

Side 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 Side Server lines up on the right 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 Middle Server. Go around the Baptismal Font on the right. As you approach the Sanctuary, proceed up the steps (without stopping) 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 (3rd chair from the credence table) and stand in front of it. 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 Middle Server to retrieve your candle. 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 follow the Deacon to the ambo. Take your place on the Reservation Chapel side of the ambo facing the Middle Server. Hold your candle at the same level as the Middle Server. At the end of the gospel, place the candle in the stand nearest the Ambo. Then take the Middle Server's seat. As you cross behind the altar, stop, and bow to the altar. (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	Immediately after the intercessions, the Crucifer and Middle Server will prepare the altar. Retrieve the Missal and place it on the altar once the corporal has been set. NOTE: If Fr. Luis Armas is presiding, bring the wooden stand with the Missal to the altar. Place both on the altar. Return to your chair, stand behind it, ready to kneel.
Presentation of the Gifts	The Crucifer and Middle Server will receive the gifts as they are brought to the Presider. They will then wash the hands of the Presider.
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 tabernacle key from the credence table and stand on the floor nearest the incense station. When the Captain has finished placing the EMHCs, <u>lead</u> the Captain into the Reservation Chapel, opening the door of the chapel. Hand the tabernacle key to the Captain. (when the Captain opens the tabernacle door, genuflect). Take the tabernacle key from the Captain, return it to the credence table, and resume kneeling at your chair.
After Communion	As the Presider returns to the altar to consolidate the Hosts, retrieve the tabernacle key from the credence table and stand on the floor near the incense station. When the Captain is carrying the large ciborium toward you, <u>lead</u> the Captain into the Reservation Chapel. Open the door and enter with the Captain. Give the key to the Captain. After the Ciborium is placed in the tabernacle, genuflect. Return the key to the credence table and stand at your seat.
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 Middle 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.