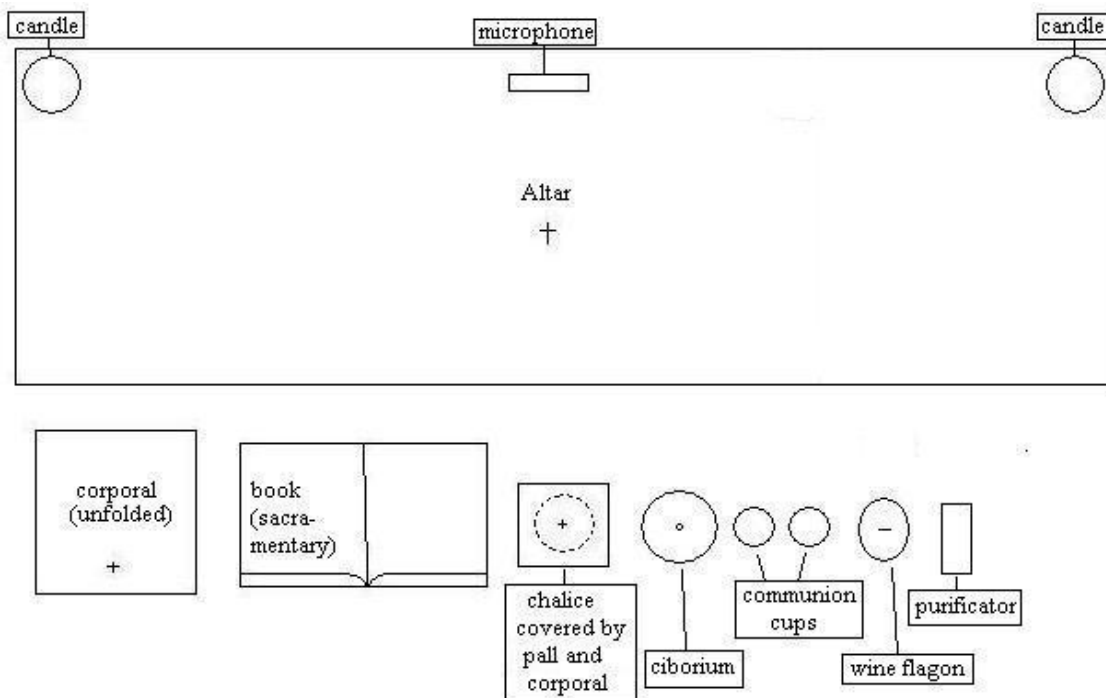


## Server Instructions – St. Thomas

Remember, it is an honor, not a right, to be a server. As a server, you are to be an example to the congregation, so be reverent, don't fidget, **remember to keep your hands folded**, and above all know the people's responses for the Mass. If you are unfamiliar with the responses, you can find them in the missalettes at church; another resource is this website: <<http://catholic-resources.org/ChurchDocs/Mass.htm>>. It is the servers' job to know the parts of the Mass so that they can anticipate the priest's needs.

Key for Diagrams:



### Responsibility of Servers before a Sunday Mass

1. Arrive at Church at least 15 min. before Mass.
2. Dress in a server alb (robe) and cincture (rope) – try to make sure the robe goes down to your ankles. Color of cincture is determined by the color on the parish calendar (when the color looks “black,” it is actually white...because white would not show on white).
3. Light candles on altar and the two candles next to the tabernacle.
4. Cross bearer wears white gloves.

A copy of these instructions can be found on the St. Thomas web page: <http://home.fuse.net/saintthomaschurch>.

## **Weekday Mass:**

### Introductory Rites:

The priest and servers process in and genuflect to the tabernacle. Then the servers go directly to their places; they do **not** follow the priest to the altar.

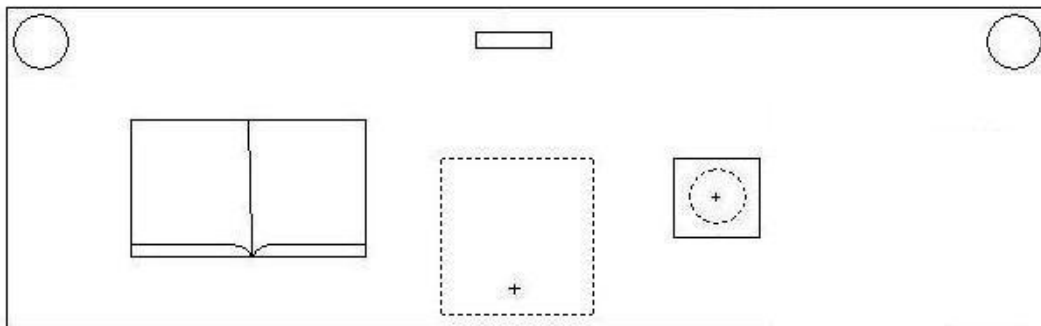
The server who is book bearer should immediately get the book and take it to the priest.

