



Weekday servers

Server 1: Candle holder, Bell ringer, Communion plate, Candle lighter

Server 2: Candle holder, Bell ringer, Communion plate and book bearer

Before mass:

- Please come 10 minutes before the start of the mass and sign in the register
- Please come with proper dress and shoes to serve at the mass
- Dress up with correct size Alb, find the right color girdle and wear the cross
- Please light two candles on the altar. Please do not light the candles by the tabernacle. They will be lit at the back of the church when the procession begins.
- Servers will meet the priest at the Narthex (south side of the church). The candle holder will lead the procession
- Please wait for the priest to signal to begin the procession
- Please fold the hands during the mass to maintain the sanctity of the mass
- Please clean your hands with the hand sanitizer found in the sacristy

During Mass:

At the beginning of the mass server 1 & 2 will occupy the priests left side and right side.

Server 1 will open the book for the priest as the words are being said, "Let us pray"

Gospel reading:

Server 1&2 will pick up the candles by the tabernacle as the congregation is beginning to sing / recite "Alleluia" and lead the procession to the Ambo (reading stand) and will continue to hold the candle on the right and left of the priest until the gospel reading is done and return the candles. The sermon will continue.

Offertory:

Server 1 & 2 will set up the altar. Server 1 & 2 will set up the chalices. Server 1 & 2 will set up the book stand and the missal (Mass book, the thick red book placed on the side table. Server 1 & 2 will hold the wine and water and help the priest to wash the hands.

Ring the Bells:

There are two bells on either side: There will be ringing of bells three times by server 1 & 2. The first time is when the priest lays the hands upside down on the gifts, second time when the priest elevates the bread and third time when the priest elevates the cup.

Communion: servers 1 & 2 will hold the communion plates for the priest and communion ministers as they distribute the communion as the particles will not be dropped on the floor. Please bring all the communion plates to the altar for the priest to clean. Servers 1 & 2, will help the priest to clean the altar. The final procession will be same as coming into the church.

After Mass: Please return the cross and candles back to its original places where you picked them before mass. Please place all the robes neatly placed on the hanger back in the closet.

Conclusion: It is a privilege and blessing for you to assist at the mass. Please find your own substitute if you are unable to serve or trade with someone who can. Thank you and God bless you.



Weekend servers

Server 1: Cross bearer, Bell ringer and side table

Server 2: Candle holder, Communion plate and Priest's folder bearer

Server 3: Candle holder, Bell ringer, Communion plate and book bearer

Server 4: Candle lighter, side table and Communion plate

Before mass:

- Please come 15 minutes before the start of the mass and sign in the register
- Please come with proper dress and shoes to serve at the mass
- Dress up with correct size Alb, find the right color girdle and wear the cross
- Server 4 lights six candles on the Reredos (back altar), light two candles on the altar and light the Easter candle during the Easter season. Please do not light the candles by the tabernacle. They will be lit at the back of the church when the procession begins.
- All four servers will meet the priest at the Narthex (south side of the church). The cross bearer will bring the cross and the candle holder will bring the candles from the tabernacle to begin the procession
- Please wait for the priest to signal to begin the procession
- Please fold the hands during the mass to maintain the sanctity of the mass
- Please clean your hands with the hand sanitizer found in the sacristy

During Mass:

At the beginning of the mass server 2 & 3 will occupy the priest's left side and right side and servers 1 & 4 will occupy the seats by the table.

Server 3 will hold the priest's folder at the beginning of the mass until the end of Gloria

Server 4 will open the book for the priest as the words are being said, "Let us pray"

Gospel reading:

Server 2 and 3 will pick up the candles by the tabernacle as the congregation is beginning to sing "Alleluia" and lead the procession to the Ambo (reading stand) and will continue to hold the candle on the right and left of the priest until the gospel reading is done and return the candles to the same place.

Offertory:

As the offertory collection begins, server 1 will go with the cross to the back of the church (south side) to lead the offertory procession. Server 2 & 3 will set up the chalices. Server 4 will set up the book stand and the missal (Mass book, the thick red book placed on the side table. Server 1 & 4 will hold the wine and water and help the priest to wash the hands.

Ring the Bells:

There are two bells on either side: There will be ringing of bells three times by server 1 & 3. The first time is when the priest lays the hands upside down on the gifts, second time when the priest elevates the bread and third time when the priest elevates the cup.

Communion: servers 2, 3 & 4 will hold the communion plates for the priest and communion ministers as they distribute the communion as the particles will not be dropped on the floor. Please bring all the communion plates to the altar for the priest to clean. Servers 2, 3 & 4 will help the priest to clean the altar. The final procession will be same as coming into the church.

After Mass: Please return the cross and candles back to its original places where you picked them before mass. Server 4 will put out all the candles after the mass. Please place all the robes neatly placed on the hanger back in the closet.

Conclusion: It is a privilege and blessing for you to assist at the mass. Please find your own substitute if you are unable to serve or trade with someone who can. Thank you and God bless you.