	SENIOR SER	VER CUE CARD (NO INCENSE) 7/29/25		
	Cue	Action		
	*Check calendar to determine mass to set missal. *Check calendar to determine mass to set missal. *Check missal below the Prayer After Communion to see if a Solemn Blessing or Prayer over People. *Check with Master of Ceremonies or Priest to determine if there will be anything out of ordinary. *If no Deacon, review procedures for altar preparation and for incensing Priest and people. *If incense is used, review Thurifer Cue Card. Note: When only 2 server (e.g. 7:30) the Credence Server performs missal duties at beginning of mass or until altar preparation when there is no Deacon. Note: If possible, it is best to not put a new/very	1- Ensure altar and procession candles are lit. 2- Ensure correct missal is on table and open to Collect Prayer ribbon for correct Mass. 3- Check credence table for chalice with purificator/pall/paten/corporals, tray of ciboria, bowl/towel, and water. 4- If Solemn Blessing or Prayer over People at the end of Mass, ensure ribbon on page listed below the Prayer After Communion. 5- If Sprinkling Rite (Easter Season), ensure ribbon on appropriate page (1296) and holy water/ aspergillum on missal table. 6- Discuss with servers which roles they will be performing and review procedures with trainees or inexperienced servers. 7- Point out any anything out of ordinary or areas needing focus – e.g. Incense, Solemn Blessing, Sprinkling Rite, etc.		
	inexperienced server by self as Credence Server.			
Procession and Introductory Rites				
1	At Priest's prompting.	Process with cross, candle, or behind procession. All stop and bow (or genuflect) at front of altar and proceed to place candles/cross in holders. Proceed to missal table.		
2	For Fr. Suresh Only:	Ensure Missal Server stands <u>past</u> the Priest's chair facing the altar		
	When Fr. Suresh reaches his chair.	and then holds the folder during Introductory Rites.		
3	During the Gloria at the words "You alone are the Most High" Note: During Advent/Lent with no Gloria, at the 2 nd "Kyrie Eleison" or "Lord have Mercy."	Place missal in in Missal Server's arms open to the Collect Prayer. Ensure Missal Server proceeds to the Priest.		
4	When Missal Server returns to missal table after the Gloria.	Place missal on table (closed) and proceed to chair with Missal Server.		
After Homily - Altar Preparation / Gift Reception / Hand Washing / Bell Ringing				
5	After homily when Priest stands with the folder.	Ensure Missal Server holds folder.		
	Note: If only 2 servers (e.g. 7:30),	With a Deacon, the SS holds the folder during Creed/Petitions. With No Deacon, Proceed around back and stand next to credence table to deliver chalice to altar.		
6	After petition prayers – WITH DEACON	Proceed to the missal table to prepare the altar. With the Missal		
	Note: Ensure Credence Server delivers items to altar.	Server, <u>Immediately</u> deliver/place the missal stand (Fr. Suresh) and then missal on corner of the altar and return to missal table.		
7	After petition prayers – When No DEACON Note: If only 2 servers (e.g. 7:30), deliver chalice to the altar and then prepare altar.	Proceed to the altar to prepare it (see diagram). 1. Move the chalice to the center of the altar. 2. Unfold host corporal and place on right side of altar about 12" up from lower edge. 3. Unfold the center corporal on the lower edge of the altar. 4. When delivered by Credence Server, place ciboria and any pyx on the host corporal. Open any pyx. 5. Place pall on right edge of altar below the host corporal. 6. Place paten w/host to right of center corporal. 7. Place purificator to left of pall. 8. Move chalice to the right of the paten. 8. Place missal (and stand) in place per diagram for Priest. 9. Open Missal to first green tab (Liturgy of Eucharist). 10. Step back and bow to altar and return Missal Table.		
