

Crucifer Cue Sheet

CUE	ACTION
At least 20 minutes before Mass begins	Arrive at church 20 minutes before Mass, sign-in in the Ministry Room and vest. Meet with the Instituted Acolyte to review procedures for the Mass. Remain in the Ministry Room with other ministers for prayer.
5 minutes before Mass	Retrieve the processional cross and line up with the candle servers for the procession.
Entrance Procession	When the music begins, raise the cross into position and lock elbows against side. As soon as singing begins, start the procession. Maintain a moderate pace about 4 feet ahead of the Candle Servers. Go around the Baptismal Font on the right. Just before reaching the Sanctuary, turn left in front of the Middle Server and proceed to the cross stand. Place the cross in the stand facing the Reservation Chapel. Proceed to your chair with hands folded. Use the Worship Aid to sing the Gathering Hymn and Gloria.
During the Singing of the Gloria	At the second " <i>Jesus Christ</i> " retrieve the Book of Excerpts from the credence table. Go to the MC who will open the book. If there is no MC, take the book to the Instituted Acolyte. Stand next to the left of the Presider's chair. When the Gloria is finished, move in front of the Presider and hold the Excerpts while he prays the Collect. After the Collect, bow your head to the Presider, return the book to the credence table and be seated. The other Servers will sit in unison with you.
Readings	Sit up straight, with feet together in front of you and hands folded, while listening to the readings. During the psalm, use your Worship Aid to sing the response.
Gospel	At the end of the second reading, when the Deacon rises to receive a blessing from the Presider, stand up with the other servers. If there is a Gospel procession, prompt the Side and Middle Servers to retrieve their candles when the 2 nd reader turns to leave the ambo. Remain standing for the Gospel.
Creed	Recite the Creed with the congregation. Bow throughout " <i>By the power of the Holy Spirit, He was incarnate of the Virgin Mary and became man.</i> " It is at this time that the MC or IA will open the presider's binder to the Intercession prayers for you to hold. With the binder, you will stand next to the presider's chair and move in front of him as the Creed concludes. At the conclusion of the prayers, return the binder to the MC or IA. (or place the binder on the side table next to the presider.
After the Intercessions	Do not sit, lead the servers to the credence table with folded hands. Pick up the Corporal and take it to the altar. Place the Corporal on the bottom, center section of the altar and unfold it to the left and right. Step to the side of the altar, pick up the Corporal with the Middle Server and move it to the middle section of the altar. Open it to cover the top part of the altar, then the bottom part. Gently pull corners to smooth out and position neatly. The Side Server will place the Roman Missal in the center of the altar.
Presentation of the Gifts	Immediately after the altar corporal is set, the Crucifer and Middle Server approach the Presider as the gifts are presented. After the Captain takes the wine from the Presider, take the paten of pyxes to the SW corner of the altar. Ensure the pyxes are open. Return to the credence table with the Middle Server, retrieve the Lavabo set (bowl, pitcher and towel). Stand with the Middle Server on the choir side of the altar. You have the bowl and pitcher. The Middle Server will open the towel completely. As soon as the Presider starts the profound bow, step forward with the Middle Server. (If Mass with incense, wait to step forward until the Presider hands off the thurible to the Deacon.) Hold the bowl at the proper height so the Presider can easily place his hands in the bowl. When the Presider turns to you, pour water on his hands over the bowl. When done, bow your head to the Presider, return the bowl and pitcher to the credence table and then stand behind your chair.
Our Father and Sign of Peace	Do not hold hands with the other servers but stand with your hands folded. Acknowledge the other servers with a handshake and greeting. If the Roman Missal is closed on the altar, retrieve it and place it on the corner of the Credence table. If the Roman Missal is still open, leave it on the altar. Retrieve it after you have received Communion.
Communion	The EMHCs will enter the sanctuary via the ramp to receive Communion. Rise and line up after the last EMHC to receive Communion. After receiving Communion, return to your chair and kneel.
After Communion	As soon as the Presider leaves the altar to return to his chair, go with the Middle Server to the altar, fold the corporal and return it to the credence table.
Concluding Rite	After placing the corporal on the Credence table, retrieve the Book of Excerpts and go to the MC who will open the book. If there is no MC, take the book to the Instituted Acolyte. Stand to the left and slightly behind the Presider's chair. As soon as the Presider stands move in front of him and hold the book for the Prayer after Communion. If there is also a Prayer over the People, step to the side during the announcements, then step back in for the Prayer over the People. When the prayers are done, the Presider will close the book or gesture to you to do so. Bring the Book of Excerpts to the credence table and proceed to retrieve the Cross.

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End of Mass when the Deacon says "<i>The Mass is ended....</i>"	Begin walking at a moderate pace to the center aisle and stand at the 5 th pew. Turn to face the altar. When the Presider bows, bow your head. When the Presider turns, turn around to the right and begin processing out. As you reach the Baptismal font, go to the left and place the cross in the stand in the narthex.
After Mass	Return to the Ministry room. Remove your cross, cincture, and alb and put them away.