

# OLBH – Server Instructions

*Normal Sunday Mass – no incense*

## Before Mass

Arrive 20 minutes early. If you can't be there, please find a replacement so the sacristans won't have to find one at the last minute.

- Check your name off the ministry schedule be on the counter in the gathering area, and let the sacristans know you are here.
- Open a hymnal to the Opening Song at the server chairs so that you can join in singing after the procession.
- Candle bearers light the candles at the altar and ambo. Bow toward the altar before going up the steps. Go up and down the front steps, not the side steps.

## Introductory Rites

### ***Entrance Procession***

Enter in the following order, leaving five pews between you:

1. **Cross Bearer/MC** in front of the baptismal font
2. **Candle Bearers**, one step behind of the Cross Bearer/MC.
3. **Deacon or First Reader**, elevating the Book of Gospels
4. **Priest**

Do not rush down the aisle, but proceed slowly. The Cross Bearer and Candle Bearers stop in front of the altar together, then bow your head to altar, and proceed to the following positions:

- **Candle Bearers:** Place the candles in their stands, go to the server chairs and join in singing the song.
- **Cross Bearer/MC:** Wait until the candle bearers have moved up the steps, then put the cross in its stand. Proceed to the first server chair next to the stool and join in singing the song.
- **Deacon or First Reader:** When you reach the altar, do NOT bow because you are carrying the *Book of the Gospels*. Proceed around the right side of the altar between the ambo and the altar, and lay the *Book of the Gospels* on the altar. Do not stand the book on end since that causes the binding to break. Leave on the left side and return to your pew (no bow is necessary).
- **Cross Bearer/MC:** At the end of the Opening Song, take the Roman Missal to the Presider and open it to the Introductory Rites, which will be marked with a ribbon. Check ahead of time to see which ribbon marks the Introductory Rites.
- Stand directly in front of the Presider, holding the book open.
- Rest the top of the book on your upper chest to hold it still.

*Greeting – Penitential Act – Kyrie – Gloria – Collect*

### Liturgy of the Word

*First Reading → Responsorial Psalm → Second Reading*

*Gospel Acclamation → Gospel Reading → Homily*

*Profession of Faith → Universal Prayer*

### Liturgy of the Eucharist

#### *Offertory Hymn*

**Preparation of the Altar** (When a DEACON is present, the MC presents the following items to him and he arranges them on the altar.)

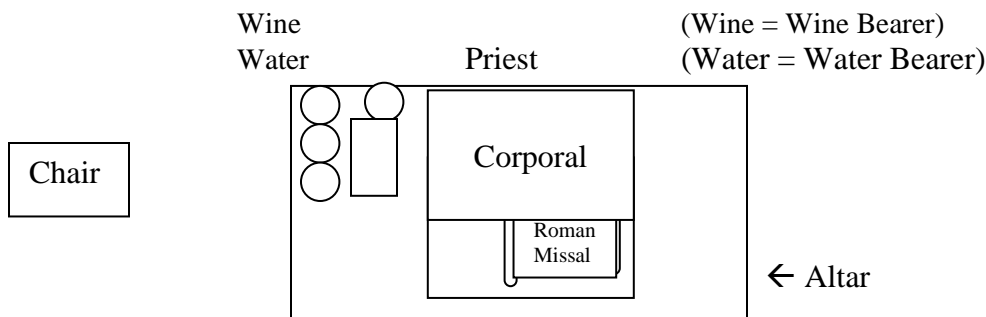
**Cross Bearer/MC:** When the offertory hymn starts, begin to prepare the altar.

1. Bring the Roman Missal and corporal to the altar.
  - Place the corporal in the center about 1 inch from the bottom edge.
  - Place the Roman Missal with stand in the center at the top edge of the corporal.
2. Bring the four chalices to the altar, two at a time.
  - a. Place all the three smaller chalices on the right side of the altar.
  - b. Put the main chalice nearest to the back edge, in the next line to the smaller chalices.
3. Place 4 purificators in one pile between the cups and the corporal.
4. Return to the credence table and stay there to direct the servers.

#### *Presentation of the Gifts*

**Candle Bearers:** When the offering is completed, the Priest or the Deacon will move to the front of the altar to receive the gifts. Join him, one on either side of him.

