

# Server Directions

St. Hubert Catholic Church

	<b>Intro</b>	<b>Word</b>	<b>Eucharist</b>	<b>Communion</b>	<b>Concluding</b>
<b>Server 1</b>	Cross Roman Missal	---	Roman Missal Receive gifts	Roman Missal	Roman Missal Cross
<b>Server 2</b>	Candle	Candle	Tray Hand washing	---	Candle
<b>Server 3</b>	Candle	Candle	Lead gift procession	---	Candle
<b>Server 4</b>	---	----	Main Chalice Receive Gifts Bells	---	----

**Prep before Mass** :After putting on your alb please help the sacristan set up things for Mass.

## Mass

### Introductory Rites

1. **Server 1** leads the procession with the cross. **Server 2** and **Server 3** with candles follow the cross.
2. Upon arriving at the altar, **Server 1**, **Server 2**, and **Server 3**, make a head bow together, turn to the right, and in a single file line (candle-cross-candle) process to where their items go during Mass. They then go to their pew.
3. (If the priest asks for it) **Server 1** will hold the Roman Missal for the introductory rites.
4. At the end of Gloria **Server 1** will bring the Roman Missal to priest for the Collect (opening prayer).

### Liturgy of the Word

5. Gospel Procession (Sundays and Solemnities only)
  - a) As soon as the reader of the second reading moves to put the book away (before the “alleluia” begins) **Servers 2 and Server 3** get their candles. **Server 2** will go to side of the altar closest to the choir. **Server 3** will go to the other side of the altar. **Server 2** and **Server 3** stand on either side of the altar facing each other.
  - b) The priest/deacon will get the Book of the Gospels. When he turns, **Server 3** leads by walking around the front of the altar. **Server 3** goes and stands next to the ambo, facing it on the side closest to the choir. **Server 2** walks behind the altar, following the deacon/priest to the ambo. **Server 2** stands on the altar side of the ambo facing Server 3.
  - c) When the Gospel is finished, **Server 2** and **Server 3** go with the priest/deacon to the Gospel stand, standing on either side of him. Once he places the book in the stand, **Server 2** and **Server 3** walk to the left, around the back area (tabernacle) and return their candles. They then return to their pew.

### Liturgy of the Eucharist

6. After the prayers of the faithful:
  - a) **Server 3** goes to the back of church to lead the gift bearers up.
  - b) **Server 1** places the Roman Missal (and the bookstand) on to the left/middle side of the altar.
  - c) **Server 4** brings out the main chalice; **Server 2** carries the tray with the chalices and purificators on it to the corner of the altar.
7. **Server 1** will help the deacon/priest take things off the tray, putting the chalices on the left side of the altar in one straight line along the edge. Purificators go between the chalices and the book/bookstand.
8. **Server 2** will return the tray, placing it on the credence table shelf.
9. **Server 1** and **Server 4** accompany the priest/deacon to the bottom of the steps to receive the gifts.
10. **Server 3** leads the gift bearers and then helps receive the gifts with **Server 1** and **Server 4**.
11. Whichever server receives the wine, he will stay at the altar until the deacon/priest is finished with the cruet/pitcher.

## **Server Directions**

St. Hubert Catholic Church

12. The server with the water will present the cruet to the priest/deacon with handles toward the priest/deacon. The server with the water then waits with **Server 2** to wash the priest's hands.
13. When the priest makes a profound bow after placing the main chalice down on the altar, **Server 2** and the server with the water walk up to the priest's left side and wash his hands. Once finished, return the items to the credence table shelf. The two servers return to their pew.
14. **Server 4** rings the bell once at the Eucharist. **Server 4** rings the bell 3 times when the priest raises host and 3 times when the priest raises the chalice.

### **Communion Rite**

15. All servers go in the communion line to receive communion. After receiving, **Server 1** will go to the altar, make a profound bow, take the Roman Missal (and bookstand), and then go back to his pew.
16. After receiving Holy Communion, **Server 1** will be ready if there is anything else that the priest/deacon needs to be cleaned off the altar.
17. When the priest sits down after distributing communion, **Server 1** should take hold of the Roman Missal. When the priest stands **Server 1** immediately walks up to the priest for the Prayer after Communion (closing prayer).

### **Concluding Rites**

18. If there is a solemn blessing **Server 1** holds the book for the priest.
19. *After* the priest gives the final blessing, **Server 1** gets the cross. **Server 2** and **Server 3** get their candles. In a single file line (candle-cross-candle) they go down to the first pew and turn and face the altar. When the priest/deacon genuflects, the servers make a head bow. They then turn around and exit.

After mass help take down (Help sacristan after mass)

---

### **Gestures and Postures**

1. Genuflection: When not carrying anything at the opening or closing procession, genuflect at the foot of the steps facing the tabernacle.
2. Head Bow: When carrying something at the opening or closing procession, make a head bow at the foot of the steps facing the tabernacle.
3. Hands
  - a. When standing and not holding anything, hands are fold at chest level.
  - b. When holding something that requires only one hand, place your empty hand flat on your chest.