

Ordinary Time/Advent Season

Before Mass

- A. Arrive early to Mass. Ensure this sheet is accessible
- B. Dress out- use black/white cassocks if there are enough and everyone can fit in them

1. Procession into Mass

- a. 1 **Cross bearer**
 - i. Leads
 - 1. Gets to Altar and pause
 - 2. Puts Crucifix behind door
 - 3. Sits down in #1 spot on server bench
 - b. 2 **Candle Bearers**
 - i. Behind Cross bearer
 - 1. Gets to altar and opens space between to allow Father, Deacon, Lectors and #4 in
 - 2. Bows head with Father
 - 3. Goes up on altar and places candles
 - 4. Sits down in #2 and 3 spot on server bench
 - c. 1 **#4 position**
 - i. Behind candle bearers
 - 1. Gets to altar, stands next to right candle bearer
 - 2. Bows/Genuflects (depending on Father)
 - 3. Sits down in #4 spot on server bench
2. **Gospel-** (cue: congregation stands, singing Alleluia, Father gets up to grab Gospel)
- a. **Candle Bearers**
 - i. Move to candles pick them up (bow in front of Crucifix)
 - ii. Move when Father/Deacon move around lectern (bow in front of Crucifix)
 - 1. Hold candles during Gospel, place candles once Father concludes the reading
 - iii. Move back to bench (bowing in front of Crucifix)
3. **Preparation for Communion** (cue: after intentions, ushers come forward for collection)
- a. **Candle Bearers**
 - i. Secure candles (bowing together in front of altar)
 - ii. Move to back of the church
 - iii. When told by Usher move back to front, splitting around Father
 - iv. Bow, place candles
 - v. Move to bench
 - b. **Cross Bearer**
 - i. Brings Eucharist kit to Altar
 - ii. Moves to front of steps to help receive gifts
 - iii. Brings gifts to Altar, moves back to bench
 - c. **#4**
 - i. Brings Silver Cruet and/or purificators to altar
 - ii. Moves to other side of Father to help receive gifts
 - iii. Brings gifts to Altar, moves back to bench

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4. **Washing of hands** (cue: after gifts have been placed on altar)

a. #4

- i. drapes towel over left arm
- ii. Take Lavabo dish in left hand
- iii. Secure Silver Cruet from altar, when Father turns to you, apply a generous amount of water to his hands
- iv. Once he wipes his hands on towel, go back to bench placing supplies on server tray

5. **The Epiiclesis**

a. Cross Bearer

- i. Cue: Father raises hands to call down Holy Spirit
 1. ring bells once
- ii. Cue: Father raises host up
 1. ring bells 3 times
- iii. Cue: Father raises chalice up
 1. ring bell 3 times

6. **After receiving Communion**

a. All servers

- i. Go back to Bench

7. **Post Communion** (cue: all Eucharistic Ministers leave altar)

a. All servers

- i. Line up next to altar to take items away
- ii. Once altar is cleared, bow to Father
- iii. Return Items to server tray
- iv. Sit down on bench

8. **Procession out of Mass** (cue: first note of final song)

a. Cross bearer

- i. Secures cross, moves to between crosses of front pew
- ii. Nods head when Father bows/genuflects- turns with Cross leading out of Mass

b. Candle Bearers

- i. Secure Candles (bowing in front of Crucifix), moves to kneeler of first pew
- ii. Nod head when Father bows/genuflects
- iii. Turn into each other and follow Cross Bearer
- iv. Blow candles out once at the back of the Church

c. #4

- i. Stands on the far side of the front kneeler
- ii. Bows or Genuflects (follow Father's lead)
- iii. Follows Candle bearers