1. The Priest (or Deacon) will hand the collection and the wine to the servers, and he will take the bread.
2. Wait until everyone has received the items, then everyone moves together:
  - a. The wine bearer goes up the front steps between the Presider's chair and the altar, stands closest to the wall and faces the Priest.
  - b. The server with the collection places it near the credence table, then brings the water cruet to the priest so he can pour water into the wine.



**Candle Bearers:** Both servers wait until the wine & water have been poured, then go down the side steps together. Place the wine flagon and water cruet on the credence table, and return to your chair.

**Cross Bearer/MC:** One of the candle bearers pick up the towel and hold it in two hands, open. CB/MC pick up the pitcher and lavabo bowl. As soon as the servers (above) leave the altar, approach the priest so he can wash his hands. As he is done washing the hands, he will bow to you, at that time you bow back. Then go back down the steps, place the bowl and towel on the credence table, and return to your chairs.

*Prayer over the Gifts → Eucharistic Prayer*

### Communion Rite

*Our Father → Sign of Peace*

**Cross Bearer/MC:** During the sign of peace, take the extra paten to the altar and hand it to the priest. When a Deacon is present, hand it to him. Offer peace to the Presider (and Deacon).  
CHECK PRIOR TO MASS IF SECOND PATEN WILL BE USED.

*Breaking of the Bread (Fraction Rite) → Communion Hymn*

*Communion*

**Cross Bearer/MC:** As soon as you have received communion, and when the Eucharistic Ministers have left the altar, go and take the Roman Missal with the stand back to the server chairs.

*Purifying the Vessels*

**Cross Bearer/MC:** proceed with water cruet to the Deacon/Priest. Return cruet to the credence table.

**Deacon Purifying:** Wait with the other servers at the base of the steps nearest the credence table until the Deacon has completed purifying the vessels. Crossbearer/MC and servers proceed to the altar to the Deacon, he will hand the vessels two at a time. Repeat until the altar is cleared and then return to your seats.

**Priest Purifying:** Wait with the other servers at the base of the steps nearest the credence table until the Priest places two vessels on the right side of the Altar. Proceed to the Altar and move two vessels at a time to the credence table. Repeat until the Altar is cleared. Then return to your seats.

*Clearing the Altar*

After everyone has received communion if the vessels are not purified at the Altar, and the Presider (or another Eucharistic Minister has been to the tabernacle, and sat down, then do the following:

**Cross Bearer/MC** leads the servers to the altar:

- **MC** hands the patens on the altar to the **Candle Bearers** who will take them to the credence table. Do not stack them.
- Carefully fold the corporal, remove it from the altar, and place it on the credence table.
- Return to your chair.

\*When a **DEACON** is present, he will lead the clearing of the altar,  
and the servers will approach the altar as soon as he begins to fold the corporal.

### *Silence → Prayer after Communion*

**Cross Bearer/MC:** During the silence, find the *Prayer after Communion* in the Roman Missal. When the Presider stands up, bring him the Missal and open it to the *Prayer after Communion*.

## Concluding Rite

### *Announcements → Greeting → Blessing → Dismissal*

### *Recessional and Closing Hymn*

As the congregation starts singing the closing hymn, the servers start to move together:

- **Cross Bearer/MC** gets the processional cross and proceeds down the center aisle to the second pew, then turns around and faces the altar.
- **Candle Bearers** get the candles from the stands, proceed to the center aisle and turn around facing the altar, standing one on each side of the Cross Bearer (one step in front of the Cross Bearer).
- When ready, the priest (and Deacon), will venerate the altar and they will come down to the aisle.

**All Servers:** Make a simple bow (head only) toward the altar in unison when the Priest bows, then turn around and process out.

**All Servers:** When you arrive in the gathering space, stop in the center and turn around to face the Presider. **Candle Bearers** will stand on each side of the Cross Bearer. **The priest will bow to the cross and say “Blessed be God”, at which the servers will respond “Now and Forever”.** Then all return to the sacristy.

## After Mass

### **Candle Bearers:**

After most people have left, and the music has ended, extinguish the candles in the sanctuary, and replace all candles in their stands next to the altar.

## **ACTIONS**

**Simple Bow:** a bow of the head.

**Profound Bow:** a bow of the body from the waist.

**Genuflection:** bending the right knee and touching it to the floor in reverence toward the Blessed Sacrament in the tabernacle.

