

# How to Serve Mass

## BEFORE CHURCH

1. Arrive to the church 10-15 minutes before mass starts.
2. Head to the Sacristy (back room), genuflect and enter the Sacristy. Put on an Alb (robe) and a Cincture (rope) with the color of the church season.
3. Use the candle lighter and light the candles on each side of the Altar.
4. Father will give you any special instructions for the Mass, if needed.
5. When Mass is about to begin Father will lead you to the back of church.

## START OF CHURCH

1. When the music starts, follow the cross bearer to the front of the church, if there is no cross bearer then one of the servers will also carry the cross. Father will let you know when to start to head up the aisle.
2. When you get to the steps, one server moves to the left and the other one will go to the right of the Altar, Father will go in the middle.
3. When Father bows, you will also bow at the same time, and walk to your seats.
4. After the song, when Father says, "Let us pray," bring the Sacramentary (book) up to Father and hold it to your chest so Father can read from it.

## PREPARATION OF THE ALTAR

1. When collection starts, you will prepare the Altar with the items from the side table.
2. A server will set the Sacramentary (book) closed on to the Altar to the left, removing the book holder.
3. A server will bring over one Chalice (cup) with a pall (small square cloth that will cover the Chalice) and the Corporal (square cloth that has a cross on it); unfold the Corporal in the center of the Altar.
4. A server will take the other Chalice, with the Purifiers (napkins) in it, to the altar. Both Chalices should be placed on the glass.
5. When finished, sit down until it is time to receive the gifts.

## RECEIVING THE GIFTS AND MASS

1. Father will stand when it is time to receive the gifts
2. You will walk down in front of the Altar, with a server standing on each side of Father. Father will hand you one of the three gifts.
3. If you get the collection basket, place it on an unused chair, not next to the altar.
4. If you get the wine, take it to the side table, remove the lid and then place the wine on the glass that is on the Altar. Father will take the third gift, the ciborium, to the altar.
5. A server will take the water from the side table and bring it to Father at the Altar.
6. Wait by the Altar until Father hands you the empty wine container and take it to the side table. Then drape the towel over your arm and take the bowl to the altar.
7. When father places his hands over the bowl, pour the water over his hands until he moves to grab the towel.
8. Take the water, bowl and towel back to the side table.
9. When the Holy, Holy song/prayer starts, walk down to the front of the altar at the base of the steps.
10. At the Sign of Peace, go back behind the altar, offer the sign of peace to Father, and stand in front of your

chair.

11. After receiving Communion, sit down when Father leaves to distribute Communion.

### **AFTER COMMUNION**

1. After Father places the Eucharist in the Tabernacle, go to the Altar and refold the Corporal. Place everything back on the side table except the Sacramentary (book), which goes back by your chairs.
2. When Father stands, he will say again "Let us pray," bring the Sacramentary (book) up to Father and hold it to your chest so Father can read from it.

### **END OF THE MASS**

1. During the last song, Father will move towards the front of the Altar and the servers will stand on each side of Father.
2. Bow at the same time as Father does and the cross bearer will lead you to the back of church. This is the end of mass.
3. Wait until the song is over before you go back to the Sacristy (back room.)
4. Take the garments off and put them away.
5. Use the extinguisher on the back of the candle lighter to put the candles out. Do not blow the candles out.

You can sign up for mass server or cross bearer online by going to the pastorate website. Please see the bulletin for the address and mass times.