

### Cross Bearer (4-Server Mass)

**Procession** – Begin processing in when the congregation starts singing. Process in slowly. When you reach the front pew you may walk at normal speed to **put the cross** in the cross stand and move to Gospel position. Watch the priest. Bow to the altar and genuflect to the tabernacle with the priest. Move to your chair.

**Let Us Pray** – Watch the priest to see when to take the **book of prayers** for the Collect. After the prayer is over, put the book of prayers on the small table next to your chair.

**Gospel Reading** – When the music plays after the second reading, stand and IMMEDIATELY move to Gospel position. At the end of the gospel, the 4<sup>th</sup> server will lead the servers to the chairs behind the credence table.

**After the Homily** – When the Creed begins move back to the chairs by the altar.

**Before the Gifts are Brought Forward** – (1) Take **2 chalices** to the altar and bow to the altar, take the *low-gluten ciborium* also, if it is on the credence table, (2) take the **cross to the back** of the church. Start processing forward when the priest comes around the side of the altar.

**After the Gifts are Brought Forward** – (1) **Take the cross** to the cross stand, (2) move to a position by the ambo, (3) take the **empty wine pitcher** to the credence table, then be seated.

**Ring the Bells** – (1) When the priest turns his PALMS DOWN over the altar, **ring the bells** with a SHORT ring. (2) When the priest elevates the Body of Christ after saying “...which will be given up for you” ring the bells with a 3-PART ring and bow your head. (3) When the priest elevates the Blood of Christ after saying “Do this in memory of me” ring the bells with a 3-PART ring and bow your head.

**After Singing the Great Amen** – Stand and lead the servers up the steps of the altar to communion position. Do not hold hands or elevate your hands during the “Our Father.”

**After Receiving Communion** – 4<sup>th</sup> server leads the servers to the chairs behind the credence table.

**Clearing Off the Altar** – When the priest sits down after communion, all servers are to move to the altar to remove all vessels. Cross bearer will take **one item off of the altar** to the credence table, then sits at the ready to hold a **folder or a book**.

**2<sup>nd</sup> Let Us Pray** – Take the **book of prayers** to the priest. Do not close the book and leave until the priest says “And may Almighty God Bless You ...” Place the book of prayers on the small table by your chair.

**Processing Out** – When the music starts for the recessional, **take the cross** from the cross stand and move to the back edge of the rug behind the right side of the altar and wait for the other servers to line up. When the other servers are still, lead them in a head bow to the altar, then process off the altar to the right. Wait for the others and process to the middle of the center aisle. Turn and face the altar. After the priest bows/genuflects, turn and process at a normal speed out to the gathering area.

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### Cross Bearer (3-Server Mass)

**Procession** – Begin processing in when the congregation starts singing. Process in slowly. When you reach the front pew you may walk at normal speed to **put the cross** in the cross stand and move to Gospel position. Watch the priest. Bow to the altar and genuflect to the tabernacle with the priest. Move to your chair.

**Let Us Pray** – Watch the priest to see when to take the **book of prayers**. After the prayer, put the book of prayers on the small table next to your chair.

**Gospel Reading** – When the music plays after the second reading, stand and IMMEDIATELY move to Gospel position. At the end of the gospel candle left will lead the servers to the chairs behind the credence table.

**After the Homily** – When the Creed begins move back to the chairs by the altar.

**Before the Gifts are Brought Forward** – (1) Take **2 chalices** to the altar, take the *low-gluten ciborium* also, if it is on the credence table, (2) take the **water cruet** to the altar and place it on the right side of the altar, bow to the altar, (3) take the **cross to the back** of the church. Start processing forward when the priest comes around the side of the altar.

**After the Gifts are Brought Forward** – (1) **Take the cross** to the cross stand, (2) move to your position by the ambo, (3) take the **empty wine pitcher** to the credence table, then be seated.

**Ring the Bells** – (1) When the priest turns his PALMS DOWN over the altar, **ring the bells** with a SHORT ring. (2) When the priest elevates the Body of Christ after saying “...which will be given up for you” ring the bells with a 3-PART ring and bow your head. (3) When the priest elevates the Blood of Christ after saying “Do this in memory of me” ring the bells with a 3-PART ring and bow your head.

