

	Cue	Action
	Before Mass: *Determine Priest and if there is a Deacon. *Check calendar to determine mass page for missal. *Check with Priest or Master of Ceremonies to determine if there will be anything out of ordinary. *If no Deacon, review procedures for altar prep. Note: When only 2 servers (e.g. 7:30) Credence Server holds missal for Collect and Prayer After Communion. Note: If possible, don't put a new/very inexperienced server by self as Credence Server.	1. Ensure altar and procession candles are lit. 2. Ensure 2 corporals are on right side of altar. 3. Ensure correct missal for Priest is on table and open to Collect Prayer for correct Mass. 4. Check credence table for chalice (&purificator/pall/paten/ corporals), tray of ciboria, tray of cups (&purificators), water, and bowl (&towel). 5. Discuss with servers which roles they will be performing and review procedures with trainees or inexperienced servers. 6. Point out anything new, out of the ordinary, or needing focus.
Procession and Introductory Rites		
1	At Priest's prompting. Note: Typically the tallest server carries the cross.	Process with cross, candle, or behind procession. All stop and bow (or genuflect) at front of altar and proceed to place candles/cross in holders. Proceed to missal table.
2	During the Gloria at the words "... You alone are the Most High, Jesus Christ.... " Note: During Advent/Lent since there is no Gloria, at the 2 nd "Lord have Mercy" or "Kyrie Eleison."	Place missal in in Missal Server's arms open to the Collect Prayer. Ensure Missal Server proceeds to the Priest.
3	When Missal Server returns to table after the Gloria.	Place missal on table (closed) and proceed to chair with Missal Server.
After Homily - Altar Preparation		
4	After homily when Priest <u>stands with the folder.</u>	Ensure Missal Server holds folder. Note: If only 2 servers (e.g. 7:30), the Senior Server holds the folder then delivers missal/stand to altar.
5 W/ D	After petition prayers – WITH DEACON Note: Ensure Credence Server delivers items to altar.	Proceed to the missal table. Ensure Missal Server delivers/places the missal (<u>and stand for Fr. Norbert</u>) on the corner of the altar and then retrieves tray of ciboria from credence table. Assist if necessary. Note: If only 2 servers, Senior Server delivers missal/stand.
5 No D	After petition prayers – When No DEACON Note: If only 2 servers, the Senior Server delivers missal/stand to altar first.	Proceed to the altar to prepare it (see diagram). 1. Unfold center corporal on the lower edge of the altar. 2. Move chalice to the center corporal. 3. When delivered, place cups and purificators on right side corporals. 4. When delivered, place ciboria and any pyx on right side corporals. Open any pyx. 5. Place pall above the center corporal. 6. Place paten w/host to right of center corporal. 7. Place purificator to right of paten. 8. Move chalice to the right of the purificator. 9. Move missal (and stand) in place per diagram for the Priest Celebrant. 10. Open Missal to 1st Green Tab (Liturgy of Eucharist). 11. Step back and bow to altar and return to Missal Table.
SEE REVERSE SIDE FOR PAGE 2		

(PAGE 2)		SENIOR SERVER CUE CARD		(PAGE 2)
	Cue		Action	
Gift Reception / Hand Washing / Bell Ringing				
6	When Priest moves to front to receive gifts.		Ensure 2 Servers receive gifts and then washes Priest's hands. Note: If only 2 servers, Senior Server does so and returns to ring bells.	
7	After kneeling for Sanctus/Holy, Holy and when Priest places hands over gifts during the Epiclesis.		Ring the bells once for 1 short ring . Note: Don't ring if Priest only makes sign of cross over gifts.	
8	When Priest elevates Sacred Host after the words, <i>"...this is My Body which will be given up for you"</i>		Ring the bells 3 times. Each of the 3 rings should last about 1 second with a noticeable pause between rings.	
9	When Priest elevates Chalice following the words, <i>"...Do this in memory of Me."</i>		Ring the bells 3 times. Each of the 3 rings should last about 1 second with a noticeable pause between rings.	
Communion / Altar Clearing				
10	During Sign of Peace.		Proceed around back to join other servers on credence side.	
11	After Priest consumes the Precious Blood and Extraordinary Ministers approach the altar.		Move with other servers to stand to right of ambo and to right of the ministers to receive communion.	
12	After receiving communion and Priest / ministers depart altar to distribute communion.		1. Move missal (& stand) to corner of altar for Missal Server to remove. 2. "Assemble" chalice with purificator, paten, pall and place on corner of altar for Credence Server to remove. Only large ciborium, and any pyx will remain on center corporal. Note: Don't clear the chalice (& paten, pall, purificator) if there is Precious Blood left in the chalice. 3. Bow to altar and proceed to stand <u>in front of ambo with Credence Server</u> during communion.	
13	When Priest/Deacon returns to altar after communion and begins emptying Sacred Hosts into large ciborium.		Retrieve empty ciboria from corner of altar and deliver to credence table. Continue standing in front of ambo until all cups are returned.	
14	When all ciboria are retrieved from the altar.		Ensure Credence Server will retrieve corporal(s).	
15	When Priest/Deacon genuflects to Our Lord in the tabernacle. Note: Msgr Bill typically does not fold corporal at end.		Genuflect facing tabernacle and proceed around back to the missal side. If Priest doesn't return to altar to fold the center corporal (and right side corporals at 11 only), immediately proceed to the altar to fold them.	
Prayer After Communion / Recessional				
16	When the Priest returns to his chair or after having folded the corporals and returned to missal table.		Place missal in Missal Server's arms open to the "Prayer After Communion" ribbon. Ensure Missal Server stands past the Priest's chair facing the altar.	
17	Following the "Prayer After Communion."		Ensure missal is returned to missal table and proceed with Missal Server to stand by the cross and candles.	
18	After St. Michael Prayer.		Retrieve candles or cross and stand by missal side chairs.	
19	When Priest moves to reverence altar with a kiss.		Proceed to center aisle by 3rd row and turn to face altar.	
20	When Priest genuflects.		Bow head (or genuflect if not carrying an item). Turn and process out the door to the right. Stop and pray in atrium with Priest.	
21	After mass.		Ensure candles extinguished after 5:00 and 11:00 and Holy Days. Ensure servers signed in and review areas for improvement.	
(PAGE 2)		SENIOR SERVER CUE CARD		(PAGE 2)