

## **GUIDELINES FOR SERVING MASS AT ST. PATRICK'S**

### **Before Mass:**

Arrive in sacristy at least 15 minutes before mass time. Wear long pants/slacks (no shorts) and dark shoes; NEVER sneakers (unless they are completely black), sandals, clogs, or high heels). Select cassock and surplice that fit. Bottom of surplice should be at least hand level when hands are by side. (Longer is better than shorter).

Wear ribbon/medal as appropriate for year's service.

Check-off your name on schedule to indicate your attendance.

Check that priest's chalice, paten, purificator and host are on table below Blessed Mother's statue as well as water, bowl and towel for washing of hands.

Be certain water and wine is on table in back of church for offertory bearers. For most masses there will be ciborium of hosts also.

Light candles on altar and by tabernacle using the taper holder/extinguisher (except after 7:00AM mass).

If possible, go to rear of church together, led by Lead Server. Genuflect when passing tabernacle. Be in back of church 5 minutes before mass time

Say before mass prayer posted in Sunday Sacristy before mass

### **Mass:**

#### **Procession down aisle**

Candle bearers light candles. Lead server will process down the aisle after usher rings bell or if there is music, choir begins to sing, candle bearer's following. (If you are late and processional is about to begin, do not run down side aisle to try to get in procession. Wait under Blessed Mother's statue and when priest ascends altar, take your place.

#### **Penitential Rite and Opening Prayer**

Server to priest's right (server #2) should have black notebook ready after opening sign of cross. Server on Priest's left holds sacramentary after priest says, "Let us pray". (After Gloria or if priest is in purple, after "Lord have mercy".)

#### **Gospel**

After the Psalm is sung/read, Server #2 will go to the Sacristy and light two candles. Immediately after the second reading is complete, Server #3 will also go to sacristy. Both immediately take position in front of the platform till priest/deacon moves to pulpit, then take places for Gospel. Hold the candle so that it is on your side which faces the congregation in main part of church. After Gospel, Server on altar descends in front of pulpit, joining server on who was on the platform and exit together. Extinguish candles and return to your seats on the altar.

#### **Prayer of Faithful**

Server to priest's right should have black notebook ready after the Creed to hand to priest for Prayer of the Faithful.

#### **Offertory**

**For three servers** After the homily, place chalice, paten with host, sacramentary and ciborium (if any) on altar. Pass in front of pulpit. Go with priest down steps to receive wine and water cruets and ciborium from gift bearers. Server with hosts, place on altar and proceed to credence table (in front of pulpit) to ready water and finger bowl for washing of hands. Servers with cruets go to altar, standing on edge of carpet and hold for priest to take. Server with wine cruet should be closest to altar and hold it out first. When servers return with cruets, one should unfold towel and proceed to altar for washing of hands, passing in front of pulpit.

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**For four servers with candles at offertory** After the Prayer of the Faithful, the Server #3 sitting beside the Lead Server will go back and light the two candles. The other Server #3 will assist Server 2 in bringing the Chalice and sacramentary to the altar. If there is a ciborium, Server #2 will make a 2nd trip to credence table and bring to the altar. The two server #3's will then process down the center aisle. If the gift bearers are not seated in the back, they will fall in behind you. Stop at last pew and face each other, allowing gift bearers to get by. Then face the altar and wait for priest to begin moving toward center aisle, at which time you will process down aisle. When you reach front of church, stand in front of first pew facing each other. After the gift bearers move to return to their seats, join together and exit by pulpit side, extinguish candles and prepare for washing of hands. Stand in front of first pew with bowl, water and towel and wait till other servers return from water and wine before ascending to the altar. IMPORTANT: If there is a "no-show", then omit candles for the offertory procession.

### **Consecration**

Kneel on kneeler in front of pulpit. Lead Server ring bell three times (loudly). (1) When priest places hands over chalice; (2) when priest raise the Body of Christ over head; (3) when he raises chalice over head. Ring for as long as priest holds host and chalice up.

### **Communion**

After Priest receives communion, stand by pulpit to receive communion. (Receipt of Precious Blood is optional, should priest offer It.)

### **Post Communion**

As priest is returning to altar after giving Communion, server nearest credence table bring water cruet (not one used for washing hands) to altar, passing in front of pulpit. Pour into chalice or hand to priest, whichever he prefers. When priest returns to his chair, remove chalice, paten, purificator and sacramentary to credence table, passing in front of pulpit. Return to seats passing behind pulpit. Server to right of Priest should hand him the black notebook for reading of announcements.

### **Final Prayer**

Server to priest's left holds sacramentary when he says "Let us Pray." or "Stand for Final Prayer" or similar words. If he says "Bow your head and pray for God's blessing, continue to hold book till he finishes reading prayer.

### **Recessional**

Candle bearers should not leave until after the final blessing (except for masses without music- then leave before blessing). Following dismissal, Lead Server takes position with candle bearers standing behind cross bearer on choir side. When priest moves forward, go to center aisle and face forward. When priest bows, (do not bow if you are carrying candles or cross), turn and process down aisle.

### **After Mass:**

Say after mass prayer posted in bride's room. Wait till congregation has cleared side aisle before returning to sacristy. Genuflect when passing tabernacle.

Return priest chalice, paten, cruets, purificator, towel, finger bowl and empty ciboriums to sacristy. Rinse and dry finger bowl. Place used purificator and hand towel in laundry bin.

Extinguish all candles using the taper holder/extinguisher except after the 7:00. Either refill cruets for next mass, or empty as appropriate. Prepare priest chalice for next mass and refill ciboriums with hosts. (except after 7:30 Pm and 12:30 PM masses). Neatly hang cassock and surplice.

### **Notes:**

When sitting, your hands should be folded in lap, and look at priest, lector, choir/ cantor or straight ahead, depending on the mass part. When standing, walking or kneeling, fold hands. Remember that you are on the altar and congregation sees all your movements. There is NEVER an urgency that requires you to race when serving mass.