not holding something, keep hands in the prayer position.



**1. Before Mass:**

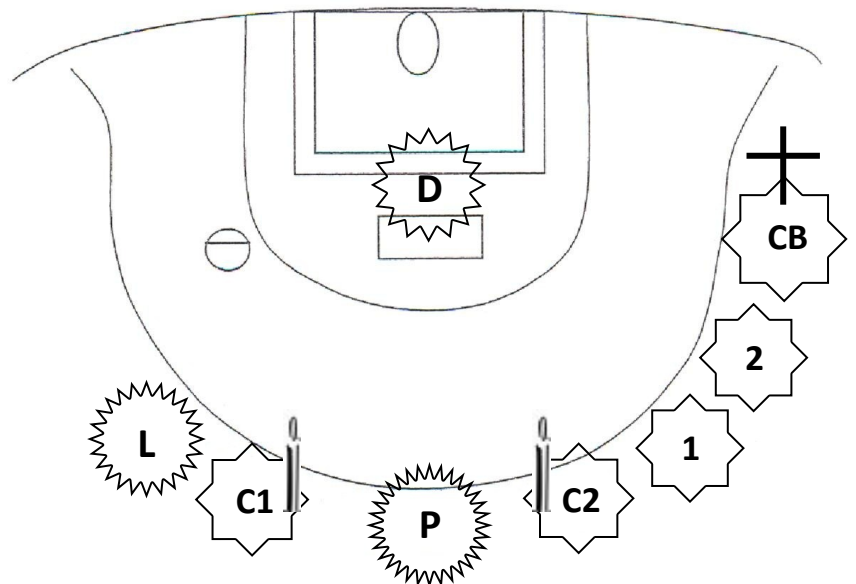
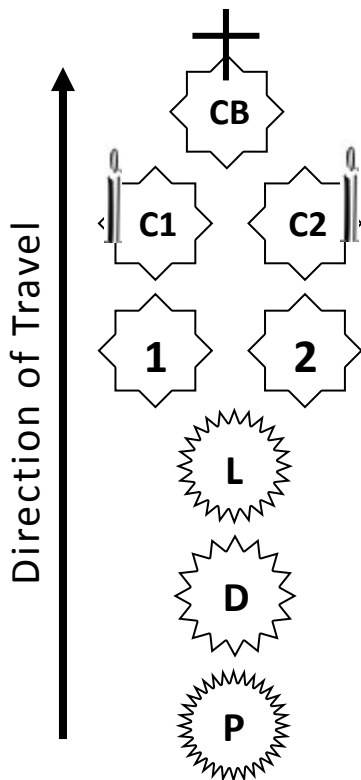
- Servers arrive at least 15 minutes before Mass.
- Servers check-in at the upper sacristy and put on their robes.
- Servers pray together or with priest before Mass.

**2. Just before Mass begins:**

- All servers line up as indicated in the diagram.
- Servers **1** and **2** with hymnals for the Entrance Hymn.
- **C1** and **C2** with lit candles.
- **CB** with Processional Crucifix.

**3. Procession:**

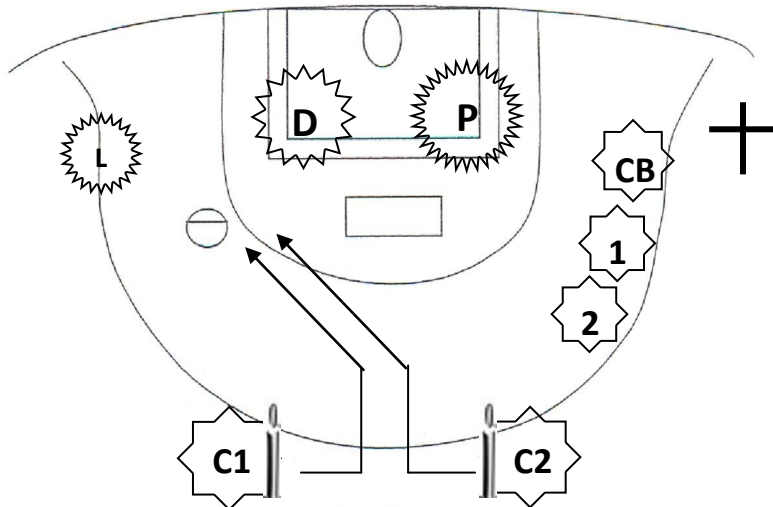
- When the words of the Entrance Hymn begin, all servers and ministers process led by **CB**.  
*See diagram bottom-left*
- All servers and ministers stop at stairs of Sanctuary, all facing **Altar**.  
*See diagram bottom-right*
- **1** and **2** make full bow with other ministers while **C1**, **C2** and **CB** nod head at Presider's bow or genuflection.



