



# *Holy Spirit Parish*

## Liturgical Ministry Guidelines

### **Servers**

*Updated January 2011*

#### **Before Mass:**

- Have the sacristan help you find the right size alb to wear.
- Be careful pulling up the zipper on the alb.
- Check the calendar book on the counter by the south sacristy door for the color of cincture you are to wear.
- Tie a cincture (robe-type belt which is found in the fifth drawer to the right of the sink) around your waist.
- Light candles by the ambo five minutes before Mass. The lighter or matches are found in the first drawer as you come into the sacristy from the church. (Or sixth drawer to the right of the sink.)
- If there is a baptism or it is the Easter season, light the Easter Candle also. If you need help with this, please ask.
- Place the Sacramentary (Father's red book) on the table beside Father's chair.
- Make sure the black book of intentions is on the second shelf of the table beside Father's chair.
- Place worships aids on your chairs.
- Make sure there is a glass of water on the table for Father.

#### **Beginning Mass:**

- Process in with Father. Your place in line is just before the priest.
- Walk reverently with good posture and with your hands folded.
- Gather around the altar with Father.
- Bow toward the altar when Father does.
- Go to your chair. (Father Don usually goes to the baptismal font.)
- During the Gloria take the Sacramentary (the red book) to Father.
- After the opening prayer, take the Sacramentary with you and return to your seat.

#### **Liturgy of the Word**

- You will remain seated through the first 2 readings, stand during the Gospel and be seated during the homily. During this time you are listening carefully to the readings. It is not a time to be distracted by your friends. Please sit up straight.
- If there is a baptism, **one server** joins Fr. Don at the baptismal font to hold his binder while he does the baptism. As soon as he invites the parents to stand and profess their faith, you would walk and stand beside Father, ready to hold his book when he gives it to you.
- After the baptism or homily, if there is no baptism, hand the deacon or the lector the black book of intentions.
- After Father finishes the closing prayer for the intentions, place the book of intentions on the second shelf of Father's table.

#### **Liturgy of the Eucharist (begins after the General Intercessions)**

- Go with Father (one server on each side of him) to the altar to receive the gifts of bread and wine.
- One server will carry Father's Sacramentary (red book) and place it on the altar before joining Father and the other server to receive the gifts.
- Father will hand one server the plate to place on the white cloth on the altar. The other server will take the carafe of wine and place that on the altar.
- Both servers move to the credence table.
- After Father has poured the wine into all the cups, one server steps forward, takes the carafe and places it on the bottom shelf of the credence table. (At this time Fr. Don or the deacon places the cups around on the altar.)
- Bring the water dish and terry cloth towel to Father.
- Take water dish and towel back to the credence table.
- Take tray with water cruet back to the credence table.

- Return to your seats.

**At the Our Father:**

- As the assembly sings the Amen, come up and stand next to Father for the Our Father. (One server on each side.)
- Stay there during the sign of peace and the Lamb of God.
- During the Lamb of God the Eucharistic ministers will gather around the altar with you. You will receive communion with the Eucharistic ministers.
- After receiving communion, return to your seat.

**After Communion**

- After Communion Father will invite everyone to stand for the after communion prayer. Hold the Sacramentary book for Father during this prayer. Be seated with Father for the announcements by Mary Margaret.

**Closing rite:**

- During the closing song, move to the altar with Father, one on either side of him.
- As Father reverences the altar, bow and then move to the right of the altar with the cross bearer. (**BOTH** servers go to the right of the altar.)
- Follow the cross bearer out of church, ahead of Father, going out on the right side of the altar and the baptismal font.

**After Mass:**

- Blow out the candles carefully. Put a finger in front of the flame and blow.
- Bring the Book of the Gospels back to the Narthex and put the Lectionary back on the ambo.
- Take off your alb and cincture. HANG UP the alb carefully. Don't pull at the zippers. They break easily. Place the cincture in the second drawer from the north door.

**Things to Remember:**

- Please arrive 15 minutes early
- No gum chewing
- Don't put your hands in your pockets
- Don't play with the cincture/belts
- Participate by singing and reciting the responses
- No visiting with friends during the Mass
- Don't worry about mistakes. Father will help you.

**Please note:**

If you know you won't be able to serve when you are scheduled, be sure and try to find a sub. Perhaps you can switch weeks with another server. Let Mary Margaret know.

If you see that a server is needed when you are at a Mass with your family, just go ahead and volunteer.

Thank you for volunteering to be a server.

**PLEASE NOTE!**

When there is a deacon, a few things are different but the deacon will help you know what they are.

**\*\*\*Please find a substitute from the list attached to your schedule if you cannot make your scheduled mass.**

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