	SEE REVER	SE SIDE FOR PAGE 2		

Gift Reception / Hand Washing / Bell Ringing 8 When Priest moves to front to receive gifts. 9 After kneeling for Sanctus/Holy, Holy and when Priest places hands over gifts during the Epiclesis. 10 When Priest elevates Scared Host after the words, "		(PAGE 2) SENIOR S	SERVER CUE CARD (PAGE 2)			
8 When Priest moves to front to receive gifts. Ensure Missal Server joins Credence Server to receive gifts and then washes Priest's hands.		Cue Action				
then washes Priest's hands. 10 When Priest places hands over gifts during the Epiclesis. 10 When Priest elevates Sacred Host after the words, "this is My Body which will be given up for you" 11 When Priest elevates Chalice following the words, "this is My Body which will be given up for you" 12 After Priest consumes the Precious Blood and places chalice on altar. 13 After receiving communion and Priest / ministers depart altar to distribute communion. 14 When Priest/Deacon genuflects to Our Lord in tabernacle. 15 When Priest returns to his chair or after folding the ecroproals and returning to missal table. 16 Following the Prayer After Communion. 17 After St. Michael Prayer. 18 When Priest rows to reverence altar with a kiss. 19 When Priest genuflects. 10 When Priest genuflects. 20 After mass. 10 Eginning of Mass: If Holy Water Blessing and Sprinkling is Peromered (Typically Easter Season) 10 Upon reaching missal table at the beginning of mass, and the priest is returning to his chair and Missal Server trus to the Priest stones to the Prayer After Communion (Juring Anouncements) when Missal Server returns to table. 10 Upon reaching missal table at the beginning of mass, and the priest in the priest in the priest in the priest of the prayer After Communion (Juring Anouncements) when Missal Server returns to to redence table. 10 Upon reaching missal table at the beginning of mass, and the priest finishes blessing the water and alt and Missal Server fearns open to Sprinkling Ritle (pg 1296 in large missal). 10 Upon reaching missal table at the beginning of mass, and the priest sprinkling. 11 Upon reaching missal table at the beginning of mass, and the priest sprinkling. 12 When Priest moves to the table with holy water. 23 When Priest moves to the table with holy water. 24 When Priest minishes blessing the water and salt and Missal Server returns to table. 25 W	Gift Reception / Hand Washing / Bell Ringing					
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Priest places hands over gifts during the Epiclesis. Note: Don't ring when Priest only makes sign of cross over gifts.			then washes Priest's hands.			
When Priest elevates Sacred Host after the words, which is the Priest elevates Chalice following the words, when Priest consumes the Precious Blood and places chalice on altar. After Priest consumes the Precious Blood and places chalice on altar. After Priest consumes the Precious Blood and places chalice on altar. After Priest depart altar to distribute communion. Altar clearing Move with other servers to stand near the tabernacle (missal side) to receive communion. Altar clearing After preciving communion and Priest / ministers depart altar to distribute communion. 1. Remove missal/stand from altar and hand to Missal Server to place on missal table. 2. "Assemble" chalice with purificator, paten, pall and place on corner of altar for Credence Server to remove. Only large ciborium, and any pxy will remain on center corporal. 3. Pull the host corporal down to the edge of the altar. 4. Bow to altar and proceed to stand by missal table.	9		-			
### second with about a 2 second noticeable pause between rings. ### When Priest leavates Chalice following the words, #### " Do this in memory of Me." Communior Altar Clearing						
When Priest elevates Chalice following the words, Ring the bells 3 times. Each of the 3 rings should last about 2 seconds with about a 2 second noticeable pause between rings.	10	When Priest elevates Sacred Host after the words,	Ring the bells 3 times. Each of the 3 rings should last about 2			
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chair facing the altar. 16 Following the Prayer After Communion. Ensure missal is returned to missal table and proceed with Missal Server to stand by the cross and candles. 17 After St. Michael Prayer. 18 When Priest moves to reverence altar with a kiss. 19 When Priest genuflects. 10 When Priest genuflects. 10 Bow head (or genuflect if not carrying an item). Turn and proceed in recessional. Stop and pray in atrium with Priest. 10 Ensure candles extinguished after 5:00 and 11:00. Ensure servers signed in and review areas for improvement. 10 End of Mass: If Solemn Blessing / Prayer over People is Performed (During Christmas, Lent, Easter Seasons and Holy Days) 1 Following the Prayer After Communion (during Announcements) when Missal Server returns to credence table. 1 Upon reaching missal table at the beginning of mass, 1 Upon reaching missal table at the beginning of mass, 2 When Priest moves to the table with holy water. 3 When Priest finishes blessing the water and salt and Missal Server returns to table. 4 As Priest is returning to his chair after sprinkling. 1 Ensure Missal Server returns to the Priest with the missal for the conclusion of Sprinkling Rite.	13					
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