**Our Father:** Hands together as in prayer, do not hold each others hands.

**Prayer:** Hands together, do not hold hands out like the Priest.

## **PLACES**

**Sacristy:** This is the room where the vestments and sacred vessels are stored. The priest, deacon and servers get ready in this place.

**Nave:** The main body of the church where the assembly is seated in pews.

*(updated 10/2019)*

# OLBH – Server Instructions

*(Mass with incense)*

## Before Mass

Arrive 20 minutes early. If you can't be there, please find a replacement so the sacristans won't have to find one at the last minute.

- Check your name off the ministry schedule be on the counter in the gathering area, and let the sacristans know you are here.
- Open a hymnal to the Opening Song at the server chairs so that you can join in singing after the procession.
- Candle bearers light the candles at the altar and ambo. Bow toward the altar before going up the steps. Go up and down the front steps, not the side steps.

## Introductory Rites

### *Entrance Procession*

Enter in the following order, leaving five pews between you:

1. **Thurifer** approaches the priest so that he can insert incense into the thurible. Then the thurifer stands in front of the baptismal font.
2. **Cross Bearer/MC** behind the thurifer, but in front of the baptismal font
3. **Candle Bearers**, one on each side of the Cross Bearer/MC.
4. **Deacon or First Reader**, elevating the Book of Gospels
5. **Priest**

Do not rush down the aisle, but proceed slowly. The Cross Bearer and Candle Bearers stop in front of the altar together, then bow your head to altar, and proceed to the following positions:

- **Thurifer:** Stand behind the Presider's chair until he asks for the incense.
- **Candle Bearers:** Place the candles in their stands, go to the server chairs and join in singing the song.
- **Cross Bearer/MC:** Wait until the candle bearers have moved up the steps, then put the cross in its stand. Proceed to the first server chair next to the stool and join in singing the song.
- **Deacon or First Reader:** When you reach the altar, do NOT bow because you are carrying the *Book of the Gospels*. Proceed around the right side of the altar between the ambo and the altar, and lay the *Book of the Gospels* on the altar. Do not stand the book on end since that causes the binding to break. Leave on the left side and return to your pew (no bow is necessary).

### *Greeting – Penitential Act – Kyrie – Gloria – Collect*

**Cross Bearer/MC:** At the end of the Opening Song, take the Roman Missal to the Presider and open it to the Collect. Check ahead of time to see which ribbon marks the Collect.

- Stand directly in front of the Presider, holding the book open. Rest the top of the book on your upper chest to hold it still.

## **Liturgy of the Word**

***First Reading → Responsorial Psalm → Second Reading***

***Gospel Acclamation***

***Gospel Procession (for special Masses only)***

### **Thurifer:**

1. After the Gospel Acclamation begins, take the thurible and incense boat to the Presider or Deacon; give him the incense boat so that he can put incense into the thurible.
2. Then he will pick up the Book of Gospels from the altar, and the candle bearers will take their places on either side of him.
3. At that point, lead a procession to the ambo.
4. Take a position far back behind the ambo and wait for the Presider or Deacon to ask for the thurible.
5. After the Gospel is incensed and read, and the people say, "Praise to you Lord Jesus Christ," lead the candle bearers down the steps between the ambo and altar, hang the thurible on the stand, and return to your seat.

### **Candle Bearers:**

1. When the Presider or Deacon lifts up the Book of Gospels from the altar, take your candles out of the stands, and take positions on either side of him.
2. Then turn and follow the thurifer, who will lead a procession to the ambo.
3. Stand on either side of the ambo while the Gospel is incensed and read.
4. After the Gospel is read, and the people say, "Praise to you Lord Jesus Christ," place the candles back in the stands, follow the thurifer down the front steps, and return to your seats.