**After Singing the Great Amen** – Stand and lead the servers up the steps of the altar to communion position. Do not hold hands or elevate your hands during the “Our Father.”

**After Receiving Communion** – Candle left leads the servers to the chairs behind the credence table.

**Clearing Off the Altar** – When the priest sits down after communion, all servers are to move to the altar to remove all vessels. Cross bearer will take **one item off of the altar**, then sits at the ready to hold a **folder or a book**.

**2<sup>nd</sup> Let Us Pray** – Take the **book of prayers** to the priest. Do not close the book and leave until the priest says “And may Almighty God Bless You ...” Place the book of prayers on the small table by your chair.

**Processing Out** – When the music starts for the recessional, **take the cross** from the cross stand and move to the back edge of the rug behind the right side of the altar and wait for the other servers to line up. When the other servers are still, lead them in a head bow to the altar, then process off the altar to the right. Wait for the others and process to the middle of the center aisle. Turn and face the altar. After the priest bows/genuflects, turn and process at a normal speed out to the gathering area.

### Candle Left (4-Server Mass)

**Procession** – Process in about one full step behind the cross bearer. When you reach the front pew you may walk at normal speed. Stay to the left and even with candle right. Do not turn to go up the steps until candle right turns. **Place the candle** in the candle stand and move to Gospel position. Watch the priest. Bow to the altar and genuflect to the tabernacle with the priest. Move to your chair.

**Gospel Reading** – When the music plays after the second reading, stand and IMMEDIATELY move to Gospel position. At the end of the gospel the 4<sup>th</sup> server will lead the servers to the chairs behind the credence table.

**After the Homily** – When the Creed begins move back to the chairs by the altar.

**Before the Gifts are Brought Forward** – (1) Take **2 chalices** to the altar, (2) take the **candle taper** to the center of the altar, bow to the altar, get fire from the ambo candles, light the candles by the altar, pull in the wick and then and push it out of the taper, take the candle taper to the credence table, then move to Gospel position and **WAIT**.

**After the Gifts are Brought Forward** – (1) **Take a gift** to the altar, (2) **STAY AT THE ALTAR AND IMMEDIATELY** get the **water cruet off the altar** and stand by the altar, (3) give the water cruet to the priest or deacon and wait for the priest or deacon to hand it back to you, (4) take the water cruet to the credence table, then be seated.

**After Singing the Great Amen** – Stand and move to communion position.

**After Receiving Communion** – The 4<sup>th</sup> server will lead the servers to the chairs behind the credence table.

**After All Priests, Deacons, and Communion Ministers Have Left the Altar to Give Communion to the Congregation** – (1) Take the **ablution dish** to the lower right corner of the altar and take the lid off, (2) if necessary, reassemble the priest's chalice, (3) bow to the altar, and (4) take the **priest's chalice** to the credence table.

**Clearing Off the Altar** – When the priest sits down after communion, all servers are to move to the altar to remove all vessels. If necessary, a server should make a second trip to the altar to remove any remaining items.

**Processing Out** – Follow candle right up the steps. Move to the left side of candle right and stand even with him/her. Bow to the altar when the cross bearer bows. Move to the near candle stand, **remove the candle**, and follow the cross bearer. Stay even with candle right. When the cross bearer stops in the center aisle, stop, then turn and face the altar. After the priest bows/genuflects, turn and process at a normal speed out to the gathering area.

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### Candle Left (3-Server Mass)

**Procession** – Process in about one full step behind the cross bearer. When you reach the front pew you may walk at normal speed. Stay to the left and even with candle right. Do not turn to go up the steps until candle right turns. **Place the candle** in the candle stand and move to Gospel position. Watch the priest and bow and genuflect with the priest. Move to your chair.

**Gospel Reading** – When the music plays after the second reading, stand and IMMEDIATELY move to Gospel position. At the end of the gospel candle left will lead the servers to the chairs behind the credence table.

**After the Homily** – When the Creed begins move back to the chairs by the altar.

**Before the Gifts are Brought Forward** – (1) Take **2 chalices** to the altar, (2) take the **last 2 chalices** to the altar and line up all the chalices, (3) take the **candle taper** to the center, bow to the altar, get fire from the ambo candles, light the candles by the altar, pull in the wick and then and push it out of the taper, take the candle taper to the credence table, then move to Gospel position and **WAIT**.