All servers/ministers at base of Sanctuary facing Altar

**4. After the Presider steps into the Sanctuary:**

- **CB** places the crucifix into the stand, then move to seat.
- **1** and **2** move to seats.
- **C1** and **C2** come together at steps, then proceed to **Ambo**, place candles and move to seats (as in diagram).
- All remain standing.



**Candle bearers placing candles at Ambo**

After Sign of the Cross, Greeting, Penitential Act and Gloria:

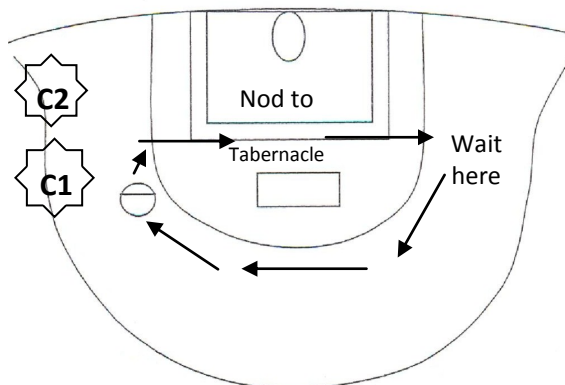
**5. The Priest says "Let us pray":**

- **CB** comes to **Presider chair** with Roman Missal - holding at the bottom with the top resting against chest.
- After People respond "Amen", **CB** returns to seat.
- All servers sit down.

**LITURGY OF THE WORD**

- Servers sit with hands in lap and feet flat on the floor.
- Servers participate in the Responsorial Psalm.

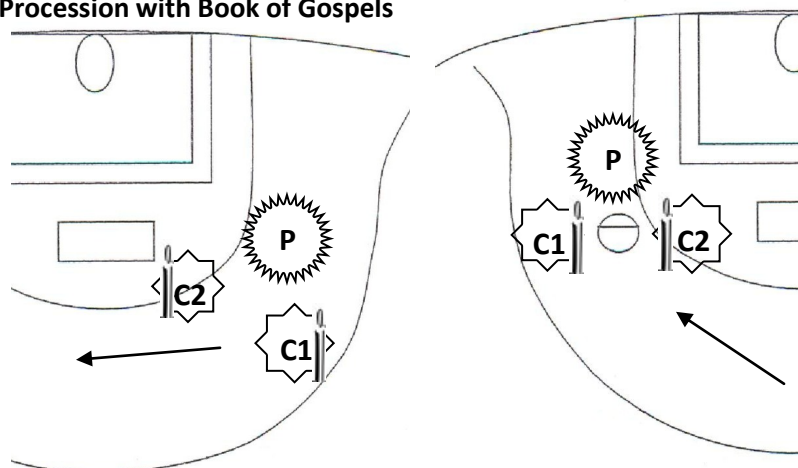
**Procession pattern**



**6. At music for the Alleluia:**

- **C1** and **C2** go to **Ambo** and pick-up candles, bow in front of **Tabernacle**, then proceed past **Presider chair** (as in diagram).
- Once the priest or deacon is holding Book of Gospels, **C1** and **C2** lead slow procession in front of **Altar** to **Ambo** (no bow).
- At **Ambo**, **C1** and **C2** hold candles just above stands for the Gospel Reading.
- After People respond "Praise to you, Lord Jesus Christ", **C1** and **C2** place candles in stands, then return to seats.

