

## SMG SCHOOL Server Training Instructions, Grades 5<sup>th</sup>-8<sup>th</sup>, 2021

### I. Preparations before Mass – Always genuflect towards the tabernacle outside of Mass. Do not bow except during Mass.

- A) *We are still concerned about Covid*; facemasks not required, sanitizing hands is; changes are still possible
- B) *Review the server training instructions* at home the night before you serve to be better prepared to serve
- C) *If you are sick*, not feeling well, you should NOT serve; inform your teacher, who will get a replacement
- D) *Come early* (10-15 minutes before Mass) to give you time to get vested & review serving instructions
- E) *Pray!* There is a *server prayer* on the Our Lady of Guadalupe Painting next to vesting closet for you
- F) This year we will have *two servers* for each Mass instead of one!
- G) One Server will be the Crossbearer (the tallest, oldest server); and BOTH *servers* will assist at the altar
- H) *Sanitize your hands before getting vested!* Over by the sink in the vesting sacristy is hand sanitizer
- I) *Get vested* in an alb size that fits properly (touches top of your shoes), a cincture (rope) & cross necklace
- J) *Review the serving instructions*; I will put a copy on the cork board across from the alb closet
- K) *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
- L) 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 & leave some room for the Server to stand behind
- C) Server will line up BEHIND and follow the Crossbearer
- D) Do not begin processing until the priest gives you the go ahead to process
- E) When you process, do so at a good pace, not too fast, not too slow; process at a “just right” pace
- F) Be sure to carry the Cross w/ the corpus (body) of Jesus facing forward, straight, not leaning sideways
- G) Carry the Cross with one hand above the “brass band” and one below to ensure good balance, control
- H) Crossbearer: when you arrive at the sanctuary steps go to the MIDDLE, give slight head nod and enter
- I) Server, when you arrive at the sanctuary steps, go to the MIDDLE, genuflect and enter the sanctuary
- J) CB & Server do NOT wait at the steps for the clergy to arrive! Proceed immediately into the sanctuary!
- K) Crossbearer will sit nearest to the tabernacle; Server will sit at the other end in the last chair
- L) While standing, always stand up straight with good posture, using “prayer hands” that are chest high
- M) You 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, second reading (if any), remain seated
- B) When seated you need to also have proper posture; sit up straight, with your hands on your thighs
- C) When you are seating during the readings you should pay close attention, modeling for everyone else
- D) You will stand for the Gospel; again having proper posture, standing straight, using prayer hands
- E) After the Gospel proclamation, you are seated during the homily, sitting straight, hands on thighs
- F) After the Homily we may have the Apostles Creed (on special feasts) & the Prayers of the Faithful
- G) After the Prayers of the Faithful, as everyone else sits, BOTH Crossbearer & Server prepare the altar!!

### 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) Crossbearer bring the metal book stand to the altar and place it on top; let clergy set/prop it up
- C) Both Crossbearer and Server *always make a “slight bow” (bend) when approach, leave the altar!*
- D) Server bring the tray with all the vessels (chalices (cups), patens (bowls)) on it and bring it to the altar
- E) BE CAREFUL carrying the tray; take your time, carry it carefully to the altar (chalices 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, Server will “hold the tray” while the cleric removes the vessels, chalices, bowls, etc.
- H) Server returns to Credence table & meets Crossbearer; both to bring over water cruet (CB), bowl, towel
- I) Crossbearer will bring the *water cruet* & the Server will bring the *towel and bowl* to altar

- J) Both Crossbearer and Server will stand side by side; Crossbearer closest to the altar holding water cruet
- K) Crossbearer will present the water cruet with the handle facing the priest/deacon so he can easily take it
- L) The priest/deacon will take the water cruet from Crossbearer, mingle water w/ wine, then return the cruet
- 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) *Crossbearer be sure to pour a good amount of water on the priest's hands!*
- P) After the priest washes his hands, Crossbearer and Server 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 prayed, then move behind chairs to kneelers
- T) Kneel on the kneeler at the same time when everyone else in the assembly kneels after the Holy Holy

## V. The Eucharistic Prayer

- A) From the kneeler the Crossbearer will ring Sanctus Bells at 3 different times during Eucharistic prayer
- B) 1<sup>st</sup> time Bells are rung is the Epiclesis (calls down Holy Spirit) as the priest extends hands over the gifts
- C) Hint: the deacon kneels down when the Epiclesis is being prayed! *Ring Bells 1 time during Epiclesis!*
- D) 2<sup>nd</sup> time Crossbearer rings the Bells is when the priest elevates the host; *ring 3 times*
- E) 3<sup>rd</sup> time the 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 for the remainder of the Eucharistic Prayer until the Great Amen then stands

## VI. The Communion Rite

- A) At the Lamb of God both Crossbearer & Server will stand w/ EMHC's (adults) to receive communion
- B) After receiving holy communion, Server will follow the priest down the sanctuary steps to assist
- C) The priest will hand the Server an empty paten (silver bowl) after given out gluten free hosts
- D) Server will return to their chair
- E) Crossbearer will take the Roman Missal (book) from the altar & put on podium in front of priest's chair
- F) Crossbearer will then take the metal Missal Stand & put it back on the Credence table
- G) Crossbearer will then return to his or her chair

## VII. After Communion

- A) As communion is getting close to ending and clergy are about to return to the altar, servers come to altar
- B) Crossbearer brings the water cruet with the handle/stem presented toward the cleric for him to take/grab
- C) Server needs to come with Crossbearer, standing shoulder to shoulder, takes the empty patens (bowls)
- D) Server takes the empty patens (bowls) to the Credence table, lays, spread them out separately, quietly
- E) Crossbearer will pour water into the chalice once (or twice for Fr. D.) (small amount, then large amount)
- F) Crossbearer will take the water cruet to the Credence table for purification of the vessels there
- G) Crossbearer will return to receive the main Chalice from the priest and take to Credence Table
- H) Crossbearer returns to his chair; again, always "bow" when passing before the altar

## VIII. The Recessional (exiting at the end of Mass), properly un-vesting, and disinfecting

- A) Wait until the priest moves to the altar, Crossbearer and Server move to the center isle near 1<sup>st</sup> pew
- B) Crossbearer stand in the middle near 1<sup>st</sup> row of pews; Server stand right in front of Crossbearer
- C) Crossbearer and Server turn after clergy genuflect and turn to begin processing down the isle
- D) Crossbearer places the cross in the stand near the doors
- E) Both Crossbearer and Server kneel down for a blessing
- F) After receiving a blessing return to the Sacristy, sanitize your hands before un-vesting
- G) Carefully hang up the alb on the proper size/color hanger and hang up the cincture and cross necklace
- H) Get a disinfectant wipe & wipe off the processional Cross, the arms of the chairs you sat in & the Bells
- L) Dispose of the disinfectant wipe in the sacristy & then you are the free to go! *Thank you for serving!* ☺