

**CREDENCE SERVER(S) CUE CARD**

**5/19/23**

	<b>Cue</b>	<b>Action</b>
<b>Procession and Introductory Rites</b>		
1	<p><u>Before Mass</u>: Ensure altar candles are lit. In atrium at Priest's prompting.</p> <p><b>Note</b>: Bow head when departing from the Priest.</p>	<p>Carry procession candle or cross. All stop and bow at front of altar and proceed to place candles/cross in holders. Proceed <b>around back to ambo side chairs</b>.</p> <p><b>Note</b>: If not carrying an item, follow cross, genuflect instead of bowing, and proceed <b>around back to ambo side chairs</b>.</p>
1 Alt	<p><b>Note: Only when there is incense</b>, will need to immediately pick up missal and place in Missal Server's arms.</p> <p>If no Missal Server, will perform missal duties at beginning of Mass until Sr. Server finished incense</p> <p>When Gloria begins (Except during Advent/Lent).</p> <p>At "...<i>you alone are the Holy One, you alone are the Lord...</i>"</p>	<p>Immediately proceed to missal table to place missal in Missal Server's arms.</p> <p>If incense and no Missal Server (i.e. only 2 servers), pick up missal (closed) and stand beside Priest's chair facing ambo and step in front of him when he reaches his chair.</p> <p>Return to missal table for Sr. Server to flip page to Collect Prayer.</p> <p>Return to Priest for Collect Prayer. After prayer, return missal to table and proceed <b>around back to ambo side chairs</b>.</p>
<b>After Homily - Altar Preparation / Gift Reception / Hand Washing</b>		
2	After the Creed and petition prayers.	Immediately deliver to the altar the chalice followed by the tray of ciboria. Return tray to credence table and remain at table.
3	<p>When Priest moves to the front to receive gifts.</p> <p><b>Note</b>: If only 1 Credence Server, the Missal Server will come from the missal side.</p>	<p>2 Servers join Priest to receive gifts (1 to his left/1 to his right). Present gifts on ambo side of altar in the following order:</p> <p>1- Ciborium and then (if have it), basket to credence table shelf.</p> <p>2- Wine with stopper removed (if also have basket, deliver basket to credence table shelf before the wine).</p>
4	<p>After presenting gift at altar.</p> <p><b>Note</b>: If incense is used, hand washing occurs after the Priest is incensed. Stand behind ambo with water/bowl/towel until Priest is incensed.</p>	<p>1- <u>Server who presented ciborium</u> retrieves water and presents it after the wine. When receives water back, takes 2 steps back away from the altar and receives bowl from other server.</p> <p>2- <u>Server who presented wine</u> retrieves bowl/towel; hands bowl to other server; opens and holds towel by the corners for Priest.</p>
5	<p>When Priest places chalice on altar and turns to face servers.</p> <p><b>Note</b>: If incense is used, proceed to Priest when Deacon or Sr. Server finishes incensing Priest.</p>	<p><b>Step forward</b> to meet Priest.</p> <p>1- Pour water over Priest's fingers.</p> <p>2- Present towel and hold hands with palms up to receive it back.</p> <p>3- Return items to credence table and <u>return to ambo side chairs</u>.</p>

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	Cue	Action	
<b>Communion / Altar Clearing</b>			
6	After Priest consumes the Precious Blood and Senior Server approaches altar.	Move to stand near the tabernacle (ambo side) to receive communion.	
7	After receiving communion and Priest/ministers depart to distribute communion.	Retrieve chalice from Senior Sever; deliver it to credence table; and stand near credence table during communion. <b>Note:</b> If no Missal Server, first receive missal/stand from Senior Server and deliver to missal table.	
8	When any Priest returns to altar after communion. <b>When No Deacon – see below.</b>	Stand beside ambo and retrieve empty ciboria from corner of altar (or from Priest) and deliver to credence table. Continue standing beside the ambo.	
9	When Priest genuflects to Our Lord upon returning large ciborium to the tabernacle.	1- Genuflect to Our Lord <u>facing tabernacle</u> . 2- Proceed to Priest to retrieve corporal as he folds it. 3- Return corporal to credence table and proceed <b>around back</b> to stand near candles/cross.	
<b>8 &amp; 9 Alt</b>	<b>When there is NO Deacon – the Priest will purify vessels at altar after communion:</b> 1- When Priest returns to altar after communion. 2- When Priest genuflects and returns to altar. 3- As Priest purifies ciboria and chalice and folds corporal.	<b>When there is NO Deacon (after communion):</b> 1- Retrieve water and stand beside ambo. 2- Genuflect and present water to Priest at altar. Return water to credence table and stand beside ambo. 3- Retrieve ciboria and chalice as they are purified and placed on corner of altar. Proceed around back to stand near candles/cross.	
<b>Recessional</b>			
10	After St. Michael Prayer.	Retrieve candles or cross and stand by missal side chairs. If not carrying an item, stand behind cross.	
11	When Priest moves to reverence altar with a kiss.	Proceed to center aisle by 2 <sup>nd</sup> row and turn to face altar. If not carrying an item stand between cross and altar.	
12	When Priest genuflects.	Bow head (or genuflect if not carrying an item). Turn and proceed in recessional. Stop and pray in atrium with Priest.	
13	After Mass at 5:00 and 11:00 Mass and Holy Days.	Extinguish altar candles.	
<b>Beginning of Mass: If There is Incense and Holy Water Blessing and Sprinkling is Performed</b>			
1	After placing missal in Missal Server's arms.	Pick up holy water vessel and aspergillum (sprinkler) and stand next to Deacon's chair facing the people.	
2	When Priest arrives at chair his 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.	
4	As Priest is returning to his chair after sprinkling.	Return to Priest to retrieve the holy water/aspergillum; return them to the table; and proceed <b>around back to ambo side chairs</b> .	
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