**Procession with Book of Gospels**



**Holding candles during Gospel**

# LITURGY OF THE EUCHARIST

## 7. At start of offertory collection:

- **C1** and **C2** go to **Ambo** and pick up candles, then proceed down front Sanctuary steps, up aisle to Gift table. (as in diagram)

### Altar preparation:

Items located on Credence table

- **1** places large corporal on **Altar**.
- **2** places bookstand on **Altar**. Then **1** and **2** return to seats.
- **CB** then brings Roman Missal to **Altar** and returns to seat.

## 8. Offertory Procession:

- **C1** and **C2** lead procession from Gift Table to steps of Sanctuary (as in *Entrance Procession*).
- **C1** and **C2** facing each other, remain with candles as gifts are received by **Presider/Deacon** assisted by **1, 2** and **CB** who place gifts on **Altar**. (as in diagram)

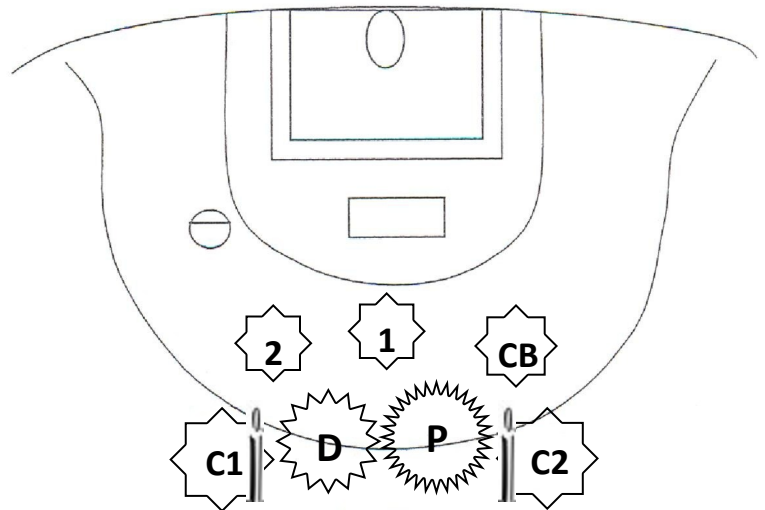
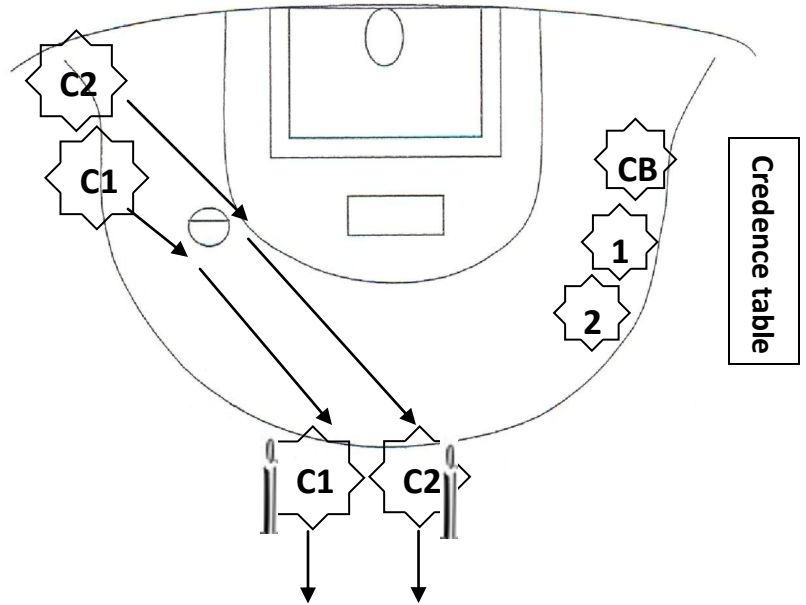
After all gifts are placed on Altar:

- **1, 2** and **CB** proceed to **Credence table** and prepare for washing.
- **C1** and **C2** come together at steps, proceed to **Altar**, place candles, then come together again in front of **Altar**, bow and return standing to seats.

