

## MINISTRY OF MASS SERVERS

An interdependence exists among the ministries engaged in worship. All liturgical ministers, i.e. Extraordinary Ministers, Lectors, Servers, Ushers/Greeters, Presider, Deacons, A/V Ministers and Musicians, depend on each other. Each ministry makes an important and essential contribution to our Eucharistic celebration and we appreciate your willingness to serve in this community.

### MASS SERVER GUIDELINES

#### **Before Mass:**

1. Be at church at least 10 minutes before Mass begins.
2. Put on alb and cross around neck with cord under hood.
3. Put a (✓) behind your name, or if you are serving for someone else, write your name behind theirs.
4. Let the Liturgical Coordinators know you are present to receive special instructions (if any).
5. Light candles by altar (if not already lit). Extinguish the lighter.
6. Close the outer doors (with paintings) of the tabernacle, if not already closed.
7. About five minutes before Mass,
  - a. Light candles in the Vesting Sacristy and bring to the Ministers prayer.
  - b. Be ready to pray with the Liturgical Ministers in the Gathering Area.
8. Stand inside the church to the left of the left set of doors. Do NOT stand by Baptismal Font (so that you are not in the way of people coming into the church.)
9. Procession order: Cross Bearer, Mass Servers with candles, Lector(s) or Deacon, and Presider.

#### **During Mass:**

1. In procession, walk slowly side-by-side carrying the candles. Stop in front of the altar with just enough room for Presider and Deacon between you. Do NOT bow to the altar. (Ministers who are carrying anything don't reverence the altar).
2. Place the candles on the shelf behind the sanctuary wall and be seated in the first pew.
  - a. The server who walked on the right side sits on the right side of the pew.
3. Toward the end of the Gloria, right server picks up Missal (book) and stands ready. At the words, "Let us Pray," server brings the Missal to Presider.
4. After the second reading, servers get the candles and stand on either side of the deacon while he is receiving the blessing from the priest.
5. They go with the deacon, one leading him and the other following him, to the ambo.
  - a. Stop at the altar and wait while the deacon is picking up the Gospel Book.
6. They stand on either side of the ambo, facing each other, while the Gospel is proclaimed.
7. After the Gospel, return the candles to the shelf behind the wall.
  - a. One leads, in front of the deacon, and the other follows, behind the deacon.
  - b. Don't stop behind the altar, just keep moving. Go behind the column to the shelf and then return to your seat.
  - c. If there is no deacon, they still accompany the priest for the Gospel reading.
8. As the collection baskets are being passed, one server takes the Missal from the pew and places it on the right rear side of the altar. If a deacon is present, he will prepare the altar. If a deacon is not present, the server who is not placing the Missal on the altar gets the tray from the credence table and places it on the left side of the altar. S/he removes the corporal from the tray and unfolds it, placing it in the center of the altar, near the back. S/he then

removes the one chalice that is empty, along with one of the purificators, and places them to the left of the corporal. Do not place them on the corporal itself. **Leave the rest of the chalices and the remaining purificators on the tray.**

9. When Presider stands to go to the center to receive gifts, server on the right joins him and receives the collection basket and food basket from whoever is carrying it and places them behind the column closest to the credence table. This server then goes to the credence table. The server on the left goes to the credence table, takes the water cruet, and proceeds to the altar. (When handing Presider cruet, handle should face him).
10. After returning to the credence table, the server with water cruet keeps the water cruet and picks up the bowl. The other server picks up the towel and unfolds it; they walk together to the edge of the altar. The server pours water over the Presider's hands, Presider takes towel from other server. After Presider has returned the towel, the server returns it to the credence table. The other server places the water cruet and the bowl on the credence table. Both servers return to pew.
11. At the sign of peace, exchange peace with those next to them; both servers go to the credence table. One server picks up the remaining patens (may be more than one) and walks side-by-side with other server to the altar. Receive the tray from the Deacon or Presider. The other server picks up the Missal. Servers return together to the pew.
12. Receive communion from the pew with the assembly.
13. After communion, one server proceeds to the altar, folds the corporal and returns it to the credence table.
14. When Presider says, "**Let us Pray**," server on right brings Missal to Presider. At the end of the prayer, return Missal to the pew (unless asked to remain for blessing).
15. After the closing prayer both servers retrieve the candles from the shelf and prepare to join the procession out of the church.
16. Then walk to the steps in front of the altar on either side of the Presider and Deacon. Do NOT bow. Process out in the same order as you processed in (behind the cross, except during the Easter Season; then you lead the procession out).

#### **After Mass:**

1. Extinguish the candles and put back in the Vesting Sacristy.
2. **Both servers return to church**, going by way of side wall, so as not to interfere with people leaving. Blow out candles by the altar. One server places the water cruet and bowl on the tray and carries it to the work sacristy.
3. Servers remove albs and hang them up. Servers also hang up their Crosses.
4. Servers are free to go. **Many Thanks!!!**

#### **Things to Remember:**

1. Place check ( ✓ ) by your name.
2. Know where hosts are kept in the Work Sacristy.
3. Know the terms/words used frequently at Mass. Sacramentary, hosts, chalice, paten, etc.
4. Use Ministry Scheduler Pro (MSP) to get your schedule each quarter.
5. Use MSP to request subs if you are unable to serve on a scheduled day. Please volunteer to fill sub requests if you are available.
6. If you have any special ideas or questions, please feel free to call the Mass Server Trainer.

**Mass Server Trainer:**

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