

	Cue	Action
1	<p>Before Mass:</p> <p>Note: Check calendar for mass week, e.g. 20th week of ordinary time.</p> <p>Note: Missal/stand on table near brick wall.</p> <p>Note: If incense is used, see Thurifer Cue Card.</p> <p>Note: If Sprinkling Rite is used (Easter Season), open Missal to Pg 1296 (typically use red ribbon).</p>	<p>1-Ensure altar and ambo candles are lit.</p> <p>2-Ensure Missal is on open to:</p> <p>Fr. Wilke – Intro Rites (1st gray tab).</p> <p>Fr. Cavender - Collect for correct mass (typically green ribbon).</p> <p>3-Check credence table for correct items: Chalice with Purificator/Pall/Paten/Corporals and tray of Ciboria, Bowl, Towel, Water. (Fr. Cavender - Chalice is veiled & Corporals in a Burse)</p>
Procession and Introductory Rites		
2	At Priest's prompting.	Process with Crucifix. Stop & bow at front of altar. Turn right and proceed to place Crucifix in holder from the back side.
3 W i l k e	<p>Fr. Wilke: 1. Upon reaching chair.</p> <p>2. When 2nd Server returns to stand at bottom of steps during Gloria.</p> <p>Note: During Advent/Lent, server remains at Priest through the Collect Prayer.</p>	<p>1-Place Missal in 2nd Server's arms who then stands at bottom of the steps. Note: If needed, stand beside 2nd Server and prompt to proceed when Priest closes hymnal.</p> <p>2-Upon server's return, turn Missal to Collect Prayer (Typically green ribbon). Prompt to return to Priest at "<u>You alone are the Most High...</u>" if needed (except during Advent/Lent).</p>
3 C a v	<p>Fr. Cavender: Near the beginning of the Gloria.</p> <p>Note: During Advent/Lent, at beginning of the Penitential Act: "<u>Brethren, let us acknowledge our sins, and so prepare ourselves to celebrate...</u>"</p>	Place Missal in 2 nd Server's arms who then stands at bottom of the steps. Note: If needed, stand beside 2 nd Server and prompt to proceed at " <u>You alone are the Most High...</u> " During Advent/Lent , proceeds at the 2 nd " <u>Lord, have mercy</u> " or " <u>Kyrie, eleison.</u> "
After Homily - Altar Preparation / Gift Reception / Hand Washing / Bell Ringing		
4	After homily when Priest picks up folder.	If needed, prompt 2 nd Server to approach Priest to hold folder.
5	After petition prayers.	Oversee and assist in Altar preparation: 1- Chalice (place on altar) 2-Ciboria Tray (pause at top step until Corporal is being unfolded) 3- Missal and stand (with missal facing away)
6	<p>When Priest moves to front to receive gifts.</p> <p>Note: If 3 servers, while 2 receive the gifts, the 3rd retrieves the water from credence table and presents at altar after the wine.</p> <p>Note: If incense is used, ensure other server(s) know washing will occur after Priest is incensed.</p>	<p>2 Servers join Priest to receive gifts (1 to his left/1 to his right)</p> <p>Present gifts on Ambo side of altar in the following order:</p> <p>1- Ciborium</p> <p>2- Wine with stopper removed (return it to credence table)</p> <p>3- Basket to stool in ambo (if also have wine, place basket 1st).</p>
7	<p>After presenting gift at altar or ambo.</p> <p>Note: If 3 servers, the server who presents gift 1st will retrieve the bowl and towel.</p> <p>Note: If incense is used, retrieve thurible/boat after presenting gift. If only 1 other server, he will place towel over forearm and wash hands alone.</p>	<p>1- Server who presents gift 1st 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.</p> <p>2- Server who presents gift 2nd 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.</p>

SEE REVERSE SIDE FOR PAGE 2

	Cue	Action
8	When Priest places chalice on altar and turns to face servers.	Step forward to meet Priest. 1-Pour water over his fingers. 2-Present towel and hold hands out with palms up to receive towel back. 3-Return items to credence table.
9	After kneeling for Sanctus/Holy, Holy and when Priest places hands over gifts during the Epiclesis.	Ring the bells once for 2 seconds. Note: Don't ring when Priest only makes sign of cross over gifts.
10	When Priest elevates Sacred Host after the words, "...this is My Body which will be given up for you."	Ring the bells 3 times. Each of the 3 rings should last about 1-2 seconds with about a 1 second noticeable pause between rings.
11	When Priest elevates Chalice following the words, "...Do this in memory of Me."	Ring the bells 3 times. Each of the 3 rings should last about 1-2 seconds with about a 1 second noticeable pause between rings.
12	After Priest consumes Precious Blood.	Move to stand near tabernacle to receive communion.
After Communion – Altar Clearing		
13	After receiving communion and Priest / ministers depart altar to distribute communion. Note: Verify Missal is opened to Prayer After Communion (typically green ribbon) Note: During communion, <u>stand</u> on top step near the door.	1-Remove Missal/Stand and hand to 2 nd Server. <u>Organize items on altar per diagrams:</u> 2-Place empty Chalice to left of Center Corporal and on top of it place: Purificator / Paten / Pall / Folded Host Corporal / For Fr. Cavender place the Burse and folded Veil on top. 3. Place on Center Corporal: large Ciborium, lid, and any pyx (closed). 4. Bow to altar and remove Chalice to the credence table.
14	When Priest return to altar after communion and pours Sacred Hosts into large Ciborium.	Along with other Servers, proceed to altar to retrieve Ciboria and deliver them to credence table.
15	When Priest genuflects to Our Lord in tabernacle	Genuflect and ensure other Server retrieves Corporal.
Prayer After Communion / Recessional		
16	As Priest returns to his chair. Note: Missal open to Prayer After Communion	Place Missal in 2 nd Server's arms who then stands on bottom step. Note: If needed, stand beside 2 nd Server and prompt to proceed when Priest stands or as Deacon departs credence table for chair.
17	When music begins.	Retrieve Crucifix (and candles) and stand by server chairs.
18	When Priest moves to reverence altar with a kiss. Note: If 3 servers , proceed with the candles.	Proceed to center aisle. Stand by 2 nd row. Bow when Priest genuflects and lead recessional out door to the right. Stop outside the door to pray with Priest in atrium.
(PAGE 2) SENIOR SERVER CUE CARD (WITH DEACON) (PAGE 2)		