

# CREDENCE SERVER(S) CUE CARD

7/29/25

	Cue	Action
<b>Procession and Introductory Rites</b>		
1	<p><u>Before Mass</u>: Ensure altar candles are lit. In atrium at Priest's prompting.</p> <p><b>Note</b>: Bow head when departing from the Priest.</p>	<p>Carry procession candle or cross. All stop and bow at front of altar and proceed to place candles/cross in holders. Proceed <b>around back to ambo side chairs</b>.</p> <p><b>Note</b>: If not carrying an item, follow cross, genuflect instead of bowing, and proceed <b>around back to ambo side chairs</b>.</p>
1 Alt	<p><b>Note</b>: If only 2 servers (e.g. 7:30), will perform Missal Server duties at the beginning of mass.</p> <p><b>Note</b>: If there is no Deacon, will continue performing Missal Server duties until delivering missal to altar after the petitions.</p>	<p><b>Immediately proceed to missal table</b> to perform Missal Server duties until the altar preparation.</p>
<b>After Homily - Altar Preparation / Gift Reception / Hand Washing</b>		
2	After the Creed and petition prayers.	<p><b>Immediately</b> deliver and place on the altar the chalice. Then deliver and hold the tray of ciboria. Return tray to credence table and remain at table.</p>
3	<p>When Priest moves to the front to receive gifts.</p> <p><b>Note</b>: If only 1 Credence Server, the Missal Server will come from the missal side.</p>	<p>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:</p> <p>1- Ciborium and then (if have it), basket to credence table shelf.</p> <p>2- Wine <u>with stopper removed</u> (if also have basket, deliver basket to credence table shelf before the wine).</p>
4	<p>After presenting gift at altar.</p> <p><b>Note</b>: If incense is used, hand washing occurs after the Priest is incensed. Stand behind ambo with water/bowl/towel until Priest is incensed.</p>	<p>1- <u>Server who presented ciborium</u> retrieves water and presents it after the wine. When receives water back, takes 2 steps back away from the altar and receives bowl from other server.</p> <p>2- <u>Server who presented wine</u> retrieves bowl/towel; hands bowl to other server; opens and holds towel by the corners for Priest.</p>
5	<p>When Priest places chalice on altar and turns to face servers.</p> <p><b>Note</b>: If incense is used, proceed to Priest after Deacon or Sr. Server finishes incensing Priest.</p>	<p><b>Step forward</b> to meet Priest and wash his hands.</p> <p>1- Pour water over Priest's fingers.</p> <p>2- Present towel and <u>hold hands with palms up</u> to receive it back.</p> <p>3- Return items to credence table and <u>return to chairs</u>.</p>
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	Cue	Action	
Communion / Altar Clearing			
6	After Priest consumes the Precious Blood and Senior Server approaches altar.	Move to stand near the tabernacle (ambo side) to receive communion.	
7	After receiving communion and Priest/ministers depart to distribute communion.	Retrieve chalice from corner of altar; deliver it to credence table and remain there during communion. <b>Note:</b> If no Missal Server, first receive missal/stand from Senior Server and deliver to missal table.	
8	When Priest/Deacon returns to altar after communion.	Stand beside ambo and retrieve empty ciboria from corner of altar and deliver to credence table. Continue standing beside the ambo.	
9	When Priest/Deacon genuflects to Our Lord upon returning large ciborium to the tabernacle.	1- Genuflect to Our Lord <u>facing tabernacle</u> . 2- Proceed to altar to retrieve corporals as they are folded. 3- Return corporals to credence table and proceed <b>around back</b> 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 <sup>rd</sup> 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 proceed in recessional. 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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