



# DIVINE MERCY

---

## CATHOLIC CHURCH



**SERVER  
HANDBOOK  
November 2016**



# DIVINE MERCY

---

CATHOLIC CHURCH

## “Jesus, I trust in You!”

Serving at DMCC

### 1. Posture

- a. Hold hands together by chest - don't swing, and stand up straight

### 2. Masters of Ceremonies (MC)

- a. The MCs are the overall leaders among the servers
- b. They serve as Master of Ceremonies for masses with a bishop (called a Pontifical Mass), for major feasts
- c. MCs help coordinate trainings for servers and can be called upon for any additional questions servers may have.

### 3. Servers

- a. Servers follow the direction of the most experienced server (referred to as the “Lead” server)
- b. Report 20-30 minutes before Mass
- c. Report to trainings as scheduled by the MCs
- d. It is the responsibility of all servers to show up on time and to arrange for a replacement in advance, when necessary

### 4. Scheduling

- a. If there are any scheduling questions or concerns please contact Cecilia Allen at 334-2266 extension 45 or [callen@divinemercy.cc](mailto:callen@divinemercy.cc)
- b. Schedule comes out four times a year

## **5. Finding a replacement**

- a. If you cannot serve at your assigned time, **you are responsible for finding a replacement.** It is best to do this one week ahead of time
- b. If you use the online program to request a sub and no one accepts your request, then begin calling or texting other servers using the roster that is sent out with each schedule.

### **Typical Sunday Mass (without Deacon)**

**Lead server** (decides server roles; usually carries the cross, but can adjust entrance & exit roles as deemed necessary for appearances)

**Candle-bearer 1**

**Candle-bearer 2**

**Book-bearer**

### **Entrance Rites**

Cross goes first with candles on either side. The Book-bearer goes next, followed by the lector and then the priest. Cross and candles stop in front of the altar, bow their heads and ascend the steps. (They do not tip their candles.) They continue to the left of the altar and the cross is put into the sanctuary and candles are placed on either side of the tabernacle. Then return to their seats.

Book-bearer: By the end of the Gloria (except during Advent and Lent – at those times after the penitential rite) bring the book to the priest. Be sure to have it open to the right page – check before Mass). After the opening prayer, return to your seat.

## Liturgy of the Word

Candle-bearers: After the second reading, get candles and go to the altar. Stand at each end of the altar and bow your heads. When the priest picks up the Gospel and turns, turn toward the ambo and walk in single file to the ambo (server closest to ambo goes to the far side of the ambo, followed by the priest, then the other server). They turn towards the ambo, facing each other. After the Gospel, put the candles back on either side of the tabernacle, turn and bow to the **altar**, and return to your seats.