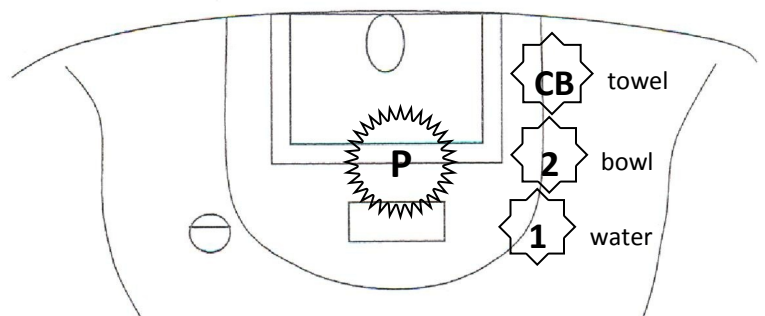
## 9. Washing Presider hands:

- **1** with water, **2** with bowl and **CB** with unfolded towel proceed to side of **Altar** (as in diagram).
- After washing hands, all return to Credence table.
- After placing items, all return together to seats.

Candle bearers walking out of Sanctuary to Gift Table



Receiving Gifts at base of Sanctuary

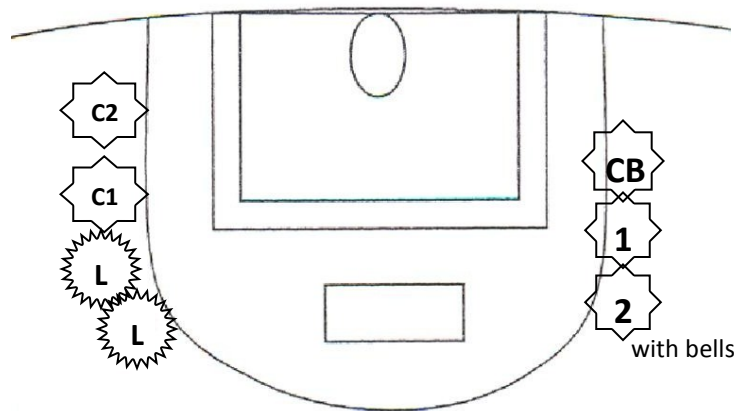


Preparing to wash Presider hands

Servers/Ministers remain standing at seats.

### 10. At conclusion of Preface Acclamation (*Holy Holy*):

- **1, 2** and **CB** move from seats and kneel along side Presider chair. **2** with bell at side (as in diagram).
- **C1** and **C2** with Lectors, move from seats and kneel along side Concelebrant Chair.
- Servers participate in sung responses.



Candle bearers placing candles at Ambo

### 11. At the Elevations:

- **2** rings bells as the **host** is being raised and stops when lowered.
- **2** rings bells as the **chalice** is being raised and stops when lowered.
- **2** leaves bells at side until **Sign of Peace**.

## COMMUNION RITE

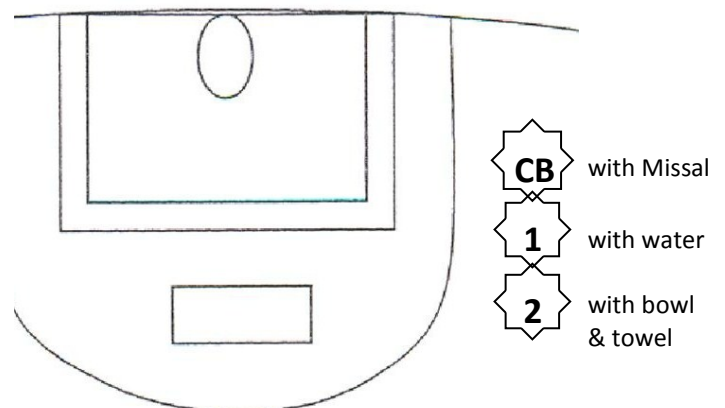
All servers/ministers stand for The Lord's Prayer.