### Liturgy of the Word:

The servers have no responsibilities during the Liturgy of the Word beyond participating with the rest of the congregation.

### Liturgy of the Eucharist:

As soon as the General Intercessions are finished, the servers prepare the altar. The server taking the chalice should go first, followed by the book bearer. Both servers should stop before the altar, bow, and then place their items on the altar. The chalice should be set somewhat to the right, not directly in the center of the altar, so that the priest has room to lay out the corporal. (See diagram; the area that should be left clear for the corporal is shown by the dotted outline.)



The servers should then take the wine and water cruets to the priest. Unless there is only one server, the cruets should be shared between two servers. Remember to hold the cruets so that the handle is free for the priest to take. Remember to bow to the priest after he returns the water cruet.

As soon as the servers return with the cruets, they should prepare for the washing of the hands. The server with the water cruet should hold the cruet in one hand so that he can pour with it and should pick up the glass dish in the other hand. The server with the wine cruet should put it down, replace the stopper, and pick up the hand-towel. He carries the hand-towel with both hands (not draping it over his arm) so that he can unfold it for the priest. [If there is only one server, he drapes the hand-towel over his arm and carries the other items.] Remember to bow to the priest after he returns the hand-towel. The hand-towel should be refolded before being put back on the credence table.

At the Sanctus, the servers leave the sanctuary and kneel before the communion rail. If there are an uneven number of servers, one server kneels at the *prie dieu* (kneeler) by the high altar. After the Great Amen, the servers return to their seats.

At the Sign of Peace, the servers give the sign to each other and then proceed immediately to their place in front of the steps to the high altar – they do not give the sign to the priest. If, however, the priest has remained at the altar and has not gone to the tabernacle, then they give the sign of peace to the priest as well.

After the priest has left to distribute Communion, a server removes the book from the altar, remembering to bow to the altar after picking it up.

When the priest returns to the altar, a server takes him the water cruet for the ablutions. After the priest reassembles the chalice, a server removes it from the altar, remembering to bow to the altar (*not the priest*) after picking it up. At this point, the book bearer should pick up the Sacramentary and be ready to take it to the priest as soon as he begins moving toward the microphone (don't wait until he says "Let us pray").

After the final blessing, as soon as the priest begins to move, the servers do **not** accompany him to the altar, but go directly to the foot of the high altar steps. They genuflect with the priest and precede him to the sacristy.

## Sunday Mass:

### Entrance Procession

Once the entrance hymn begins to be sung, the cross bearer goes in first followed by other servers. There should be very little space between the cross bearer and the other servers. **Remember to go slow.** The servers walk up the steps and to the side of the tabernacle – facing the tabernacle. The cross bearer goes to the right by the sacristy door (remember not to tilt the cross as you carry it up the steps). The servers genuflect when the priest genuflects or bows. Then the servers go directly to their places; they do **not** follow the priest to the altar. The cross bearer puts the cross in its proper place in the sacristy and joins the servers at their seats.

### Introductory Rites:

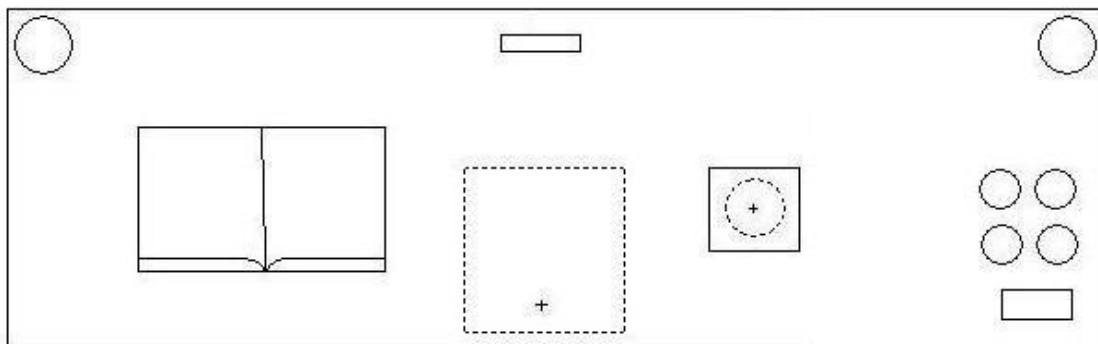
Unless the priest requests the book sooner by nodding his head, the book bearer should get the book and take it to the priest when he hears the Holy Spirit's Name near the end of the Gloria. In other words, by the time the priest says, "Let us pray," the server and book should already be there.