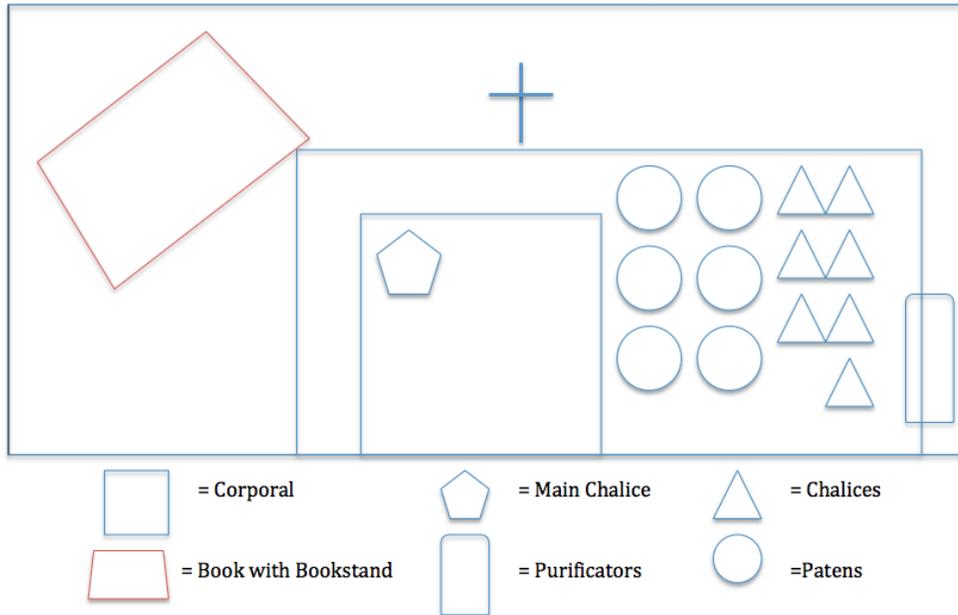
## Liturgy of the Eucharist

### *Preparation of the Altar*

The lead server sets the altar according to the picture below. Candle-bearers and book-bearer bring all the items to the lead server from the credence table (order: book/book stand, main chalice with corporal on top, tray with chalices, patens, purificators) . After this candle-bearers go to receive gifts with priest. Candle-bearers precede the priest to the altar and hand him the paten and then the wine and water. Candle-bearer with water remains standing in position by altar while other candle-bearer takes empty flagon and places it on the credence table. Book-bearer brings over bowl and towel for hand-washing.

**All:** return to seats.

How the Altar Looks Set Up



At Preface candle-bearers and book-bearer wait until the Sanctus (Holy, Holy) begins. The servers then walk in a single file line down the side stairs to the middle of the front steps. Then they bow and walk to either side of the steps and kneel when the Sanctus ends.

**Bell:** When Sanctus begins, the lead server heads to the sacristy to ring the bell three times slowly during the elevation of the host then again during the elevation of the chalice. Follow instructions on inside door of the cabinet.

At Great Amen, they stand with assembly and return in a line to left side of sanctuary. Candle-bearers and book-bearer stand behind the lead server.

Lead server should try to receive communion first (consider stepping forward so Lead EMHC knows who the lead server is).

**Book-bearer:** Takes book after receiving communion and returns to seat (wait until Eucharistic Ministers have left the altar).

**Lead Server:** Gets the cross from the sanctuary and leads the Lead Eucharistic Minister around the church to distribute communion to the elderly.

**After Communion:**

**Lead Server:** Finishes clearing altar with the assistance of others after all the ministers of Holy Communion have finished and priest has purified the vessels (book-bearer should NOT be the server that takes the main chalice).

**Book-bearer:** Brings the book to the priest and opens it for post-communion prayer.

**After the Final Blessing and Dismissal:**

Servers get same items they processed in with (cross or candles). All will meet in the small hallway between the sacristy and the credence table. Wait for the music to start and then go to aisle and face altar. Cross first with candles at either side. The book-bearer is in front of them close to the altar (perhaps lector as well). When the priest genuflects, cross and candles bow their heads, book-bearer and lector genuflect and turn around to proceed out of the church.

# Sunday Mass with Incense

## Thurifer-Incense

**Lead Server** (decides server roles; usually carries the cross, but can adjust entrance & exit roles as deemed necessary for appearances)

**Candle-bearer 1**

**Candle-bearer 2**

**Book-bearer**

Thurifer walks at the head of the procession. After bowing before the altar, thurifer goes around the altar to the left and waits for priest. Thurifer stands by the altar while the priest incenses it. Then puts the thurible in the sacristy and goes to seat.

At Gospel Procession, thurifer walks to priest (while priest is still seated) and stands in front of priest. Priest places incense in thurifer and stands up. Thurifer walks to the altar with the candle-bearers and stands to the left of candle-bearer nearest the ambo. Thurifer leads procession to ambo and stands behind ambo, giving the thurible to the priest after "A Reading from the Holy Gospel according to N."

After the Gospel, return it to the Sacristy and add a coal.

Thurifer brings thurible to priest after the blessing over the chalice. After the priest incenses the altar he will return the thurible to the thurifer, who then incenses the priest and the congregation, bowing before and after each time. Hand-washing is after priest incenses the altar.

### **After the Final Blessing and Dismissal:**

Servers get same items they processed in with (thurifer, cross, or candles). All will meet in the small hallway between the sacristy and the credence table. Wait for the music to start and then go to aisle and face altar. Cross first with candles at either side. The book-bearer and thurifer are in front of them close to the altar. When the priest genuflects, cross and candles bow their heads, book-bearer, thurifer and lector genuflect and turn around to proceed out of the church.

### **Parents:**

**Thank you for encouraging your youth to serve. You play an important role in making sure the servers follow through with their commitment. Please praise them and challenge them as they improve in their service to the LORD at the Altar!**