### 12. After the Sign of Peace:

- **2** places bells under server chairs.
- Servers/Ministers stand for reception of Communion.
- After all servers/ministers receive Precious Blood, all return to seats together.

### 13. After a time for Server prayer:

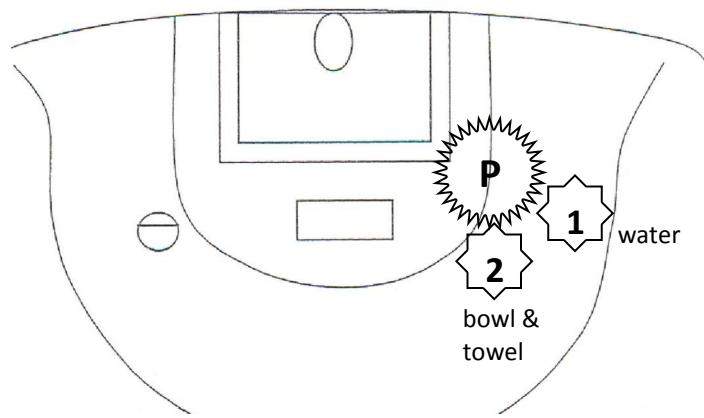
- **CB** closes then retrieves Roman Missal from **Altar** and returns to seat.
- **2** retrieves the bookstand from **Altar**, then returns to **Credence table**.
- **1** brings water cruet to **Altar** then retrieves two small corporals from **Altar** (leaving large corporal).
- **1** and **2** return to **Credence table**, and prepare to purify Presider hands again, **1** with Water and **2** with bowl and towel, then go to seats (as in diagram).



Prepared servers waiting for Presider

**14. After the Presider returns to chair:**

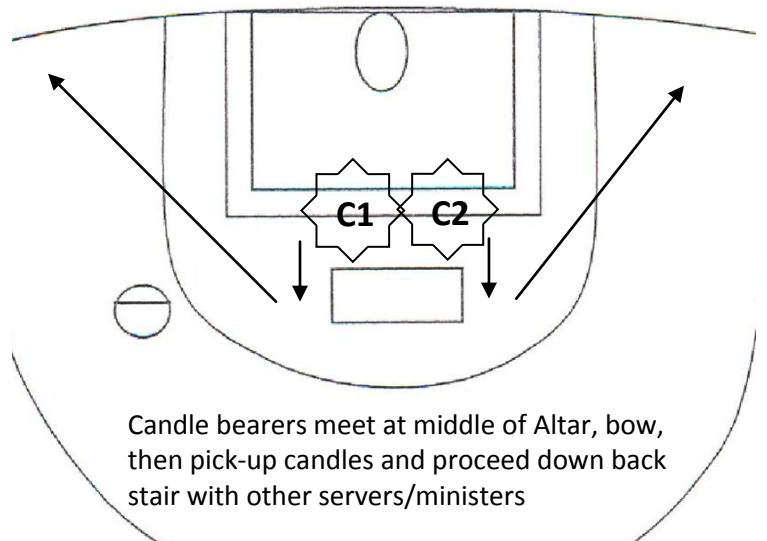
- **1** and **2** go to chair and wash Presider hands, then return to Credence table, then to seats.
- All servers/ministers stand when the ciborium is carried to the **Tabernacle** and bow when the minister genuflects. Then all sit.



**CONCLUDING RITE:**

**15. The Priest says "Let us pray":**

- **CB** comes to **Presider chair** with Roman Missal.
- After People respond "Amen", **CB** returns to seat.

