

	Cue	Action
Procession and Introductory Rites		
1	At Priest's prompting. Note: If 3 Servers, the Senior Server will split the duties between the Servers.	2 Servers- Follow Crucifix. Upon reaching front of altar, genuflect and proceed directly to chair. 3 Servers- Carry procession candle. All stop and bow at front of altar and proceed to place candles in holders.
2	When Sr. Server places Missal in arms. Fr. Wilke: When reach chair. Fr. Cavender: During Gloria (Except Advent/Lent)	Proceed with Missal to stand at bottom of steps. Note: Fr. Cavender during Advent/Lent at <u>“Brethren, let us acknowledge our sins, and so prepare ourselves to celebrate...”</u>
3 W i i k e	Fr. Wilke Only: 1. When Priest closes his hymnal or returns to chair after incensing altar. 2. When Priest taps or closes Missal. 3. At <u>“You alone are the Most High..”</u> of the Gloria. 4. At end of prayer/“Amen” or when Missal tapped or closed.	1- Proceed to Priest with Missal for Introductory Rites. 2- Return to bottom of steps. Sr. Server turns Missal to Collect. 3- Proceed back to Priest for Collect Prayer. 4- Return Missal to the Stand near the brick wall. Note: During Advent/Lent , there is no Gloria, so Server remains at Priest the whole time through the Collect prayer.
3 C a v	Fr. Cavender Only: 1. At <u>“You alone are the Most High...”</u> of the Gloria Note: During Advent/Lent there's no Gloria, so at the 2 nd <u>“Lord, have mercy”</u> or <u>Kyrie, eleison.”</u> 2. At end of Prayer/“Amen” or when Missal closed	1- Proceed to Priest with Missal for Collect Prayer. 2- Return Missal to the Stand near the brick wall.
After Homily - Altar Preparation / Gift Reception / Hand Washing		
4	After homily when Priest picks up folder.	Proceed to Priest to hold the folder for Creed and petitions.
5	After petition prayers.	Assist in Altar preparation: 1- Chalice (place on altar) 2- Ciboria Tray (pause at top step until Corporal is being unfolded) 3- Missal stand (facing away) 4- Missal (facing away)
6	When Priest moves to front to receive gifts. Note: If 3 servers , while 2 receive the gifts, the 3 rd retrieves the water from credence table and presents at altar after the wine.	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: 1- Ciborium 2- Wine with stopper removed (return it to credence table) 3- Basket to stool in ambo (if also have wine, place basket 1 st).
7	After presenting gift at altar or ambo. Note: If 3 servers , the server who presents gift 1 st will retrieve the bowl and towel. Note: If incense is used, hand washing occurs after the Priest is incensed. Stand on step with water/bowl/towel until Priest is incensed.	1- Server who presents gift 1 st quickly retrieves water and presents it after the wine. When receives water back, joins server at opposite corner of altar (edge of rug) and receives the bowl. 2- Server who presents gift 2 nd quickly retrieves bowl and towel and stands at edge of rug. Hands bowl to other server. Opens and holds towel by the corners for Priest.

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	Cue	Action
8	When Priest places chalice on altar and turns to face servers. Note: If incense is used, proceed to Priest when Deacon or Server finishes incensing Priest. If washing hands by self – drape towel over arm	Step forward to meet Priest. 1-Pour water over his fingers. 2-Present towel and hold hands with palms up to receive it back. 3-Return items to credence table.
9	When the Priest consumes the Precious Blood.	Move with Senior Server to stand near tabernacle to receive communion.
After Communion – Altar Clearing		
10	After receiving communion and Priest/ministers depart to distribute communion. Note: Stand on steps by door during communion.	Receive Missal/Stand from Senior Sever and place them on table near Brick Wall. Open Missal to the Prayer After Communion (seasonal ribbon color – green, purple, white).
11	When Priest returns to altar after communion and pours Sacred Hosts into large Ciborium.	Stand on top step. Retrieve Ciboria 2 at a time from Priest at altar and deliver them to credence table. (Except when No Deacon)
12	When Priest genuflects to Our Lord upon returning Ciborium to the tabernacle.	Genuflect facing tabernacle. Proceed to Priest at altar to retrieve Corporal as he folds it. Return it to credence table. (Except when No Deacon)
11 & 12	When there is NO Deacon – the Priest will purify vessels at altar after communion: After the Sr. Server returns water to the credence table and Priest begins wiping out the vessels.	When there is NO Deacon (after communion): 1. Stand on bottom step and as they are purified, proceed to altar to retrieve Ciboria 2 at a time and return to credence table. 2. Retrieve “assembled” Chalice then Corporal from Priest.
Prayer After Communion / Recessional		
13	After returning to chair and Sr. Server places Missal in arms.	Proceed with Missal to stand at bottom of steps.
14	When Priest stands or if he remained standing, when Deacon departs credence table for his chair.	Proceed to stand in front of Priest with Missal for Prayer After Communion.
15	At the “Amen” or when Priest closes/taps Missal. Note: If a Solemn Blessing will be given, Priest will gesture to remain in place after the prayer.	Return Missal to the Stand on the brick wall. Note: If Solemn Blessing, step backward and toward the steps facing the altar during announcements and then return to Priest with Missal for the Blessing.
16	When music begins (if 3 Servers). Note: If there is incense, may need to retrieve Crucifix.	If enough Servers - Retrieve candles and stand by server chairs. Retrieve Crucifix if there is incense.
17	When Priest moves to reverence altar with a kiss.	Proceed with Crucifix (and Candles) to the center aisle.
18	When Priest genuflects.	Bow head with a candle or genuflect without candle. Turn and proceed in recessional. Stop and pray in atrium with Priest.