

# Server Instructions for Christmas Mass at Historic Church - No Incense

12/23/21

This is a supplement that highlights the differences at the historic church.

## Prior to Mass (arrive at least 25 minutes early)

- Servers: There will be 2 servers: the senior server will also serve as the missal server and cross bearer and sits to the Priest's left (toward the wall). The 2nd Server sits in the chair behind the altar past the credence table and closest to the tabernacle. The first chair behind the altar is for the senior server during the Eucharistic prayer.
- Vesting: Albs and cinctures are located in the vesting room to the left behind the altar.
- Candles: All are lit (including any by the tabernacle) at least 15 minutes before mass. The candle lighter is located behind the door in the sacristy.
- Bells: Located at the senior server's chair.
- Missal and White Folder: Located on small table to the left of the missal server's chair. Check missal to see where the following are located: Collect Prayer and Prayer After Communion (ribbon – same page) and Solemn Blessing (ribbon). Review white folder contents (Creed and Announcements). Note: Folder may be placed on floor between the server's chair and the table.
- Credence Table: Located to the left of the altar. Contains
  - Chalice with purificator, paten (with host), pall, one large size corporal, and the veil and burse for Fr. Cavender.
  - Ciborium with hosts / Water, bowl, & towel / Missal stand
- Gift Table: Located in back of church. Contains: Wine cruet / Ciborium with hosts
- Five minutes prior to Mass beginning: Together, the servers genuflect to Our Lord in the tabernacle, retrieve the crucifix, and move to the back of the church. May need to stand in a corner out of people's way until it is time for the procession.

## Entrance Procession

1. Upon reaching the steps, the cross bearer bows and places the cross in the holder located near the door to the vesting room and proceeds to his chair (bow to altar) next to the priest and closest to the wall. The 2<sup>nd</sup> server genuflects and proceeds to his chair behind and to the left of the altar.

## Gloria

1. The missal server opens the missal to the Collect Prayer ribbon during the Gloria and steps in front of him as the Gloria is ending.

## Intercessions (Petitions)

1. After the homily, the missal server opens the folder to the Creed and when the priest stands for the Creed, the missal server stands in front of him holding the white folder.

## Altar Preparation, Gift Presentation and Washing Hands

1. After the petitions, the missal server retrieves the missal from the table next to his chair and delivers it to the altar at the appropriate time (bow to the altar when passing it).
2. The 2<sup>nd</sup> server delivers items to the deacon at the altar in the same manner as at the main church. Items are presented in the following order:
  - Chalice w/corporal and purificators on top (and veil/burse for Fr. Cavender)
  - Ciborium with hosts
  - Wooden missal stand
  - Missal (brought to altar by missal server)
3. After the altar is prepared, the servers return to their chairs and remain standing. From this point until after communion, the missal server will stand and kneel at the chair next to the 2<sup>nd</sup> server.
4. When the Priest moves to the front of the altar to receive the gifts, the servers accompany him with one on either side.
5. The servers bring the gifts to the credence table side of the altar and present the gifts – ciborium then wine. If there is a money basket, place it on the table next to the sacristy door (or in the sacristy if no room for it).
6. The servers then present the cruet of water, and then wash the Priest's hands in the same manner as at the main church.

7. After washing the Priest's hands, the water is returned to the credence table and the bowl and towel are taken to the sacristy (bow to altar when passing it). The servers return to their chairs and stand until it is time to kneel.

### **Bell Ringing**

1. Bells are rung in the same manner as at the main church: during epiclesis (hands over gifts) and during the consecration.

### **Communion / Altar Clearing / Vessel Purification**

1. When the Priest consumes the Precious Blood and places the chalice back on the altar, both servers will stand next to the credence table ready to receive communion. At that time the senior server will retrieve the sanitizer from the floor next to his chair and sanitize the Priest and Deacon's hands.
2. When the Priest/Deacon move to the front to distribute communion, the missal server returns the missal to the table next to his chair by the Priest and then returns to kneel at his chair behind the altar (bow to altar when passing it).
3. The 2nd server retrieves the missal stand from the altar, brings it to the sacristy, and returns to kneel at his chair (bow to the altar when passing it).

### **Vessel Purification**

1. When the Priest returns to the altar, both servers stand next to the credence table. The senior server picks up the water.
2. When the Priest returns the ciborium to the tabernacle and genuflects, both servers genuflect.
3. When the Priest returns to the altar, the senior server approaches with the water and pours over the Priest's fingers into a ciborium. Pour until the Priest tilts the ciborium and return the water to the credence table.
4. As the Priest finishes wiping out each vessel, the servers retrieve the vessels (and the corporal) and return them to the credence table.

### **Prayer After Communion, Announcements and Final Blessing**

1. When the Priest returns to his chair, the missal server returns too (bow to the altar) and picks up the missal and opens to the Prayer After Communion (ribbon).
2. When the Priest stands, the missal server proceeds to him for the Prayer After Communion and then returns to his chair and remains holding the missal during the announcements.
3. After the announcements, the missal server returns to the Priest who gives the Final Blessing.

### **Recession**

1. When the Priest and Deacon move to reverence the altar, the cross bearer retrieves the cross and both servers move to the aisle facing the altar. Leave enough room for the Priest/Deacon.
2. When the Priest/Deacon genuflect at the bottom of the steps, the cross bearer bows, the 2nd server genuflects and all turn, and proceed to the back of the church. The servers will likely need to wait in the back corners of the church until enough people leave for them to return to them to the altar area.
3. Return to the crucifix to the holder and extinguish all candles.