

To Do List for Servers

Before Mass

****Show up 15 minutes before mass begins.**

****Wear red cassocks on weekends and holy days of obligations; the white ones on weekdays**

****Set-up**

- Light altar candles
- Check if cruets are filled
- Check if chalices and ciborium are out
- Check if sound system is on

****Prepare credence table in the sanctuary; carry out the chalice, bowl, and towel for washing the priest's hands and place them on it**

****Prepare the gifts table in rear of church; place wine, water, and hosts on it**

****Put the tabernacle key on the tabernacle table and the base for the processional cross in the sanctuary**

****Prepare the coal fire for incensing**

****Make sure the lights are turned on in agreement with the directions hanging in the panel**

****On weekends we gather in back of church: we carry the processional cross, the lectionary, thurible and container, and the candles**

****We begin with a short prayer**

****Process in slowly in front of priest when opening hymn begins**

During Mass

****Genuflect or bow in front of altar (near the steps) with the priest. Then, go and put the candles and cross at the respective places, the thurifer brings the thurible and incense box to the priest to incense the altar. Once he finishes the incensing, he will give back to you the thurible. Keep it in the sacristy in its proper place, and then come back to your chairs. Hold your hands in prayer position.**

****Hold the missal for the priest at the opening prayer.**

****During Alleluia time the candle bearers go and get the candles, bow together in front of the altar with the priest, and then come to stand face to face on either side of the pulpit. Once the priest finishes reading the Gospel, put the candles back in their respective places and listen to the homily.**

****During the petitions, prepare the altar. Get the stand for the missal, get the ciborium and chalice, and stand off to the side when done (on weekends, the altar should be made ready only during the collection and not during the petitions).**

****Follow the priest to the front altar to receive the gifts; standing at each side of him**

****Take the gifts to the credence table and remove tops from the cruets**

****After the 1st blessing, take the water/wine to the priest – come back to the table, take the water, towel, and dish to the priest to wash his hands – return items to the table and stand off to side**

****Ring bell during Eucharistic Prayer**

- When hands are extended over the gifts for blessing
- At elevation of the bread
- At elevation of the wine

****After Communion:**

- Bring water cruet to priest for purification
- Clear the altar of chalice, ciborium, book, and stand
- Go back to your chairs and sit until the priest calls all to stand

****At final hymn, go with priest to the front of the altar**

- Genuflect to altar (near the steps)
- Move in front of priest and process slowly down the main aisle

After Mass

****Blow out candles**

****Turn off sound system**

****Empty dish for washing hands and replace on table**

****Turn off microphone (leave lights for priest to turn off)**

****Bring chalice and cruets into priest's sacristy and refill the cruets with water and wine**

****If another Mass will follow, leave base of processional cross out in the sanctuary**

****Bring in hymn books from priest's and server's chairs**

****Put collection into bank bag (keep a second collection separate)**

****Extinguish the two candles**

****Hang up albs and if needed to be washed please do it**