

BEFORE MASS

1. Be there 10 minutes before Mass. **Take white card** from Music board & sign in. If someone called you to serve for them, write Sub after your name; If you serve because the white card has not been taken, write Vol. (Volunteer) .(Can't volunteer until 10 minutes prior to mass.) Put on your robe and cincture/rope and then prepare the following:
2. Side table. Check for....
 - A. The Sacramentary (*sometimes the thin Sacramentary*)
 - B. 4 Communion cups (2 cups and 3 bowls) and 4 purificators for each cup.
 - C. 1 large chalice
 - C. 1 Dish for hosts at communion
 - D. Bowl, water, pitcher and towel.
 - E. Corporal (large white cloth on which sets the cups)
3. Take wine/hosts to front door table.
4. Be sure tabernacle key is by tabernacle.
5. Turn on power for Microphone.
6. Light the ambo candle 8-5 minutes before mass. (Push out wick 1 inch afterwards.)
7. Check to see if there are any special instructions.

DURING MASS: Do: a) keep hands off your rope tie; b) stand still c) keep hands out of pockets d) sing

1. Process single file and walk slowly three to five pews apart. When you reach the first step, the cross bearer is on right of priest. Lector is on the left of priest. Candle bearer 1 on outside of cross. Candle bearer 2 on the left. Cross bearer goes first and then candle bearer1 and candle 2 go to sacristy. The candle bearer 2 goes to left of and back of altar.
2. Duties of Cross Bearer: hold Sacramentary for priest at beginning and end of mass; Preparation of Gifts: light candles at altar by taking fire from the ambo candle, put out ambo candle and then lights candles. Light processional candles in sacristy **after** communion.
3. Duties of Candle Bearers: At the Preparation of Gifts, if necessary, place the altar cloth on altar and then places 4 things on the altar: corporal, chalice, purificator, and missal. Go with Fr. to receive the money collection and put it front of altar; take bread and wine & put on altar; wash priest's hands; sometimes, visiting priest will take the water to pour in chalice, then wash hands.
4. At the sign of peace, shake hands with each other. All servers place the remaining cups, purificators, and other bowl on the altar.

AFTER MASS:

1. Clean up after Mass: towel, water bowl & pitcher, purificators, etc. Use lighter to put out candles. Don't blow candles out. (Fold up altar cloth in most cases.)
2. **Replace white cards** to music board for next mass.
3. Then hang up all robes in order. Hang up even those fallen off. **EXTRA:** If you are responsible, you earn the privilege for something special during the summer. Thank you much. ☺.