

CREDENCE SERVER(S) CUE CARD

7/27/26

	Cue	Action
Procession and Introductory Rites		
1	<u>Before Mass</u>: Ensure altar candles are lit. In atrium at Priest's prompting. Note: Bow head when departing from the Priest.	Carry procession candle or cross. All stop and bow at front of altar and proceed to place candles/cross in holders. Proceed <u>around back to ambo side chairs</u>. Note: If not carrying an item, follow cross, genuflect instead of bowing.
1 Alt	Note: If only 2 servers (e.g. 7:30), will perform Missal Server duties at the beginning and end of mass.	<u>Immediately proceed to missal table</u> to perform Missal Server duties until the Collect Prayer. Then proceed around back to ambo side chairs.
After Homily - Altar Preparation / Gift Reception / Hand Washing		
2	After the Creed and petition prayers (when everyone else sits).	<u>Immediately</u> deliver/place the chalice on the altar. Then deliver/hold the tray of cups and purificators. Return tray to credence table and remain at table. If there is no other server, then deliver/hold the tray of ciboria to the altar
3	When Priest moves to the front to receive gifts.	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 and then (if have it), basket to credence table shelf. 2- Wine <u>with stopper removed</u> (if also have basket, deliver basket to credence table shelf before the wine).
4	After presenting gift at altar. Note: If incense is used, hand washing occurs after the Priest is incensed. Stand behind ambo with water/bowl/towel until Priest is incensed.	1- <u>Server who presented ciborium</u> retrieves water and presents it after the wine (handle facing away). When receives water back, stands next to ambo and receives bowl from other server. 2- <u>Server who presented wine</u> retrieves bowl & towel. Hands bowl to other server at ambo. Opens and holds towel by the corners for Priest.
5	When Priest places chalice on altar and turns to face servers. Note: If incense is used, proceed to Priest after Deacon or Sr. Server finishes incensing Priest.	<u>Step forward</u> to meet Priest and wash his hands. 1- Pour water over Priest's fingers. 2- Present towel and <u>hold hands with palms up</u> to receive it back. 3- Return items to credence table and <u>return to chairs</u>.

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	Cue	Action	
Communion / Altar Clearing			
6	After Priest consumes the Precious Blood and Extraordinary Ministers approach the altar.	Move with Senior Server to stand to the right of ambo and to right of the ministers to receive communion.	
7	After receiving communion, and the Priest/ministers depart to distribute communion, and the Senior Server assembles the chalice for removal.	Retrieve chalice from corner of altar; deliver it to credence table; and stand in front of the ambo with the Senior Server during communion. Note: If no Missal Server, first bow to altar when passing it and retrieve missal/stand from altar and deliver them to the missal table. Then retrieve the chalice. Bow to altar again when passing it.	
8	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 (away from credence table) until all communion cups are returned.	
9	When Priest/Deacon genuflects to Our Lord upon returning large ciborium to the tabernacle. Note: If only 2 servers, proceed around back to hold missal for the Prayer After Communion.	1- Genuflect to Our Lord <u>facing tabernacle</u> . 2- Proceed to altar to retrieve corporal(s) as they are folded. 3- Return corporals to credence table and proceed around back to stand near candles/cross.	
Recessional			
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 3 rd 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 process out the door to the right. Stop and pray in atrium with Priest.	
13	After Mass at 5:00 and 11:00 Mass and Holy Days.	Extinguish altar candles.	
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