### Liturgy of the Word:

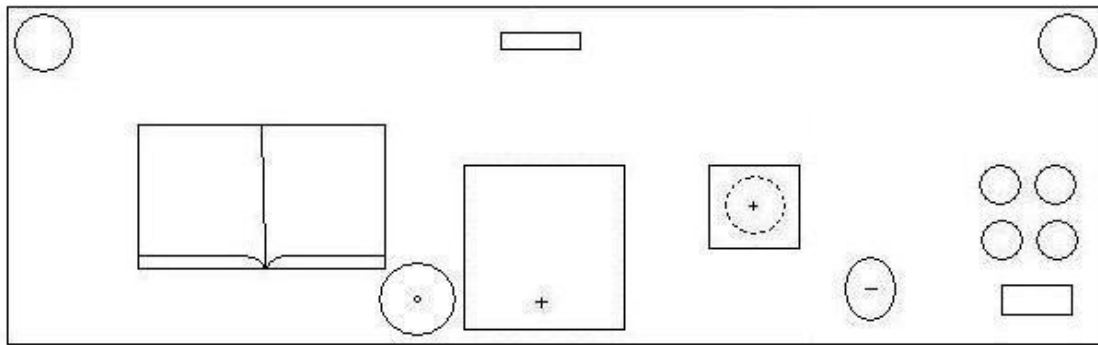
The servers have no responsibilities during the Liturgy of the Word beyond participating with the rest of the congregation.

### Liturgy of the Eucharist:

As soon as the General Intercessions are finished, the servers prepare the altar. All servers should stop before the altar, bow, and then place their items on the altar. The chalice should be set somewhat to the right, not directly in the center of the altar, so that the priest has room to lay out the corporal. (See diagram; the area that should be left clear for the corporal is shown by the dotted outline.) There may be varying numbers of communion cups; they should be arranged in twos (as shown below) with the purificators in front of them.



Two servers then follow the priest down to receive the gifts. 1 or 2 baskets of money will first be handed to the server(s); the baskets should be stacked inside each other and set in front of the basket already set out for the children's collection. The servers then receive the bread and wine and bring them up to the altar. The ciborium containing the bread should be placed on the left side of the corporal, and the wine flagon should be placed between the chalice and the communion cups (see diagram below). Remember to bow to the altar.



A server then takes the water cruet to the priest; exactly when depends on the priest, so just watch. Remember to hold the cruet so that the handle is free for the priest to take. Remember to bow to the priest after he returns the cruet. [If the priest places the empty wine flagon or ciboria lids on the far left of the altar, they can be removed during the washing of the hands by a third server instead of during Communion.]

Even before the server with the cruet returns, the other servers should prepare for the washing of the hands. One server should hold the pitcher in one hand and the bowl in the other. Another server should pick up the hand-towel. He carries the hand-towel with both hands (not draping it over his arm) so that he can unfold it for the priest. [If there is only one server, he drapes the hand-towel over his arm and carries the other items.] Remember to bow to the priest after he returns the hand-towel. The hand-towel should be refolded before being put back on the credence table.

At the Sanctus, the servers leave the sanctuary and kneel before the communion rail. If there are an uneven number of servers, one server kneels at the *prie dieu* (kneeler) by the high altar. After the Great Amen, the servers return to their seats.

At the Sign of Peace, the servers give the sign to each other and then proceed immediately to their place in front of the steps to the high altar – they do not give the sign to the priest. If, however, the priest has remained at the altar and has not gone to the tabernacle, then they give the sign of peace to the priest as well. (Even if there are 3 or more servers, none of them should stand in front of the tabernacle, but rather to the sides in front of the railings so that the priest can go to and from the tabernacle easily.)

After the priest has left to distribute Communion, one server removes the book from the altar, another removes the wine flagon. Also, the lids from any ciboria should be removed, unless there is **not** a lid up by the tabernacle – then leave **one** lid on the altar. Remember to bow to the altar after picking up any item from it.

When the priest returns to the altar (he may go to the tabernacle first), a server takes him the water cruet for the ablutions. Remember to bow to the priest when he returns the cruet. After the priest reassembles the chalice, a server removes it from the altar, remembering to bow to the altar (*not the priest*) after picking it up. (A server may need to give the white announcement binder to the priest when he returns to the chair: watch the priest.) When the priest returns to his chair, the book bearer should pick up the Sacramentary and be ready to take it to the priest either as soon as he stands or after he finishes the announcements (if possible, don't wait until he says "Let us pray"). When the announcements begin, or the post-Communion prayer – whichever comes last, the cross bearer gets his gloves and the cross.

After the final blessing, as soon as the final hymn begins, the cross bearer goes down to the foot of the sanctuary steps and faces the altar (remembering not to tilt the cross as he goes down the steps). The other servers follow the priest to the foot of the high altar steps and genuflect when he genuflects or bows. Then they go down to the cross bearer, **not** pausing at the altar with the priest. The cross bearer waits for the priest to kiss the altar and start down, then turns around and **slowly** leads the recession.