

	Cue	Action
	<p>Before Mass:</p> <p>*Determine Priest and if there is a Deacon.</p> <p>*Check calendar to determine mass to set missal.</p> <p>*Check missal below the Prayer After Communion to see if a Solemn Blessing or Prayer over People.</p> <p>*Check with Master of Ceremonies or Priest to determine if there will be anything out of ordinary.</p> <p>*If no Deacon, review procedures for altar preparation and for incensing Priest and people.</p> <p>*If incense is used, review Thurifer Cue Card.</p> <p>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.</p> <p>Note: If possible, it is best to not put a new/very inexperienced server by self as Credence Server.</p>	<p>1- Ensure altar and procession candles are lit.</p> <p>2- Ensure correct missal is on table and open to Collect Prayer ribbon for correct Mass.</p> <p>3- Check credence table for chalice with purificator/pall/paten/corporals, tray of ciboria, bowl/towel, and water.</p> <p>4- If Solemn Blessing or Prayer over People at the end of Mass, ensure ribbon on page listed below the Prayer After Communion.</p> <p>5- If Sprinkling Rite (Easter Season), ensure ribbon on appropriate page (1296) and holy water/ aspergillum on missal table.</p> <p>6- Discuss with servers which roles they will be performing and review procedures with trainees or inexperienced servers.</p> <p>7- Point out any anything out of ordinary or areas needing focus – e.g. Incense, Solemn Blessing, Sprinkling Rite, etc.</p>
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: When Fr. Suresh reaches his chair.	Ensure Missal Server stands <u>past</u> the Priest's chair facing the altar and then holds the folder during Introductory Rites.
3	During the Gloria at the words "... <i>You alone are the Most High....</i> " 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 <u>stands with the folder.</u> Note: If only 2 servers (e.g. 7:30),	Ensure Missal Server holds folder. 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 Note: Ensure Credence Server delivers items to altar.	Proceed to the missal table to prepare the altar. With the Missal 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.	<p>Proceed to the altar to prepare it (see diagram).</p> <ol style="list-style-type: none"> 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.

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		Cue		Action	
Gift Reception / Hand Washing / Bell Ringing					
8	When Priest moves to front to receive gifts.		Ensure Missal Server joins Credence Server to receive gifts and then washes Priest's hands.		
9	After kneeling for Sanctus/Holy, Holy and when Priest places hands over gifts during the Epiclesis.		Ring the bells once for <u>2</u> 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 <u>2</u> seconds with about a 2 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 <u>2</u> seconds with about a 2 second noticeable pause between rings.		
Communion / Altar Clearing					
12	After Priest consumes the Precious Blood and places chalice on altar.		Move with other servers to stand near the tabernacle (missal side) to receive communion.		
13	After receiving 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 pyx 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.		
Prayer After Communion / Recessional					
14	When Priest/Deacon genuflects to Our Lord in tabernacle.		Genuflect facing tabernacle. If Priest moves to his chair or credence table without folding the corporals, immediately proceed to the altar to fold them and deliver to credence table.		
15	When the Priest returns to his chair or after folding the corporals and returning to missal table.		Place missal in Missal Server's arms open to the Prayer After Communion ribbon. Ensure Missal Server stands past the Priest's 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.		Retrieve candles or cross and stand by missal side chairs.		
18	When Priest moves to reverence altar with a kiss.		Proceed to center aisle by 3rd row and turn to face altar.		
19	When Priest genuflects.		Bow head (or genuflect if not carrying an item). Turn and proceed in recessional. Stop and pray in atrium with Priest.		
20	After mass.		Ensure candles extinguished after 5:00 and 11:00. Ensure servers signed in and review areas for improvement.		
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.		Turn missal to the Blessing or Prayer over People. There should be a ribbon at the page number listed under the Prayer After Communion. Ensure Missal Server stands past the Priest's chair and missal is returned to missal table.		
Beginning of Mass: If Holy Water Blessing and Sprinkling is Performed (Typically Easter Season)					
1	Upon reaching missal table at the beginning of mass,		Place missal in Missal Server's arms open to Sprinkling Rite (pg 1296 in large missal). Note: If incense, will need to ensure Credence Server places missal in Missal Server's arms.		
2	When Priest moves to the table with holy water.		Ensure Missal Server joins Priest at table.		
3	When Priest finishes blessing the water and salt and Missal Server returns to table.		Place missal on table (still open to Sprinkling Rite) until Priest is almost done sprinkling the people.		
4	As Priest is returning to his chair after sprinkling.		Ensure the Missal Server returns to the Priest with the missal for the conclusion of Sprinkling Rite.		
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