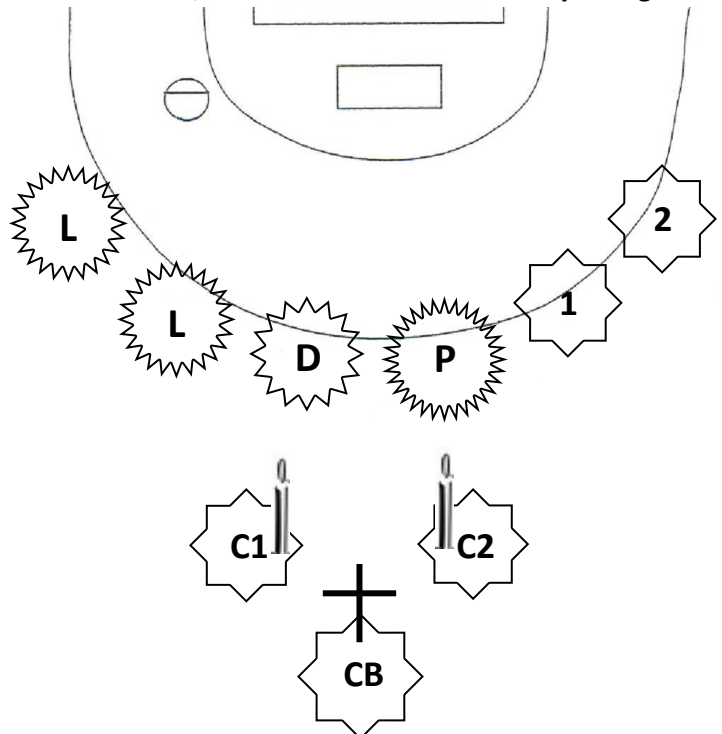


Candle bearers meet at middle of Altar, bow, then pick-up candles and proceed down back stair with other servers/ministers

**16. After Priest/Deacon venerate Altar:**

- **C1** and **C2** bow in front of **Tabernacle** then go to **Altar** and pick-up candles.
- **CB** picks-up Crucifix.
- All servers exit Sanctuary by back stairs, **C1** and **C2** follow.
- All servers/ministers line-up at base of Sanctuary as in *Procession* except **CB**, **C1** and **C2** who line up in the main aisle. All facing **Altar**.

All servers/ministers at base of Sanctuary facing Altar



**17. After Presider genuflects:**

- **CB** with **C1** and **C2** turn around and begin Recession up the aisle.
- All other servers/ministers join the Recession.

**18. After Recession:**

- **CB** returns Crucifix to the stand next to Credence table.
- **C1** and **C2** place candles in holders in Baptistry then extinguish.
- All servers return Albs to Sacristy then assist with cleanup in the Sanctuary if required.



# Server Cheat Sheet

## Cross Bearer (CB)

The Processional Crucifix is kept in the stand next to the tapestry, it must be retrieved 5 minutes prior to the start of Mass.

- Carries the Processional Crucifix during the Procession and Recession
- Holds Roman Missal for Presider (Book Bearer)
- Brings and retrieves Roman Missal from Altar
- With **1** and **2** receives Offertory Gifts from Presider/Deacon and takes to Altar
- Holds hand towel for washing of Presider hands

## Candle Bearers (C1 and C2)

Candles are kept in the stands located in the Baptistry. They are lit and put out ONLY when they are in the stands.

- Carry candles during Procession and Recession
- Carry candles during Gospel Procession (Alleluia)
- Carry candles during Offertory Procession

Candle Bearers must always work as a team!

## Server 1 (1)

- Brings large Corporal to Altar (to Deacon) during Offertory collection
- With **CB** and **2** receives Offertory Gifts from Presider/Deacon and takes to Altar
- Pours water for washing of Presider hands
- Places water on Altar after Communion, then retrieves 2 small Corporals

## Server 2 (2)

- Brings bookstand to Altar (to Deacon) during Offertory collection
- With **CB** and **1** receives Offertory Gifts from Presider/Deacon and takes to Altar
- Holds basin for washing of Presider hands
- Rings bell at elevations of Host and Chalice
- Retrieves bookstand after Communion

### Reminder:

When not holding something, keep hands in the prayer position.

