

	Cue	Action
	<p><b>Before Mass:</b>            *Check calendar to determine mass to set missal.            *Check missal below the Prayer After Communion to see if a Solemn Blessing or Prayer over People.            *Check with Master of Ceremonies or Priest to determine if there will be anything out of ordinary.            *If no Deacon, review procedures for Credence Server altar clearing and vessel purification and for Thurifer incensing Priest and people.            *If incense is used, review Thurifer Cue Card.  <b>Note:</b> If possible, it is best to not put new/very inexperienced server by self as Credence Server.  <b>Note:</b> Perform missal duties if no Missal Server.</p>	<p>1- Ensure altar and procession candles are lit.            2- Ensure missal is open to Introductory Rites (1<sup>st</sup> gray tab).            3- Ensure seasonal ribbon color is on Collect for correct Mass.            4- Check credence table for chalice with purificator/pall/paten/corporals, tray of ciboria, bowl/towel, and water.            5- If Solemn Blessing or Prayer over People at the end of Mass, ensure ribbon on page listed below the Prayer After Communion.            6- If Sprinkling Rite, ensure ribbon on pg. 1296 and holy water/aspergillum on missal table.            7- Discuss with servers which roles they will be performing and point out any anything out of ordinary or areas needing focus – e.g. Incense, No Deacon, Sprinkling Rite, Solemn Blessing, etc.            8- If any inexperienced servers, review procedures with them.</p>
<b>Procession and Introductory Rites</b>		
1	At Priest's prompting.	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	Upon reaching missal table.	Place missal in Missal Server's arms open to Introductory Rites (1 <sup>st</sup> gray tab). Ensure Missal Server stands next to Priest's chair.
3	When Missal Server returns to missal table during Gloria. <b>Note:</b> During <b>Advent/Lent</b> , Missal Server remains at Priest through the Collect Prayer.	Turn missal to Collect Prayer (seasonal ribbon color).  Ensure Missal Server returns to Priest during the Gloria at the words " <b>...you alone are the Holy One, you alone are the Lord...</b> "
4	When Missal Server returns to missal table after the Gloria.	Ensure missal is placed on the missal table (closed). Proceed to chair with Missal Server.
<b>After Homily - Altar Preparation / Gift Reception / Hand Washing / Bell Ringing</b>		
5	After homily when Priest reaches for folder.	Ensure Missal Server holds folder.
6	After petition prayers.	Ensure Credence Server delivers items to altar. Assist Missal Server in delivering stand and missal to the altar with items facing away from the server. Return to table.
7	When Priest moves to front to receive gifts. <b>Note:</b> If incense is used, ensure other server(s) know washing will occur after Priest is incensed.	Ensure Missal Server joins Credence Server to receive gifts and then washes Priest's hands.
8	After kneeling for Sanctus/Holy, Holy and when Priest places hands over gifts during the Epiclesis.	Ring the bells once for <b>2</b> seconds. <b>Note:</b> Don't ring when Priest only makes sign of cross over gifts.
9	When Priest elevates Sacred Host after the words, " <b>...this is My Body which will be given up for you</b> "	Ring the bells 3 times. Each of the 3 rings should last about <b>2</b> seconds <b>with about a 2 second noticeable pause</b> between rings.
10	When Priest elevates Chalice following the words, " <b>...Do this in memory of Me.</b> "	Ring the bells 3 times. Each of the 3 rings should last about <b>2</b> seconds <b>with about a 2 second noticeable pause</b> between rings.

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	Cue	Action
<b>Communion / Altar Clearing</b>		
11	After Priest consumes the Precious Blood and places chalice on altar.	Move with other servers to stand near the tabernacle (missal side) to receive communion.
12	After receiving communion and Priest / ministers depart altar to distribute communion.  <b>Note:</b> If no Deacon, only remove missal. All other items will be purified at altar after communion. Ensure Credence Server knows to deliver water to Priest after all genuflect to Our Lord in tabernacle.	<ol style="list-style-type: none"> <li>1. Remove missal/stand from altar and hand to Missal Server to place on missal table.</li> <li>2. If necessary, "assemble" chalice with purificator, paten, pall, and folded "host" corporal on top. Only large ciborium, and any pyx (with lids closed) will remain on center corporal.</li> <li>3. Place chalice on corner of altar for Credence Server to retrieve.</li> <li>4. Bow to altar and proceed to stand by credence table.</li> </ol>
<b>Prayer After Communion / Recessional</b>		
13	When Priest genuflects to Our Lord in tabernacle.	Genuflect facing tabernacle and place missal in Missal Server's arms open to the Prayer After Communion (seasonal ribbon color). Ensure Missal Server stands next to Priest's chair.
14	Following the Prayer After Communion.	Ensure missal is returned to missal table and proceed with Missal Server to stand by the cross and candles.
15	After St. Michael Prayer.	Retrieve candles or cross and stand by missal side chairs.
16	When Priest moves to reverence altar with a kiss.	Proceed to center aisle by 2 <sup>nd</sup> row and turn to face altar.
17	When Priest genuflects.	Bow head (or genuflect if not carrying an item). Turn and proceed in recessional. Stop and pray in atrium with Priest.
18	After mass.	Ensure candles extinguished after 5:00 and 11:00. Ensure servers signed in and review areas for improvement.
<b>End of Mass: If Solemn Blessing / Prayer over People is Performed (During Christmas, Lent, Easter Seasons and Holy Days)</b>		
1	Following the Prayer After Communion (during Announcements) when Missal Server returns to credence table.	Turn missal to the Blessing or Prayer over People. There should be a ribbon at the page number listed under the Prayer After Communion. Ensure Missal Server stands next to Priest's chair and missal is returned to missal table.
<b>Beginning of Mass: If Holy Water Blessing and Sprinkling is Performed (Typically Easter Season)</b>		
1	Upon reaching missal table at the beginning of mass, place missal in Missal Server's arms in the typical manner (Introductory Rites).	Pick up holy water vessel and aspergillum (sprinkler) and stand next to Deacon's chair facing the people. <b>Note:</b> If incense, will need to ensure Credence Server delivers holy water/aspergillum to Priest.
2	When Priest closes hymnal.	Step in front of the Deacon facing the Priest.
3	When Priest finishes blessing the water and takes the holy water/aspergillum.	Return with Missal Server to stand by the missal table. <b>Note:</b> May place missal on table (open to Sprinkling Rite) until Priest is almost done sprinkling the people.
4	As Priest is returning to his chair after sprinkling.	Return to Priest to retrieve the holy water/aspergillum and ensure the Missal Server returns to the Priest with the missal for the conclusion of Sprinkling Rite.