

Sunday Server Details

Order of Liturgy	Cue	Action
	The priest has processed to the altar and you notice that there is no server.	Quietly walk to the front and sit in one of the two chairs on the left in front of the lector
Preparation of the Altar	Ushers walk up the aisle to begin the collection.	Take the tray to the altar - Walk to the table on the left side - Pick up the tray and take it to the altar - Place the tray on the closest edge about 4 inches from the back edge - Return to the table and get the water cruet. Take to the altar and place in front of the tray. (Note: water cruet is sometimes on the tray) - Back up about 5 steps.
Receiving the Gifts	The priest walks to the front of the altar to receive the gifts.	Help receive gifts. - Follow priest to the front - Stand at his side. If a deacon is present, stand to the other side so the priest is in the middle. - The priest will pass the basket with envelopes to you. Place it on the floor in front of the altar.
Consecration of the Gifts	Immediately after receiving gifts. - As soon as the priest gets to the back of the altar, he will take the silver top off of the wine decanter.	Prepare for Consecration **** This is where you will need the most flexible. Things will change depending on the mass, priest, and whether a deacon is present. The most important task is to make sure you are ready to pour water on the priests fingers when he is ready. Don't worry about making a mistake though. All of our priest and deacons are very understanding and appreciate your help! - Take the silver decanter top to the table at the side of the altar. - Take decanter to the table at the side of the altar - Pick up the lavabo (bowl) and towel. Place the towel on your left forearm. Walk to the within about 3 steps of the altar.
Consecration of the Gifts	Priest presents the wine and all say "Blessed be God forever".	Wash Priest Hands - Step forward, pick up the water cruet - Pour a small amount of water over priest fingers. Aim for the center of the bowl.
Consecration of the Gifts	Priest places towel back on your forearm.	Return to table. - Walk back to the table. Place lavabo (bowl) in far left corner. Place towel on lavabo. Place water cruet near lavabo.
Ringing of bells		Kneel when the congregation kneels. There is a sign near where you will kneel. Follow the directions.
Sign of Peace	Priest calls for a sign of peace.	- There will most likely be a ciborium (communion bowl) on the table. Pick it up during the "Our Father" - As priest finishes calling for sign of peace, begin walking up. - Exchange sign of peace while you are handing the ciborium to the priest. - Return to the side of the altar
Communion	Eucharistic Ministers go up on altar	- Follow the Eucharistic ministers to altar. Stand at the right end of the line. - As the priest passes ciboriums and cups to Eucharistic Ministers, stand slightly behind them so it is clear that you are not a Eucharistic Minister.
Communion	walk to the front to distribute communion.	- Pick up plastic tray from the altar, and take to the table. - Kneel at side of the altar
Communion	Priest returns to altar	'- Watch priest to see if he wants you to return a ciborium to the table. - When done, you may return to your pew or to the chair in the front of church.
Dismissal and Recession	Priest walks to the front of the aisle.	If you chose to sit in the chair up front. - Walk to the center of the aisle, about 5 feet behind the priest. Try to get to the aisle about the same time as him. - Bow at the same time as the priest.
Dismissal and Recession	You reach the back	Turn and offer to take the book from the priest so he can greet the parishioners as the leave. Place the book on the counter in the sacristy.

Server Cheat Sheet

Cue	Task
Ushers walk up aisle	Take tray to altar. Take water cruet to altar
Priest receives gifts	Stand at his side. Put basket in front of altar
After receiving gifts	Take silver top to table Take bowl and towel to altar
Priest presents wine and all say "Blessed be God forever"	Wash hands
Ring bells	Follow sign on altar
Sign of Peace	Take plate from table to priest
Communion	Take tray from altar Be ready and watch priest to help put things away
Dismissal	Go to aisle as priest does As you get to the back, take priest's book