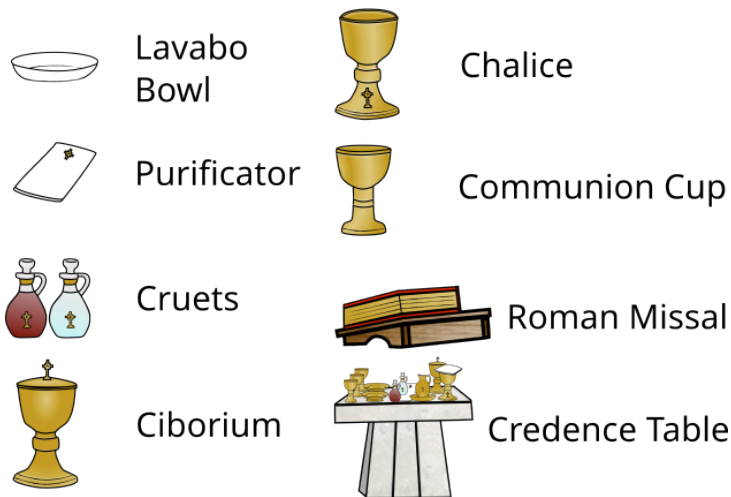


# Serving at St. Francis

## What's What



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## At Home

- Boys should wear black pants, socks, and shoes.
  - If you wear a collared shirt, it might be a good idea to wear a different shirt under it, so you can remove the collared one before putting on a cassock.
- Girls should wear solid colors and white or black shoes.

## Before Mass

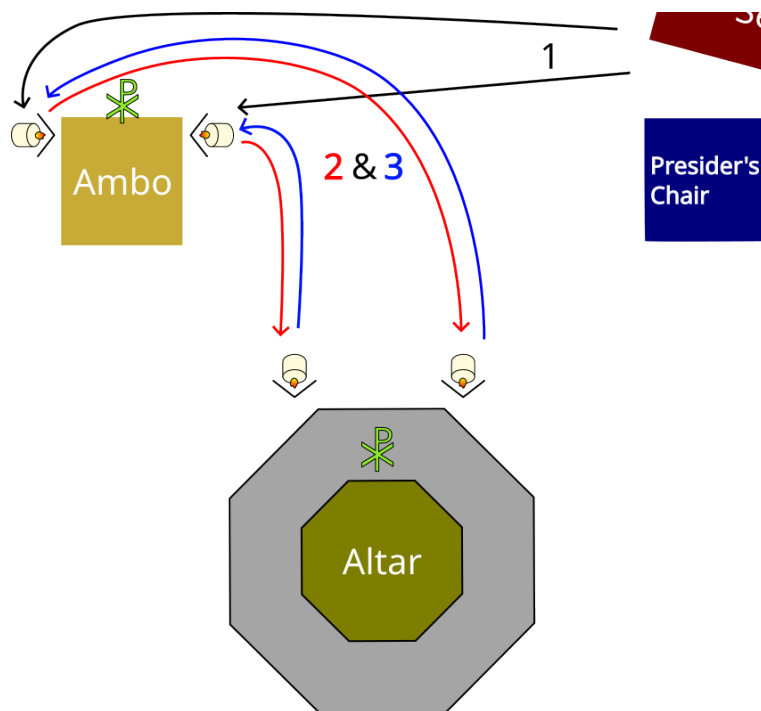
- Arrive at least 15 minutes prior to Mass.
- Put on your cassock and surplice (boys) or alb and cincture (girls).
- 10 minutes before Mass, light the candles.
- 5 minutes before Mass, be in the narthex, waiting to begin the procession.

## Introductory Rites

- Process up the aisle. When you reach the altar, pause to reverence it.
- Go around the right side of the altar.
- Put the cross and candles away.
- Return to your seats.
- When the priest says, “Let us pray,” you should already be in front of him with the missal. Towards the end of the Gloria is usually a good time to pick up the missal and start walking.

## Liturgy of the Word

- Pay attention to the first reading, the psalm, and second reading.
- When the music for the Alleluia starts, the candle bearers should get their candles (1).
- Go stand on either corner of the altar (2).
- The priest will come between you and remove the book of the Gospels from the altar.
- Process back to the ambo (3).



- Hold the candles until the priest finishes reading the Gospel.
- Set the candles into the holders.
- Return to your seats and listen to the homily.

