

ROLES AT MASS:

The Cross Bearer: The cross bearer carries the cross in procession and holds the book for the priest. They also lead the people bring forth the gifts to the Altar.

The Candle Bearer: The candle bearers carry the candles in procession and assist at the preparation of the Altar and post communion clean-up.

Thurible: The Thurible is the censer used for incense. The person responsible for this brings the thurible to the priest at the appropriate times.

Boat: This person assists the Thurible and holds the boat containing the incense. You should be at the side of the Thurible when the censer is being used.

ALTAR SERVER DUTIES BEFORE MASS

Arrive 15 minutes before Mass (or sooner).

- Sign in.
- Dress in your alb, and help the other servers prepare.
- Cross Bearer needs to check in with the priest about duties as the book bearer
 - Ask the priest when he would like the book at the start of Mass
- The Priest will review with you any special assignments at this time.

At 10 minutes before Mass

- Candle 1 and 2 should get the candles from the Altar.
 - Check to see everything needed is on the Credence table.
 - If anything looks out of place, notify the sacristan.
- Cross bearer should get the processional cross.
- Thurible should get the Thurible and light the charcoal
- Boat should get the boat at this time.

At 5 minutes before Mass,

- Light the candles
- The priest may come out and pray with you. If not, the Cross bearer should lead the other servers in a simple prayer.

ORDER OF PROCESSION

The procession begins when the people begin to sing the entrance hymn.

Thurible

Boat

Cross flanked by the Candles

Readers

Priest

When arriving at the sanctuary, do not stop. Place your items in their proper place and go directly to your seat (remain standing).

- Thurible and boat go the left side of the Altar (near the ambo) and wait for the priest.

INTRODUCTORY RITE

Cross bearer, you become the book bearer. You should have checked with the priest celebrant prior to Mass to see when he would like the book. Follow his instructions.

When the priest says "Let us Pray" you should bring him the Missal.

PROFESSION OF FAITH

Cross/Book bearer bring the Missal to the priest following his homily.

- Take note that if he sits then you should hold off on bringing him the book until he stands.

Everyone: Make a bow at the words "by the power of the Holy Spirit he was born of the Virgin Mary, and became man."

LITURGY OF THE EUCHARIST

When the prayer of the faithful is finished, **Cross** and both Candles prepare the altar

CROSS:

1. Place the Missal on the bookstand on the Altar.

2. Retrieve the Cross and go to the back of the church to meet the people with the gifts
3. Once the priest comes to the front of the Altar begin leading the people forward
4. Do not stop at the Altar, simply pass by the priest and return the cross to its place
5. Return to your seat

CANDLE ONE

1. Place the priest's chalice on the altar.
 - a. Carry it with one hand on the stem, and one hand holding the top.
2. Place the two chalices on the edge of the Altar.
3. Retrieve the water and wait by the credence table for Candle 2

CANDLE TWO

1. After Candle 1 has placed the celebrants Chalice on the Altar place the remaining ciborium on the right hand side of the Altar.
2. Return to your chair and wait for the priest to go receive the gifts
3. Follow the priest to the front of the Altar, remain standing on the top step.
4. The priest will receive the gifts and hand you the cruet
5. When the priest turns to walk back to the Altar you go to the credence table
6. Take the lid off of the Flagon of wine and walk with Candle 1 to the side of the Altar

Both CANDLES take the cruets to the altar and stand next to the priest.

- You should be standing there waiting on him.
 - Hold the cruets with the handles towards the priest so that he can take them from you.
 - He should not have to take a step to reach you.
- Once the empty cruets are returned to you take them back to the credence table
- Retrieve the water, hand towel and bowl for the washing of the hands
- Go immediately to the side of the Altar. (If there is incense used delay this)
 - The priest should not need to wait on you getting there.
 If incense is used you stay at the credence table, ready for the hand washing, until the incense is taken from the Altar.

The CROSS is seated near the credence table and can assist the other servers if needed.

When it comes time to kneel do so at the edge of the sanctuary on the Prie Dieu (kneeler).

This is where you will receive communion (while standing).

After receiving communion you may return to your chair and sit, however:

DURING THE DISTRIBUTION OF COMMUNION:

Cross bearer:

- Remove the Missal from the Altar and place it on the Credence Table
- Keep an eye open towards to priest and EMoHC and offer assistance if something should go wrong.

Candle 1 and 2 you will need to be ready at the credence table.

- Once the priest returns to the Altar Candle 1 should hand him the water and wait for it to be returned.
- Candle 1 and 2 will take the purified items from the Altar and return them to the credence table.
- Once the Altar is cleared return to your seat.

CLOSING PRAYER

When the priest says, "Let us pray", the Cross/Book bearer brings the Missal to the Priest.

DISMISSAL AND RECESSION

When the final dismissal is given ALL servers move to retrieve the processional cross and candles.

All go to the center aisle and standing between the first pew wait for the priest to reverence the Altar and bow.

When the priest bows all turn and proceed to the main entrance of the Church.

Proceed to the area in front of the Priest Sacristy and wait for the Priest to reverence the Cross.

Return to the server room and help the sacristan clean up as needed.