**After the Gifts are Brought Forward** – (1) **Take a gift** to the altar, (2) **STAY AT THE ALTAR AND IMMEDIATELY** get the **water cruet off the altar** and stand by the altar, (3) give the water cruet to the priest or deacon and wait for the priest or deacon to hand it back to you, (4) take the water cruet to the credence table, (5) move to the altar and get the **towel from candle right**, (6) at the signal from the priest, **step forward** and wash the priest's hands, (7) when the priest hands back the towel, bow to the priest together and (8) return the towel to the credence table.

**When Singing Holy, Holy** – Candle left leads all servers to the kneelers, where they will stand until the end of Holy, Holy.

**After Singing the Great Amen** – Stand and move to communion position.

**After the Sign of Peace** – Candle left takes the **Missal** from the altar to the credence table and rejoins the servers.

**After Receiving Communion** – Candle left leads the servers to the chairs behind the credence table.

**After All Priests, Deacons, and Communion Ministers Have Left the Altar to Give Communion to the Congregation** – (1) Take the **ablution dish** to the lower right corner of the altar and take the lid off, (2) if necessary, reassemble the priest's chalice, (3) bow to the altar, and (4) take the **priest's chalice** to the credence table.

**Clearing Off the Altar** – When the priest sits down after communion, all servers are to move to the altar to remove all vessels. If necessary, candle left and candle right should make a second trip to the altar to remove any remaining items.

**Processing Out** – Follow candle right up the steps. Move to the left side of candle right and stand even with him/her. Bow to the altar when the cross bearer bows. Move to the near candle stand, **remove the candle**, and follow the cross bearer. Stay even with candle right. When the cross bearer stops in the center aisle, stop, then turn and face the altar. After the priest bows/genuflects, turn and process at a normal speed out to the gathering area.

### Candle Right (4-Server Mass)

**Procession** – Process in about one full step behind the cross bearer. When you reach the front pew you may walk at normal speed. Stay to the right and even with candle left. **Place the candle** in the farther candle stand and move to Gospel position. Watch the priest. Bow to the altar and genuflect to the tabernacle with the priest. Move to your chair.

**Gospel Reading** – When the music plays after the second reading, stand and IMMEDIATELY move to Gospel position. At the end of the gospel the 4<sup>th</sup> server will lead the servers to the chairs behind the credence table.

**After the Homily** – When the Creed begins move back to the chairs by the altar.

**Before the Gifts are Brought Forward** – (1) Take **2 chalices** to the altar, (2) take the **Missal** to the altar with the **purificators** on top. Place the Missal and the purificators on the left side of the altar. Bow to the altar, then move to Gospel position and WAIT.

**After the Gifts are Brought Forward** – (1) **Take a gift** to the altar, (2) move to the credence table to get the **pitcher & basin** and wait for the 4<sup>th</sup> server to join you, then (3) move together to the altar just above the bells, (4) at the signal from the priest, step forward and wash the priest's hands, (5) when the priest hands back the towel, bow to the priest together and return the pitcher and basin to the credence table.

**After Singing the Great Amen** – Stand and move to communion position.

**After Receiving Communion** – The 4<sup>th</sup> server will lead the servers to the chairs behind the credence table.

**Clearing Off the Altar** – When the priest sits down after communion, all servers are to move to the altar to remove all vessels. If necessary, the 4<sup>th</sup> server should make a second trip to the altar to remove any remaining items.

**Processing Out** – Wait until the cross bearer removes the cross from the cross stand and moves toward the altar before starting up the steps. Move to the left side of the cross bearer and stand even with him/her. Bow to the altar when the cross bearer bows. Move to the farther candle stand, **remove the candle**, and follow the cross bearer. Stay even with candle left. When the cross bearer stops in the center aisle, stop, then turn and face the altar. After the priest bows/genuflects, turn and process at a normal speed out to the gathering area.

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### Candle Right (3-Server Mass)

**Procession** – Process in about one full step behind the cross bearer. When you reach the front pew you may walk at normal speed. Stay to the right and even with candle left. **Place the candle** in the farther candle stand and move to Gospel position. Watch the priest. Bow to the altar and genuflect to the tabernacle with the priest. Move to your chair.

