

Server 1 Quick Reference Guide

Entrance / Introductory Rites

1. Gather with the Priest for prayer, and line up at the main doors behind the Cross and Candles
2. Bow when you reach the steps
3. Go to your seat and remain standing
4. Toward the end of the Gloria, hold the **Prayer Book** for the Priest, then return to your seat
5. Sit when the Priest sits

Liturgy of the Word

1. Sit during the Readings and the Responsorial Psalm
2. Stand while the Gospel is proclaimed
3. Sit for the Homily
4. After the Homily, meet the Priest at his chair to hold the **Binder** for the Creed and the petitions
5. After the petitions, put the **Binder** back on the table, then move to the Credence table/niche

Presentation of the Gifts

1. From the Credence niche, retrieve the **Priest's Chalice, Corporal, and Purificator**, taking them to the left side of the Altar; the Deacon will setup the Altar, or the Priest can help you if needed.
2. Follow the Priest to the bottom of the steps, on his left, to receive the **Wine cruet**
3. Go up the steps to the right of the Altar, and meet Server-2 (who will have the water cruet)
4. The Priest will pour the wine (first) and water (second) into his Chalice.
5. After he hands back both cruets, bow together to the Priest and walk back to the Credence niche together. Put the **wine cruet** down, pick up the **hand towel**, and unfold it
6. Walk together back to the Priest to wash his hands, then bow together to the Priest and walk back to the Credence niche together. Put the water, bowl, and **towel** back in the niche and return together to your seats.

Eucharistic Prayer / Communion Rite

1. Stand, kneel, and pray with the congregation
2. Exchange the Sign of Peace with each other and anyone close

Communion

1. Wait for the ushers to invite you to communion
2. After receiving communion, go up to the Credence niche to retrieve the **pyx** (if any) and put them on the corner of the Altar, then retrieve the **Cup Tray** from the Altar and return it to the Credence Table. Then return to your seat
3. After the Priest is finished distributing Communion and returns to the Altar, proceed with Server-2 to the Credence niche. Clear the Altar as directed by the Priest, putting **Communion items** back in the Credence niche, and the **Missal** back on the Credence table.

Concluding Rite / Exit

1. When the Priest stands and says "Let us pray", hold the **Prayer Book** for the closing prayer, then return to your seat when directed by the Priest
2. During the final hymn, follow the Cross and Candle bearers to the main aisle
3. Turn to face the Altar
4. Bow when the Priest bows
5. Turn around and proceed to the Gathering Space
6. Wait until dismissed by the Priest, then help clear the main Sanctuary

Server 2 Quick Reference Guide

Entrance / Introductory Rites

1. Gather with the Priest for prayer, then get the **Cross** and line up at the main doors
2. Bow (head only) when you reach the steps
3. Proceed to the side table and put the **Cross** on the stand
4. Go to your seat and remain standing
5. Sit when the Priest sits

Liturgy of the Word

1. Sit during the Readings and the Responsorial Psalm
2. Stand while the Gospel is proclaimed
3. Sit for the Homily
4. Stand for the Creed
5. After the petitions, take the **Missal** from the Credence table to the Altar, then move back to the Credence table

Presentation of the Gifts

1. Pick up the **water cruet** when the Priest and Server-1 go to receive the gifts
2. Walk over to meet Server-1 as he/she comes back up to the Altar with the wine cruet
3. The Priest will pour the wine (first) and water (second) into his Chalice.
4. After he hands back both cruets, bow together to the Priest and walk back to the Credence niche together. Continue holding the **water cruet**, and pick up the **hand-washing bowl**
5. Walk together back to the Priest to wash his hands, then bow together to the Priest and walk back to the Credence niche together. Put the **water, bowl**, and towel back in the niche and return together to your seats.

Eucharistic Prayer / Communion Rite

1. Stand, kneel, and pray with the congregation
2. After the Our Father, immediately go to the Priest and offer the Sign of Peace.
3. Retrieve the **Communion bowls** from the Credence niche and bring them to the Altar.
4. Return to your seat, and exchange the Sign of Peace with other servers

Communion

1. Wait for the ushers to invite you to communion
2. After receiving Communion, return to your seat
3. After the Priest is finished distributing Communion and returns to the Altar, proceed with Server-1 to the Credence niche. Clear the Altar as directed by the Priest, putting **Communion items** back in the Credence niche and the **Missal** back on the Credence table.

Concluding Rite / Exit

1. Stand for closing prayer and blessing
2. When the final hymn begins, walk over to retrieve the **Cross**
3. Lead the Candle bearers and other servers to the main aisle
4. Turn to face the Altar
5. Bow (head only) when the Priest bows
6. Turn around and proceed to the Gathering Space
7. After dismissed by the Priest, put the **Cross** back on the stand, then help clear the main Sanctuary

Server 3&4 Quick Reference Guide

Entrance / Introductory Rites

1. Gather with the Priest for prayer, then get your **candles** and line up behind the Cross
2. Bow (head only) when you reach the steps
3. Proceed to the side table and put **candles** down
4. Go to your seat and remain standing
5. Sit when the Priest sits

Liturgy of the Word

1. Sit during the Readings and the Responsorial Psalm
2. Stand while the Gospel is proclaimed
3. Sit for the Homily
4. Stand for the Creed
5. At the start of the petitions, get your **candles** and go to the Gathering Space
Note: If only 3 servers are present, then use the **cross** instead of **candles**

Presentation of the Gifts

1. When the Priest moves toward the steps, lead the Gift Bearers to the Altar
2. When you reach the Priest, bow (head only)
3. Proceed to the side table and put **candles** (or **cross**) down
4. Return to your seat

Eucharistic Prayer / Communion Rite

1. Stand, kneel, and pray with the congregation
2. Exchange the Sign of Peace with each other and anyone close

Communion

1. Wait for the ushers to invite you to communion
2. After receiving communion, return to your seat

Concluding Rite / Exit

1. Stand for the closing prayer and blessing
2. When the final hymn begins, walk over to retrieve your **candles**
3. Follow the Cross bearer to the main aisle
4. Turn to face the Altar
5. Bow (head only) when the Priest bows
6. Turn around and proceed to the Gathering Space
7. When dismissed by the Priest, put the **candles** back on the gifts table, then help clear the main Sanctuary.