***Gospel Reading – Homily → Silence – Profession of Faith → Universal Prayer***

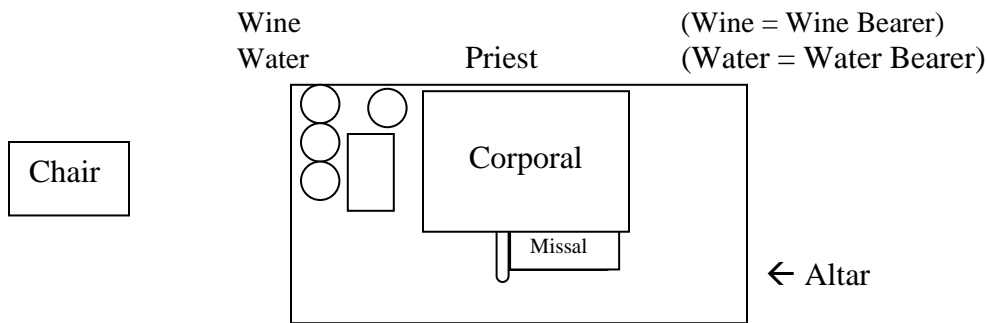
## **Liturgy of the Eucharist**

***Offertory Hymn***

***Preparation of the Altar (When a DEACON is present, the MC presents the following items to him and he arranges them on the altar.)***

**Cross Bearer/MC:** When the offertory hymn starts, begin to prepare the altar.

1. Bring the Roman Missal and corporal to the altar.
  - Place the corporal in the center about 1 inch from the bottom edge.
  - Place the Roman Missal in the center at the top edge.
2. Bring the four chalices to the altar, two at a time.
  - a. Place all the three smaller chalices on the right side of the altar.
  - b. Put the main chalice nearest to the back edge in the next line towards the center.
3. Place 4 purificators in one pile between the cups and the corporal.
4. Return to the credence table and stay there to direct the servers.



### ***Presentation of the Gifts***

**Candle Bearers:** When the offering is completed, the Priest or the Deacon will move to the front of the altar to receive the gifts. Join him, one on either side of him.

1. The Priest (or Deacon) will hand the collection and the wine to the servers, and he will take the bread.
2. Wait until everyone has received the items, then everyone moves together:
  - a. The wine bearer goes up the front steps between the Presider's chair and the altar, stands closest to the wall and faces the Priest.
  - b. The server with the collection places it near the credence table, then brings the water cruet to the priest so he can pour water into the wine.

**Candle Bearers:** Both servers wait until the wine & water have been poured, then go down the side steps together. Place the wine flagon and water cruet on the credence table, and return to your chair.

**Thurifer** approaches the priest so that he can insert incense into the thurible. Then the thurifer stands in near the presider's chair and waits for the thurible to be handed back to him/her.

**Cross Bearer/MC:** Candle Bearer pick up the hand towel. Cross Bearer pick up the pitcher and lavabo bowl. As soon as the servers (above) and the Thurifer leave the altar, approach the priest so he can wash his hands. Then go back down the steps, place the bowl and towel on the credence table, and return to your chairs.

### ***Prayer over the Gifts – Eucharistic Prayer***

## **Communion Rite**

### ***Our Father → Sign of Peace***

**Cross Bearer/MC:** During the sign of peace, take the extra paten to the altar and hand it to the priest. When a Deacon is present, hand it to him. Offer peace to the Presider (and Deacon).



## ***Breaking of the Bread (Fraction Rite) → Communion Hymn***

### ***Communion***

**Cross Bearer/MC:** As soon as you have received communion, and when the Eucharistic Ministers have left the altar, go and take the Roman Missal with the stand back to the server chairs.

### ***Purifying the Vessels***

**Cross Bearer/MC:** proceed with water cruet to the Deacon/Priest. Return cruet to the credence table.

**Deacon Purifying:** Wait with the other servers at the base of the steps nearest the credence table until the Deacon has completed purifying the vessels. Crossbearer/MC and servers proceed to the altar to the Deacon, he will hand the vessels two at a time. Repeat until the altar is cleared and then return to your seats.

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## **Concluding Rite**

### ***Announcements → Greeting → Blessing → Dismissal***

### ***Recessional and Closing Hymn***

As the congregation starts singing the closing hymn, the servers start to move together:

- **Thurifer** gets the incense and proceeds to the center aisle to the third pew, then turns and faces the altar.
- **Cross Bearer/MC** gets the processional cross and proceeds down the center aisle to the second pew, then turns around and faces the altar.
- **Candle Bearers** get the candles from the stands, proceed to the center aisle and turn around facing the altar, standing one on each side of the Cross Bearer and one step ahead.
- When ready, the priest (and Deacon), will venerate the altar and they will come down to the aisle.

**All Servers:** Make a simple bow (head only) toward the altar in unison when the Priest bows, then turn around and process out.

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## **After Mass**

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*(updated 10/2019)*