

**How to Serve a 3 Server Mass**  
**Sunday 12:30 and Summer schedule**  
**(MC/CB, A1 and A2)**

- **Preparation-** Arrive 20 minutes before Mass.
- Light the candles and bring sacred vessels to the Gift table and Credence table.
- **Credence Table-** Place the wine cups (if needed), purificators, water cruet/tray, Chalice set up (with host on paten), extra ciboria (if there are more than 2) and extra water cruet for Eucharistic Ministers on the Credence table. Be sure the Roman Missal is placed on the shelf under the Credence table.
- *Note- Cups will only be used during the Summer at Sat 5:30pm, Sun 9:00am & 10:45am.*
- **Altar-** Display stand needs to be placed in the center of the Altar.
- **Gift Table-** The wine cruet and 2 ciboria need to be placed on the gift table. Be sure there are hosts in the ciboria.
- Check that the Tabernacle key is in the Tabernacle door. Check that the microphone is turned on.
- Check with the Celebrant if there are any further instructions for that specific day.
- **Entrance Procession-** Process in with Celebrant, **MC/CB** leads the procession carrying the Cross, **A1** on one side holding a candle, **A2** on the other side holding a candle. Celebrant follows behind. Walk at a slow even pace. When servers reach the Altar, they turn to the left keeping a straight line, with the **MC/CB** in the center, follow the lower step around the Altar until you reach the aisle next to the piano. The **MC/CB** turns right and carries the Cross to the stand, which is located on the platform behind the ambo. Place the Cross quietly onto the stand, with the Jesus facing the Altar. **A1** and **A2** put the candles on the Credence table at the far edge of the table, closest to the piano. With hands folded in prayer, go to your place at the benches. Remain standing, facing the Altar.
- Towards the end of the “Gloria” (sung or recited), the **MC/CB** will move to the Credence table, remove the Roman Missal, lean it against your chest and stand at the bottom of the stairs, keeping your eyes on the Celebrant (or the Deacon, if he is present).
- *Note- During the Lent and Advent Seasons, when there is no “Gloria” and the Celebrant is wearing purple vestments, MC must get the Roman Missal immediately*

*after placing his Cross in the stand. Stand by the Credence table and wait there for the Celebrant to say, “Let us pray” before proceeding to him.*

- Walk towards the Celebrant when he says, “*Let us pray*”. Do not bow as you pass the Altar, just walk making one smooth transition. When the prayer is over, close the Roman Missal and proceed back to the Credence table. Again, do not stop to bow at the Altar. Replace the Roman Missal on the lower shelf of the Credence table and take your seat for the readings.
- **Liturgy of the Word-** At the singing of the “Alleluia” verse after the Second Reading, **A1** and **A2** rise together, proceed to the Credence table, take their candles, and go to the sides of the ambo for the reading of the Gospel. They walk up the stairs together, **A2** goes **behind** the lectern to the other side. **MC/CB** remains at the benches, but turns toward the Celebrant or Deacon proclaiming the Gospel. At the conclusion of the Gospel Reading, they return their candles to the Credence table, **A2** this time walking in **front** of the lectern. When both are together, they go down the steps together. After they replace their candles, they fold their hands and are seated for the Homily.
- **Offertory-** After the Homily, all 3 servers stand. **MC/CB** goes to the platform to get the Cross and walks to the back of church using the far outside north aisle. **MC/CB** will lead the gift procession. **A1** brings the Chalice set up to the Altar and places it on the far right side, the **A2** retrieves the Roman Missal and bookstand from the Credence table shelf and places them on the left side of the Altar. Nothing should be placed in the center of the Altar. Both servers work together to bring the ciboria and the wine cups up to the Altar. After this is done, **A1** and **A2** return to the benches.
- As soon as the Celebrant stands and moves toward the center aisle, the **MC/CB** begins leading the gift procession up the aisle. **A1** and **A2** meet the Celebrant at the center aisle and face the procession as it approaches. When **MC/CB** reaches the front, they turn left and replace the Cross in its stand on the platform. **A1** and **A2** assist the Celebrant in receiving the gifts. The server given the cruet goes immediately to the Credence table, sets the cruet down and takes off the tops. The server that receives the ciboria brings them up to the Altar. The Celebrant will remove the lids and give them to the server to take down to the Credence table.
- **A2** unfolds the finger towel and places it over his/her left arm, picks up the finger bowl with his/her right hand.
- **A1** puts the wine cruet in his/her right hand and the water cruet in his/her left hand with handles facing the Priest.

- **A1** and **A2** walk up to the Altar together, do not hesitate. **A1** stands at the corner of the Altar, **A2** stands to the left of **A1**.
- Once the Celebrant finishes with adding water to the Chalice, **A1** passes the water cruet to **A2**, **A2** takes the water cruet by the handle.
- **A2** pours a small amount of water slowly over the Celebrant's hands.
- Servers bow towards the Altar before returning items to the Credence table and return to the benches.
- **Communion**- When Celebrant begins to give Communion to the Eucharistic Ministers, Altar servers rise and walk up to the Altar to receive, then return to the benches.
- During Communion, the **MC/CB** brings the lids to the Blessed Sacrament Chapel and places them under the Tabernacle.
- After Communion, the **MC/CB** opens the door for the Eucharistic Ministers.
- **A1** walks up to the Altar with the water cruet to clean the Chalice. The **A2** joins the **A1** at the Altar to retrieve the Chalice set-up. They bring the Chalice set up/water cruet back to the Credence table and return to the benches.
- The **MC/CB** goes to the Altar and takes the Roman Missal and the bookstand and returns them to the bottom shelf of the Credence table.
- Near the end of the announcements, the **MC/CB** moves to the Credence table, remove the Roman Missal, lean it against your chest and **stand at the bottom of the stairs**, keeping your eyes on the Celebrant (or Deacon). When the announcements finish and the Priest says, "*Let us pray*", slowly walk towards him. Do not bow as you pass the Altar, just walk making it one smooth transition. The **MC/CB** stands in front of the Celebrant, leaning the Roman Missal against their chest. When the prayer is over, close the Roman Missal and proceed back to the Credence table. Again, do not stop to bow at the Altar. Do not stay in front of the Celebrant for the final blessing. Replace the Roman Missal on the lower shelf of the Credence table and return to the benches.
- **Closing Procession** – Celebrant walks to the front of the Altar. **MC/CB** retrieves the Cross from the stand. Servers walk to the center aisle and stand slightly behind the Priest at the first pew (**MC/CB** in the middle and candles on both sides). Everyone bows together, turns and processes out down the center aisle. The servers lead the way, the Celebrant follows closely behind.
- Bring sacred vessels back to the Priest's sacristy. Extinguish the candles.