

## Sacred Heart of Jesus Server Guidelines 2008

### 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. (*Recently I noticed a server cleaning his glasses during the WHOLE homily. Needless to say, I was distracted!*)
- ✚ 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 without pushing them out of the way. (*People in the church have seen this happen several times lately!*)

### 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.
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.
4. Third server (or second, if there are only 2) get the crucifix.
5. If you have not been scheduled to serve, but think a server might be needed, check with Father and offer to serve.

### Entrance Procession:

6. Crucifix bearer leads, then other servers, lector, Father.
7. 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, second server in the middle, third server farthest from Father.

### During Mass:

8. The first server will be the one to hold the Sacramentary for Father during the prayers and help prepare the altar at the offertory.
9. The second server to arrive will be responsible for preparing the altar at the offertory and, if there are only two servers, carrying in the crucifix.
10. The third server will be responsible for the crucifix and, if necessary remind the other servers what to do.

### Preparing the altar and offertory:

11. First server... take the Sacramentary to the altar and open it one page back from the PURPLE TAB. 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 left side of the altar. (You may need to make 2 trips.)
12. 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.

13. 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.
14. If you receive the flask of wine, go to the back of the altar and wait until Father 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!
15. 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.
16. Return bowl, towel, water cruet, and empty wine flask to the credence table and go to your place by the chairs.

During Communion:

17. Remember to bow before receiving communion and say, "AMEN".
18. 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

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

Have a great day!