

SMG LORD'S DAY Server Training Instructions, Grades 5th-8th, 2021

I. Preparations before Mass

- A) Always *genuflect* toward the Tabernacle outside of Mass. Bow only *during* Mass to the Altar
- B) We are still concerned about Covid; facemasks not required, sanitizing hands is; yet *changes still possible!*
- C) Review the server training instructions at home the night before you serve to be better prepared to serve
- D) If you are sick, you should NOT serve; have your parents try to get a replacement from other servers
- E) Come early (10-15 minutes before Mass) to give you time to get vested & review serving instructions
- F) Pray! There is a *server prayer* on the Our Lady of Guadalupe print next to vesting closet for you to use
- G) This year we will return to having *three servers* for each Mass instead of one
- H) One Server will be the Crossbearer (the tallest, oldest server)
- I) Two other *servers* will *carry candles* and assist at the altar with preparation and post-communion
- J) *Sanitize your hands before getting vested!* Over by the sink in the vesting sacristy is hand sanitizer
- K) *Get vested* in an alb (robe) that fits properly (touches top of your shoes), a cincture (rope) & cross necklace
- L) Review *serving instructions for Lord's Day (not School serving)*; see copy on the cork board in sacristy
- M) Be sure the 4 candles next to the altar are lit; there is a lighter is in the ambo/pulpit; if you need help ask
- N) 2 servers retrieve & also light the 2 processional candles! Be careful with the lighter, candles at all times!
- O) Be sure the processional candles are long enough for Mass; replacement candles located in working sacristy
- P) As soon as you are vested, wait near the baptismal font Church doors so we know you are present

II. The Entrance Procession

- A) Wait until the priest-celebrant directs you to "line up" for the entrance procession
- B) Crossbearer will line up in front of the baptismal font with the 2 servers on each side, shoulder to shoulder
- C) 2 Servers will flank the Crossbearer with the lit processional candles
- D) Do not begin processing until the priest gives you the go ahead to process; process "together", keep pace
- E) When you process, do so at a good pace, not too fast, not too slow; process at a "just right" pace
- F) Crossbearer carries the Cross w/ the corpus (body) of Jesus facing forward, straight, not leaning sideways
- G) Crossbearer carries the Cross with one hand above the "brass band" & one below to ensure good control
- H) 2 Candlebearers (the 2 servers) hold the candle with the flame chest high and away from their body
- I) When you arrive at the sanctuary steps go to the MIDDLE, give slight head nod & enter the sanctuary
- J) Do NOT wait at the steps for the clergy to arrive! Proceed immediately into the sanctuary!
- K) Put the Cross and candles in the appropriate stands (cross/candle) behind the chairs in the sanctuary
- L) Crossbearer will sit nearest to the tabernacle; The 2 other servers will sit on the side in the 2 chairs
- M) While standing, always stand up straight and using "prayer hands" that are chest high
- N) Servers will NOT hold the Roman Missal (red book) for the priest at his chair; it will remain on the podium

III. The Liturgy of the Word

- A) During the readings, the first reading, the Responsorial Psalm, and the second reading, remain seated
- B) When seated you should have proper posture; sit up straight, hands on your thighs, attentive to the readings
- C) Stand for the Gospel (an Acclamation (song) is sung); Crossbearer remains standing in his/her seat
- D) 2 Servers will retrieve processional candles, move to left side of the altar; face the people, shoulder to shoulder
- E) The deacon/priest will retrieve the Book of the Gospels from altar & process toward 2 server/candlebearers
- F) 2 Servers will "lead" the procession in front of the altar and go over to the ambo (pulpit)
- G) Server on the left will remain on the left side of ambo; the server on the right go to the right; facing each other
- H) After Gospel is read, servers proceed together behind the altar, give slight bow, place candles in stands & sit
- I) Remain seated until after the Homily; then stand for the Apostles Creed & the Prayers of the Faithful
- J) After the Prayers of the Faithful, as everyone else sits, but the 2 servers *prepare the altar* (Crossbearer sits)

IV. The Preparation of the Altar

- A) As you go from your chair to the credence table where all the vessels are, *stop in middle & bow together*
- B) Servers should *always make a "slight bow" (bend) when they approach or leave the altar!*
- C) First server brings the metal book stand to the altar and place it on top; *let the clergy set/prop it up!*
- D) Second Server then brings the tray with all the vessels (chalices (cups), patens (bowls)) to the altar