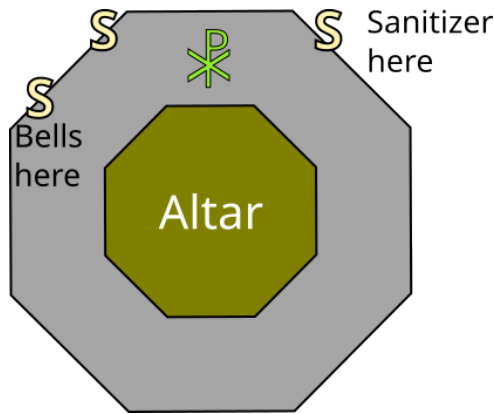
## Preparing the Altar

- The server with the cross goes down the center aisle to the back of the church.
- Bring the priest's chalice to the altar and hand it to the priest.
- Do the same with any other chalices and ciboria.
- Bring up the missal with the stand and place it on the altar.

- One server goes to the front of the altar with the priest to receive the gifts.
- Bring the wine and the water to the priest. When he's done with them, return to the credence table.
- The server with the water picks up the bowl, and another server takes the towel. Hold it open by the corners. Proceed to the altar to wash the priest's hands.

## Consecration

- During the *Holy, Holy*, all servers should go stand around the altar. Kneel at the same time as the congregation.
  - Each "S" in the image below shows where a server should be kneeling.



- **Bells**
  - When the priest extends his hands over the chalice, ring the bells ONCE.
  - When the priest elevates the host, and again when he elevates the chalice, ring the bells THREE TIMES.
- When the Extraordinary Ministers of Holy Communion come up, the servers should stand to receive the Eucharist.
- While communion is being distributed to the congregation, one server should take the missal from the altar and return it to the credence table.

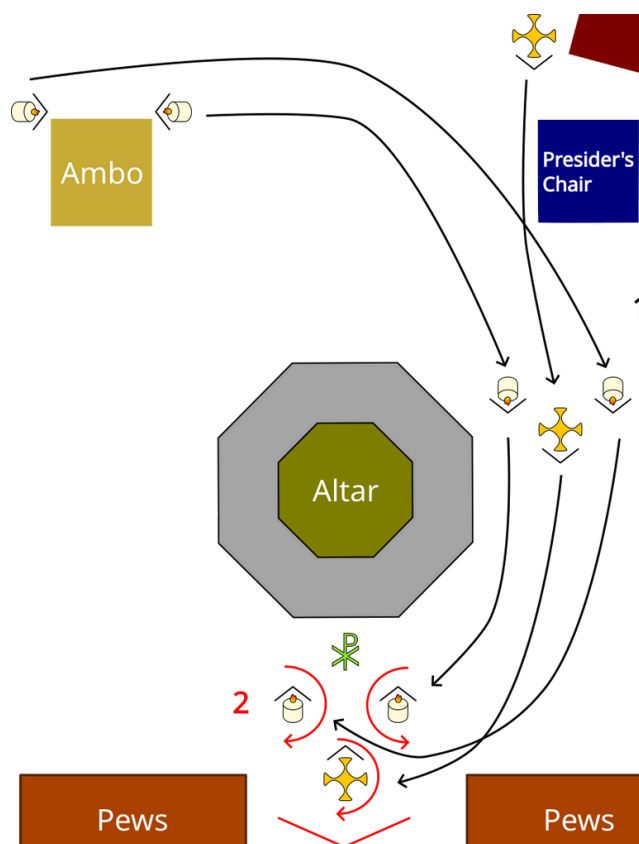
## Clearing the Altar

- When the priest returns to the altar, bring up the water and pour it into the chalice.
  - Only two servers need to go up and help clear the altar. The third one remains kneeling.
- As the priest purifies items, come to the altar and take them from him.

## Exit Procession

- When the music for the last song starts, go get the cross and candles and move to the front of the altar (1).
- The priest will come stand in front of you.
- When the priest bows, all the servers bow too.

- When the priest turns around, all servers turn around in unison and process to the back of the church (2).



## After Mass

- Return the cross and candles to their places in the sanctuary.
- Go to the dressing room in the narthex.
- Before removing their server clothes, one server takes a brass candle lighter and extinguishes all the candles.
- All servers remove their cassocks and surplices or albs and cinctures and hang them up.