

MISSAL SERVER CUE CARD

7/27/26

	Cue	Action
Procession and Introductory Rites		
1	Before Mass: Ensure altar candles are lit. In atrium at Priest's prompting. Note: Bow head when departing from Priest.	Carry procession candle or cross. All stop and bow at front of altar and proceed to place candles/cross in holders. Proceed to missal table. Note: If not carrying an item, follow cross and genuflect.
2	During the Gloria at the words "...You alone are the Most High...." Note: During Advent/Lent with no Gloria, then at the 2nd "Kyrie Eleison" or "Lord have Mercy."	Receive missal from Senior Server and proceed to Priest with missal for Collect Prayer. Note: If receive missal early, stand past the Priest's chair facing the ambo and proceed to him as the Gloria is concluding.
3	At the " Amen " of the Collect Prayer.	Return missal to table and proceed to missal side chair.
After Homily - Altar Preparation / Gift Reception / Hand Washing		
4	After homily when Priest stands with the folder.	Proceed to Priest to hold folder for the Creed and Petitions.
5	At the conclusion of the petition prayers. Note: Take care not to "disturb" the altar cloth.	Proceed to the missal table to prepare the altar. <u>Immediately</u> deliver and place the missal (<u>and stand for Fr. Norbert only</u>) on the corner of the altar.
6	After delivering missal to the altar.	Bow to the altar when passing it and proceed to credence table to deliver tray of ciboria to the altar after the cups. Return to credence table and remain there.
7	When Priest moves to the front to receive gifts. Note: If there are 2 Credence Servers (e.g. a trainee), they will receive the gifts and wash hands. Stand by credence table and then remain on ambo side.	Join Credence Server to receive gifts (1 on Priest's left and 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).
8	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.
9	When Priest places chalice on altar and turns to face servers. Note: If incense is used, proceed to Priest when Deacon or Sr. Server finishes incensing Priest.	Step forward to meet Priest and wash his hands. 1- Pour water over Priest's fingers. 2- Present towel and hold hands with palms up to receive it back. 3- Return items to credence table and proceed to credence side chair.
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	Cue		Action	
Communion / Altar Clearing				
10	After Priest consumes the Precious Blood and Extraordinary Ministers approach the altar.		Move with Senior Server to stand to the right of the ambo and to right of the ministers to receive communion.	
11	After receiving communion and Priest/ministers depart to distribute communion.		Bow to altar when passing it and retrieve missal/stand from altar and deliver them to the table. Stand near missal table during communion.	
12	When Priest genuflects to Our Lord upon returning large Ciborium to the tabernacle.		Genuflect to Our Lord <u>facing tabernacle</u> .	
Prayer After Communion / Recessional				
13	When Senior Server places missal in arms.		Proceed with missal to stand past the Priest's chair facing ambo.	
14	When Priest says " Let us pray. "		Step in front of Priest with missal for "Prayer after Communion."	
15	When Priest taps or closes missal or at conclusion of prayer (" Amen ").		Return missal to missal table and proceed with Senior Server to <u>stand by candles and cross</u> .	
16	After St. Michael Prayer.		Retrieve candles or cross and stand by missal side chairs. If not carrying an item, stand behind cross.	
17	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.	
18	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.	
19	After Mass at 5:00 and 11:00 Mass and Holy Days.		Extinguish altar candles.	
End of Mass: If Solemn Blessing / Prayer over People is Performed (During Christmas, Lent, Easter Seasons and Holy Days)				
1	Following Prayer After Communion.		Remain at the Priest during announcements and the blessing/prayer.	
2	Following the blessing/prayer.		Return missal to missal table proceed to <u>stand by candles and cross</u> .	
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