

## GUIDELINES FOR SERVERS – St. John’s Church

### REQUIREMENTS

- Age 10 years or older
- **Come 15 minutes prior to Mass (Please be on time – if you are not checked in with the Sacristan 10 minutes before Mass begins you will be replaced)**

### PREPARATION

- Check in with the Sacristan, for any changes in the schedule
- Select the alb that fits you best and a cincture (rope) for the Liturgical Season (Green, Purple, Red or White)
- Make sure that the alb comes to your ankles and is not too short or too tight.
- Wear shoes that do not draw attention to your feet (no high heels, flip-flops (safety matter) or flashing shoes)
- Adult servers may choose to wear a white shirt and dark pants in place of an alb and cincture
- Light the candles ten minutes before Mass begins
- Servers ring the bell 5 minutes before Mass begins
- Servers proceed down the aisle slowly in front of the Priest and sing out of the song book as the choir begins the entrance song
- Servers wait in front of the altar for Priest and the remaining procession to reflect a moment at the altar
- Bow with the Priest and go up the stairs to your chairs

### PROCEDURES

#### First Reading

- Server appointed to get the Sacramentary book from the Credence Table gets the book and holds the book for the Priest when he says “**Let Us Pray**”.
- After the Priest is finished - return the book to the credence table and then you may sit down

#### Preparation of Gifts - After the Creed and Prayers of the Faithful

- Servers “set the table” (see diagram attached). This is done after the conclusion of the “Prayers of the Faithful” (as the Ushers start the collection). Then return to your chair.
- When Priest goes to receive the gifts, the Servers join the Priest to get the gifts (plate (hosts) and cruets)
- Priest and Servers return to the altar
- Priest prepares the cups with wine/water
- Servers wait for Priest to give you the cruets.
- Servers return the cruets to the credence table
- Prepare for the washing of hands - one Server will hold the water cruet and the other Server holds the bowl and white hand towel for the washing of hands (both Servers stand at the side of the altar)
- **Note:** If there is only one Server - you will place the towel on your arm and hold the bowl and cruet.
- Servers return the cruet, bowl and towel to the credence table.
- Remain standing by the altar until the "Holy, Holy, Holy" is sung. Then Servers go down the stairs and remain standing until the "Holy, Holy, Holy" is finished. Servers will then kneel.

#### Receiving Communion

- Servers receive the Body and Blood of Christ after the Eucharistic Ministers, with the congregation.
- Servers will then return to their seats

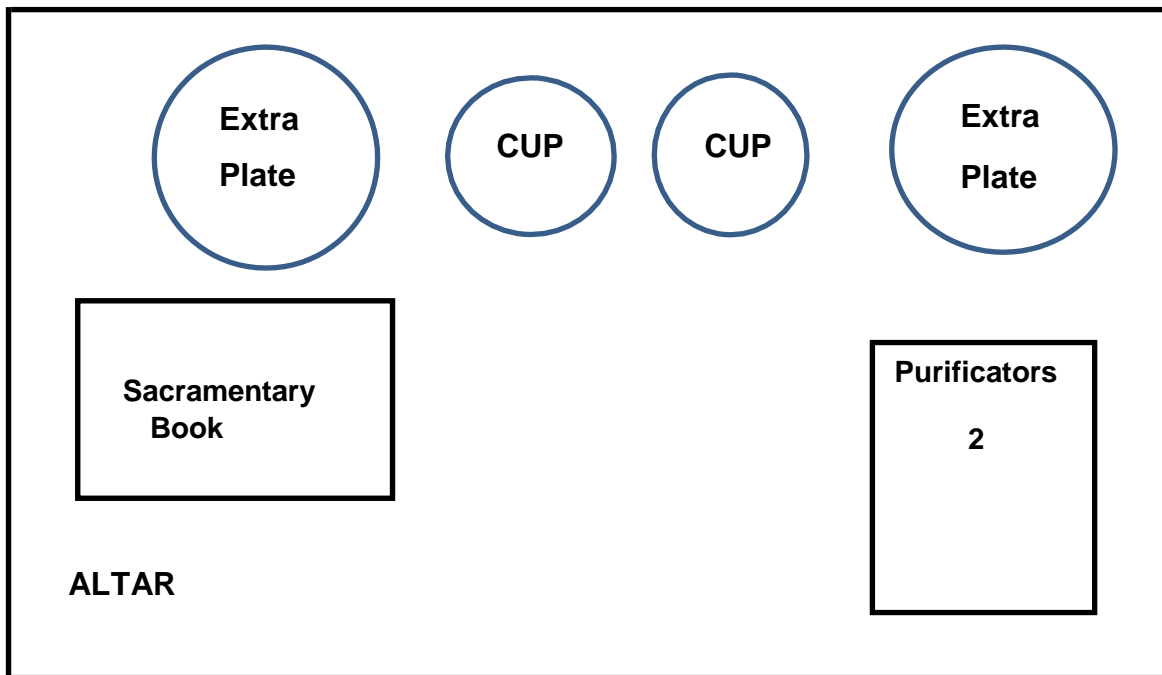
### After Communion

- Remain sitting until the Priest stands and says "Let us pray"
- Server will then bring and hold the Sacramentary book for the Priest from the credence table
- Servers remain standing for the final blessing

### Exit Procession

- After the Priest has revered the altar you will go down the stairs together
- You then bow with the Priest
- Process out as you processed in (first the Server(s) then Father follows)
- Sing final song as you walk out
- Servers return to the Sacristy then complete the remaining duties
- Extinguish the candles by gently placing the candle snuffer cup over the flame or cup your hand behind the flame and blow gently. This will prevent the wax from spattering.
- Return cruets to the Sacristy
- Return any plates remaining on the credence table (do not stack the plates)
- Return your alb and cincture to the closet - Hang them on the hanger

### Diagram for Servers - How to Set the Table



**PRIEST STANDS ON THIS SIDE**