- E) BE CAREFUL carrying the tray; take your time; can be heavy; the chalices are filled with wine!
- F) Servers when you arrive at the altar always be sure your right shoulder is next/square/even to the altar!
- G) At the altar, the server will “hold the tray” (do not put it on altar!) as the deacon/priest remove the vessels
- H) Server returns the empty tray to the Credence table, meets other server there and both will return together
- I) One server will bring the water cruet and the other will bring the bowl with the towel on their wrist
- J) Both servers will stand side by side; the server with the water cruet closest to the altar
- K) Server with the water cruet will present with the handle facing the priest/deacon so he can easily take it
- L) Priest/deacon will take the water cruet, mingle water w/ wine, then return the cruet to the server
- M) The other server will have the towel on his wrist and be holding the glass bowl with both hands
- N) After the priest finishes saying some additional prayers over the bread & wine, servers wash his hands
- O) Server with the water cruet will be sure to pour a good amount of water on the priest's hands!
- P) After the priest washes his hands, the Servers will return the cruet, bowl, towel to Credence table
- Q) Server be sure to put the towel UNDER the glass bowl and not in the bowl
- R) After you have placed the water cruet, bowl and towel on the Credence table, return to your chairs
- S) Remain standing at your chair until the *Holy Holy* is sung, then move behind your chairs to kneelers

V. The Eucharistic Prayer

- A) From the kneeler the Crossbearer will ring Sanctus Bells at 3 different times during Eucharistic prayer
- B) 1st time Bells are rung is the *Epiclesis*, when the priest calls down the Holy Spirit, extends hands over the gifts
- C) Hint: the deacon kneels down when the *Epiclesis* is being prayed! Ring the Bells 1 time during Epiclesis!
- D) 2nd time Crossbearer rings the Bells is when the priest elevates the Body of Christ; ring the bells 3 times
- E) 3rd time Crossbearer rings the Sanctus Bells is when the priest elevates the Precious Blood; ring 3 times
- F) Note: there should be a “short pause” (count 2 seconds) in between each of the 3 rings
- G) Servers remain kneeling until the Great Amen then stand when everyone else stands; remain at the kneelers

VI. The Communion Rite

- A) After the Lamb of God, Crossbearer/Servers will move to where EMHC's (adults) are to receive communion
- B) After receiving holy communion, Crossbearer returns to kneeler to kneel, other 2 servers will clear the altar
- C) One Server will take the Roman Missal (book) from the altar & put on the podium in front of priest's chair
- D) The other Server will take the metal Missal Stand & put it back on the Credence table on the right side
- E) Both Servers will then return to their kneelers and watching carefully for the ending of communion

VII. After Communion

- A) As communion is getting close to ending and clergy are about to return to the altar, *both Servers come to altar*
- B) One Server brings the water cruet with the handle/stem presented to the priest for him to take
- C) The other Server comes as well, both standing shoulder to shoulder, ready to take the empty patens/bowls
- D) Server takes the empty patens (bowls) to the Credence table, lays, spread them out separately, quietly
- E) Server with the water cruet will pour water into the chalice (twice for Fr. D.) (small amount, then large)
- F) Server with the water cruet will then take the water cruet to the Credence table for purification there
- G) Other Server will return to receive the main Chalice from the priest and place it on the Credence Table
- H) After all the vessels are returned to Credence table, Servers together bow to altar and return to their kneelers

VIII. The Recessional (exiting at the end of Mass), unvesting, and disinfecting

- A) Wait until the priest moves toward the altar, Crossbearer retrieves Cross, Servers retrieve the candlesticks
- B) Crossbearer and Servers move to the center isle near 1st pew standing side by side, Cross in the middle
- C) Crossbearer and Servers turn after clergy genuflect and begin processing down the isle
- D) Crossbearer places the cross in the stand near the doors; Servers blow out their candles
- E) Crossbearer and Servers all kneel down for a blessing
- F) After the blessing, the Servers immediately return the candlesticks to the sanctuary stands
- G) After receiving a blessing and returning the candles, sanitize your hands before un-vesting in the sacristy
- H) Carefully hang up the alb on the proper size/color hanger and hang up the cincture and cross necklace
- I) Get a disinfectant wipe & wipe off the processional Cross, arms of the chairs, candlesticks and the bells
- J) Dispose of the disinfectant wipe in the sacristy & then you are free to go! *Thank you for serving!* ☺