

# Before Mass

- Arrive in sacristy at least 15 minutes before mass time
- Select cassock and surplice that fit. Bottom of surplice should be at least finger tip level when hands are by side.
- Wear ribbon/medal appropriate for year's service.
- Check-off your name on schedule to indicate your attendance

# Before Mass continued

- Note who priest will be and check that his chalice is properly set up.
- Check that cruets/ciboriums are on table in back of church.
- Check that CLEAN finger towel/water pitcher/bowl are on credence table.

(Note: For 7:30 PM and 7:00 AM Masses, you will need to do all of above above rather than “Check”)

- Light candles on Altar/Beside tabernacle.
- Go together to Sunday sacristy, genuflecting at tabernacle. Say prayer before mass.

# After Mass

## For all masses except 7:30 PM Sat and 12:30 PM Sun

- Extinguish candles (Except after 7:00 AM Mass)
- Prepare priest's chalice (Host/**clean** purificator/pall) for next Mass  
    Check schedule for which priest has next mass
- Empty & dry finger bowl, refill water pitcher and put on credence table with **clean** finger towel
- Fill cruets and ciboriums. Take to back of church . If more than one ciborium, place one on credence table.

## For 7:30 PM Sat and 12:30 PM Sun

- Extinguish candles
- Empty cruets
- Purify ciboriums
- Return priest chalice and ciboriums to safe
- Empty finger bowl and water pitcher

## All Masses:

- Place soiled linen in laundry bin
- Neatly hang up surplice and cassock in proper place in closet

# PROCEDURES FOR SERVING IN CENTER

- Normally only two servers assigned
- Vest in Church sacristy
- Bring smaller cross from Sunday Sacristy to center. No candles
- All sacramentals in Mr. Wolf's office
- Priest reads opening /closing prayer from altar
- Offertory duties same as church
- Stand for Consecration - Bells by server chair
- Post communion duties same as church
- Put sacramentals away after mass

# Procedure for Candles at Gospel

- Server # 2 leave altar after the Psalm to light candles
- Server # 3 leave altar immediately after 2nd reading
- Both servers then move to stand in front of the platform, facing altar.
- Take you places as priest moves to pulpit
- After gospel, server on altar exits in front of pulpit, joining server on platform and process off together

# Procedure for Candles at Offertory Procession

- Immediately after prayer of faithful, servers on pulpit side bring up chalice & sacramentary
- Server #3 on choir side go back to light two candles.
- Two server #3's the process up center aisle to back of church with candles.
- Face altar - When priest arises, begin to process down aisle.
- Stand in front of first pew facing each other till gift bearers pass begin to return to seats.
- Come together & process to pulpit side, extinguish candles, prepare for washing of hands.