**Gospel Reading** – When the music plays after the second reading, stand and IMMEDIATELY move to Gospel position. At the end of the gospel candle left will lead the servers to the chairs behind the credence table.

**After the Homily** – When the Creed begins move back to the chairs by the altar.

**Before the Gifts are Brought Forward** – (1) FIRST, take the **priest's chalice** and place it on the lower left corner of the altar. (2) Take **2 chalices** to the altar, (3) then take the **Missal** to the altar with the **purificators** on top. Place the Missal and the purificators on the left side of the altar, bow to the altar, then move to Gospel position and WAIT.

**After the Gifts are Brought Forward** – (1) **Take a gift** to the altar, (2) get the **pitcher, basin and towel** from the credence table and move to the altar just above the bells, (3) when candle left arrives, let him/her take the towel from the basin, (4) at the signal from the priest, step forward and wash the priest's hands, (5) when the priest hands back the towel, bow to the priest together and return the pitcher and basin to the credence table.

**After Singing the Great Amen** – Stand and move to communion position.

**After Receiving Communion** – Candle left will lead the servers to the chairs behind the credence table.

**Clearing Off the Altar** – When the priest sits down after communion, all servers are to move to the altar to remove all vessels. If necessary, candle left and candle right should make a second trip to the altar to remove any remaining items.

**Processing Out** – Wait until the cross bearer removes the cross from the cross stand and moves toward the altar before starting up the steps. Move to the left side of the cross bearer and stand even with him/her. Bow to the altar when the cross bearer bows. Move to the farther candle stand, **remove the candle**, and follow the cross bearer. Stay even with candle left. When the cross bearer stops in the center aisle, stop, then turn and face the altar. After the priest bows/genuflects, turn and process at a normal speed out to the gathering area.

## 4<sup>th</sup> Server

**Procession** – Process in about one full step behind the candles. When you reach the front pew you may walk at normal speed. Move to 4<sup>th</sup> server's Gospel position by the bells. Watch the priest. Bow to the altar and genuflect to the tabernacle with the priest. Move to your chair.

**Gospel Reading** – When the music plays after the second reading, stand and IMMEDIATELY LEAD the other servers to Gospel position. At the end of the gospel the 4<sup>th</sup> server will lead the servers to the chairs behind the credence table.

**After the Homily** – When the Creed begins move back to the chairs by the altar.

**Before the Gifts are Brought Forward** – (1) FIRST, take the **priest's chalice** and place it on the lower left corner of the altar. (2) Take the last **2 chalices** to the altar and line up all the chalices. (3) Then take the **water cruet** to the altar and place it on the right side of the altar, (4) bow to the altar, then move to Gospel position and WAIT.

**After the Gifts are Brought Forward** – (1) **Take a gift** to the altar, (2) move to the credence table to **get the towel** and wait for candle right to join you, then (3) move together to the TOP STEP just above the bells, (4) at the signal from the priest, step forward and wash the priest's hands, (5) when the priest hands back the towel, bow to the priest together and return the towel to the credence table. Fold the towel and put it on top of the pitcher. DO NOT place the towel in the basin where it will get wet.

**When Singing Holy, Holy** – 4<sup>th</sup> server LEADS all servers to the kneelers, where they will stand until the end of Holy, Holy.

**After Singing the Great Amen** – Stand and move to communion position.

**After the Sign of Peace** – The 4<sup>th</sup> server takes the **Missal** from the altar to the credence table and rejoins the servers.

**After Receiving Communion** – The 4<sup>th</sup> server leads the servers to the chairs behind the credence table.

**Clearing Off the Altar** – When the priest sits down after communion, all servers move to the altar to remove all vessels. If necessary, the 4<sup>th</sup> server should make a second trip to the altar to remove any remaining items.

**Processing Out** – Follow candle left up the steps. Move to the left side of candle left and stand even with him/her. Bow to the altar when the cross bearer bows. Follow the candles off the right side of the altar. When the candle bearers stop in the center aisle, stop, then turn and face the altar. . After the priest bows/genuflects, turn and process at a normal speed out to the gathering area.