

Sacred Heart of Jesus Server Guidelines 2010-11

Dear Servers,

Please read through the following guidelines and note changes in bold type. Beginning with this scheduling period we are scheduling two servers for each mass. I REALLY appreciate the "Sunday" servers willingness to help out with Saturday masses. If you cannot make your scheduled time, please try to arrange for a trade or a substitute.

You will notice that the servers' chairs have been moved to the space behind Fr. & Deacon Steve's chairs. This is to help you be aware of when you are needed to assist with something. It will also allow you to kneel during the Eucharistic prayer.

If you have any questions about any of these things, just ask.

Thank you for your ministry to our parish.

Peace,

Barb Black

Code of Conduct:

- ✦ Be serious, respectful, and courteous at all times, especially when on the altar.
- ✦ Sit quietly and pay attention to the readings and homily. Respond to the prayers and sing with the rest of the congregation. If you need to cough, sneeze or yawn, cover your mouth and do not draw attention to yourself.
- ✦ Keep your feet on the floor, don't cross your legs, and fold your hands in your lap when you are seated.
- ✦ If you are not well enough to make it through mass without having to go to the bathroom, you should NOT serve.
- ✦ If another server needs help or needs to be reminded of what to do, help them in a kind way.

When you get your schedule:

- ✦ **Check to be sure you can serve the dates you are scheduled for. If you can't, find a substitute.**

Before Mass begins:

1. Be at church 15 minutes before mass starts.
2. Get rid of your gum and be sure your shoes are tied tightly. Go to the bathroom! Wash your hands. Get dressed. **We will soon be having cinctures (ropes) to match the color of the liturgical season. If unsure which color to use, ask Barb or Deacon Steve.**
3. First server to arrive lights the candles by the tabernacle and altar. He/she will also be responsible for turning the bells on and off .(Saturday only) Then get the crucifix.
4. If you have not been scheduled to serve, but think a server might be needed, check with Barb or Deacon Steve and offer to serve.

Entrance Procession:

5. Crucifix bearer (first server to arrive) leads, then other server, lector, Father.
6. When you get to the altar, move to the left. If you are not carrying anything, genuflect with Father. Go to your chair...First server closest to Father.

During Mass:

7. The second server will be the one to hold the Sacramentary for Father during the beginning and **ENDING** prayers.
8. Both servers will be responsible for preparing the altar at the offertory.

Preparing the altar and offertory:

9. First server... take the Sacramentary to the altar and open it one page back from the **PURPLE TAB**. (Deacon Steve will assist with this.) Be sure it will be out of the way of the other vessels. Then go to the credence table and bring the cups and purificators, lining them up on the right side of the altar. (You may need to make 2 trips.)
10. Second server...go to the credence table and bring the chalice to the altar. Unfold the corporal and place it flat in the center of the altar. Place the chalice and purificator on top of the corporal towards the right.
11. If you finish before the gifts are brought up, return to your seat. When Father stands to receive the offertory gifts, the first server will go to the St. Joseph side of Father, and the second server will go to the Mary side of Father.
12. If you receive the flask of wine, go to the back of the altar and wait until Father or Deacon Steve comes to take it from you. After Father takes the flask from you, go to the credence table and get the towel, unfold it and put it over your forearm, pick up the bowl and go wait for Father to wash his hands. Hold the bowl steady!
13. If you receive the collection basket, put it in front of the altar. Then go get the water cruet from the credence table and come to stand next to the server with the wine. After Father has poured the water into the wine **STAY THERE** and wait until the other server comes back with the bowl to wash Father's hands. Pour water carefully and stop when Father lifts his hands.
14. Return bowl, towel, water cruet, and empty wine flask to the credence table and go to your place by the chairs.

During Communion:

15. Remember to bow before receiving communion and say, "AMEN".
16. When communion ministers go to their stations, the first server takes the Sacramentary from the altar to the table by Father's chair. The second server takes the chalice, purificator and corporal to the table in the sacristy.

End of Mass

17. When the closing song has begun, watch for Father to move. Crucifix bearer will get the crucifix and all servers will move to the front of the altar with Father and Deacon Steve. Genuflect with Father. Crucifix bearer will lead, then other server, then Father.
18. Second server should take the candle snuffer and put out the candles.
19. Neatly hang your alb and cincture.

Have a great day!