

Middle Server 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	Light your candle and line up in the narthex for the procession. The Middle Server lines up on the left side when facing the Altar.
Entrance Procession	When the procession starts, walk at a moderate pace about 4 feet behind the Crucifer and even with the Side Server. Go around the Baptismal Font on the right. As you approach the Sanctuary, allow the Crucifer to cross in front of you, then go up the steps and move along the white stone edge of the Sanctuary to the candle stand. Carefully place your candle in the stand, and with hands folded, proceed to your chair (chair nearest to the credence table) and stand in front of it. As you cross behind the altar, stop, and bow to the altar. Use the Worship Aid to sing the Gathering Hymn and Gloria.
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	If there is no Gospel procession , 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 simple Gospel procession , as the 2 nd reader turns to leave the ambo, stand with the Side Server to retrieve your candle. As you cross behind the altar, stop, and bow to the altar. Moving along the white stone edge of the sanctuary, proceed with your candle to a point about 4 feet in front of the corner of the altar. For a solemn Gospel procession , descend the steps and stand on the 3 rd white stone facing the congregation. After the Deacon shows the Book of the Gospels to the congregation, he will step forward between the Middle and Side servers. When the Deacon turns to his right, also turn to the right and lead the Deacon to the ambo. Go behind the ambo and take your place on the Altar side of the ambo facing the Side Server. Hold your candle at the same level as the Side Server. At the end of the gospel, cross the Sanctuary and place the candle in the stand on the Credence Table side. Then take the Side Server's seat (Middle and Side Servers will have swapped seats after either Gospel procession).
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>
After the Intercessions	Do not sit, follow the Crucifer with hands folded to the credence table and then to the Altar. After the Crucifer has unfolded the Corporal lengthwise, step to the side of the altar, pick up the Corporal with the Crucifer 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 the corners to smooth out and position neatly.
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 Crucifer takes the paten of pyxes to the altar, the Presider holds the ciborium of unconsecrated hosts. Remove the lid/cover from the ciborium. Take the lid to the Credence table. With the Crucifer, retrieve the Lavabo set (bowl, pitcher and towel) and move to the choir side of the altar. Open the towel completely to present to the Presider. As soon as the Presider starts the profound bow, step forward with the Crucifer. (If Mass with incense, Crucifer and Middle Server step forward when the Presider hands off the thurible to the Deacon.) After the Presider washes his hands, hand him the open towel. He will hand it back to you after drying his hands. When done, bow your head to the Presider and return the Lavabo set to the credence table. Return to your regular chair and stand behind it.
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.
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, take the sanitizer spritzer and stand behind the Lead Bowl EMHC (usually the side opposite the presider's station).
After Communion	As soon as the Presider consolidates the Eucharist and leaves the altar to return to his chair, go with the Crucifer to the altar, fold the corporal and return it to the credence table.
Concluding Rite	After a time for reflection, the Presider and Deacon will stand. All servers are standing since the Crucifer is standing. After the Prayer and Announcements and as soon as the Deacon has finished the Dismissal ("Go forth, the Mass is ended"), retrieve your candle and walk at a moderate pace, evenly with the Side Server, to the center aisle to the 4 th pew. Turn and face the Altar and wait for the other ministers to line up. When the Presider, Deacon and ministers finish their bow, turn and begin processing out following the Crucifer.
After Mass	Return to the Ministry Room, place the candle in its stand, and snuff it out. Remove your cross, cincture, and alb and put them away.