**Mass Server Training Notes**

*Fr. James Kurzynski and Susan Brown (July 3, 2013)*

*Out of reverence, bow EVERY time you walk in front of the Altar.*

**Before Mass:**

* The server checks to see that the Roman Missal is on/near the seat in the Sanctuary.
* The server places a worship aid on server and preside chairs.
* The server light the altar candles about 10 minutes before Mass begins.
* The server welcomes congregants at the State Street door as s/he waits for Mass to begin.

**Serving with DEACON/without DEACON present:**

**Process in:**

* The Deacon leads the procession carrying the Book of the Gospels, which he places on the altar.
* The server processes in next to the priest and bows to the altar at the edge of the sanctuary.
* As the priest and deacon approach the altar to kiss it, the server moves to stand in front of his/her seat in the sanctuary.

**Opening Prayer:**

***At the conclusion of the GLORIA***, the server will pick up the Roman Missal and stand in front of the priest as the priest opens it to the prayer. The server continues to hold the Roman Missal to the end of the prayer and then returns to his/her seat for the Liturgy of the Word.

**Liturgy of the Eucharist:**

* ***While the collection baskets are being passed through the congregation***, the server and the deacon approach the altar to prepare it for the Liturgy of the Eucharist. The server brings the Roman Missal and lays it on the table side of the altar.
* ***It is the role of the deacon, when present, to ‘set’ the altar for the Liturgy of the Eucharist.***
* The server brings the chalice, covered by corporal, pall, paten, and purificator to the altar from the credence table.
* While the deacon (server, when deacon isn’t present) lays the corporal and arranges the pal, paten, purificator, and chalice on the altar, the server brings the empty cups and purificators to the choir side of the altar.
* The deacon and server return to their seats until the priest stands to receive the gifts.
* When the deacon (server, when deacon isn’t present) places the collection basket in front of the altar, the server places the bread and wine on the “choir side” of the altar.
* The server brings the cruet of water to the deacon and waits for him (priest, when deacon isn’t present) to add a drop to the flagon of wine. The cruet is then returned to the credence table.
* The server returns to the altar to receive the empty flagon from the deacon (priest, when deacon isn’t present) and places it on the credence table.
* The server drapes the towel over their left arm, picks up the bowl with their left hand and takes the cruet of water in their right hand and returns to the “table side” of the altar to assist the priest with the washing of hands. The server then returns the bowel, towel, and cruet to the credence table.
* ***The server takes his/her place at the rear of the sanctuary near the credence table for the Eucharistic Prayer.***
* After exchanging the Sign of Peace with the priest and deacon, the server brings the empty ciborium/ciboria to the “choir side” of the altar.
* ***The server returns to his/her place near the credence table and waits to receive communion***. The server kneels while communion is distributed to the assembly.

**Post-Communion:**

* As Eucharistic Ministers distribute communion to the choir, the server stands at the altar to the deacon’s left to assist him in clearing the altar. As the deacon places the purified cups and ciboria on the “table side” of the altar, the server removes them to the credence table.
* The server returns to the altar to remove all items as the deacon sets them to his left on the altar.
* After the server returns the chalice with its corporal, pall, paten, and purificator to the credence table, s/he then removes the Roman Missal from the Altar and returns with it to his/her seat next to the priest.

**Closing Prayer:**

The server again stands in front of the priest holding the Roman Missal as the priest opens it to the prayer. The server continues to hold the Roman Missal until the prayer concludes, then returns the Roman Missal to his/her seat and remains standing the Final Blessing.

**Recessional:**

As the priest (and deacon) approach the altar to kiss it, the server moves to the center aisle and waits for the priest (and deacon) to join him/her there. All bow together to the altar, then turn and process out with the server leading.