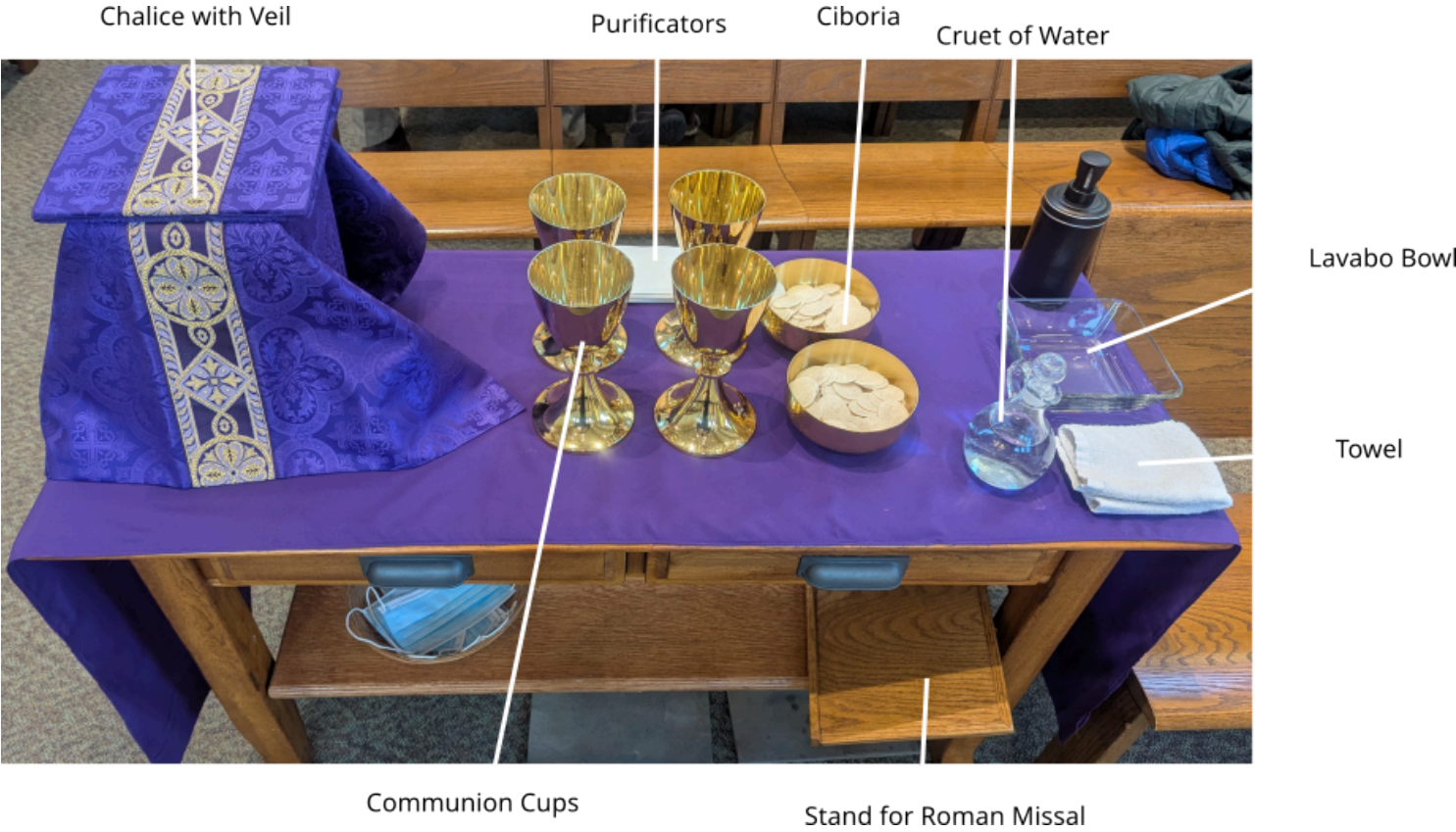
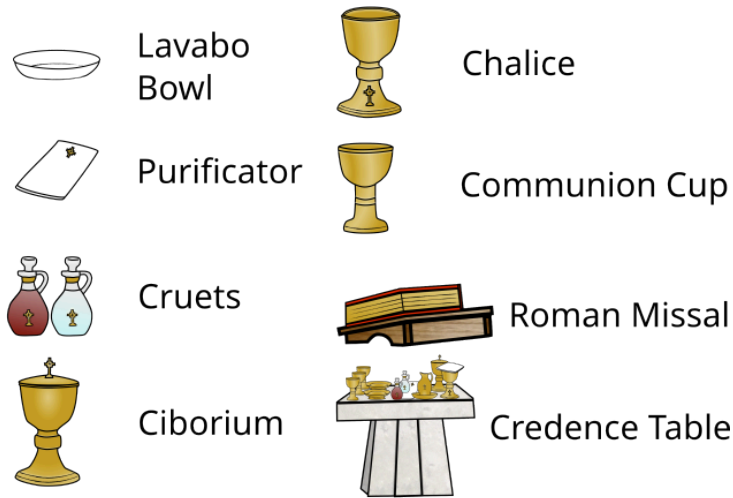


Serving at St. Francis

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

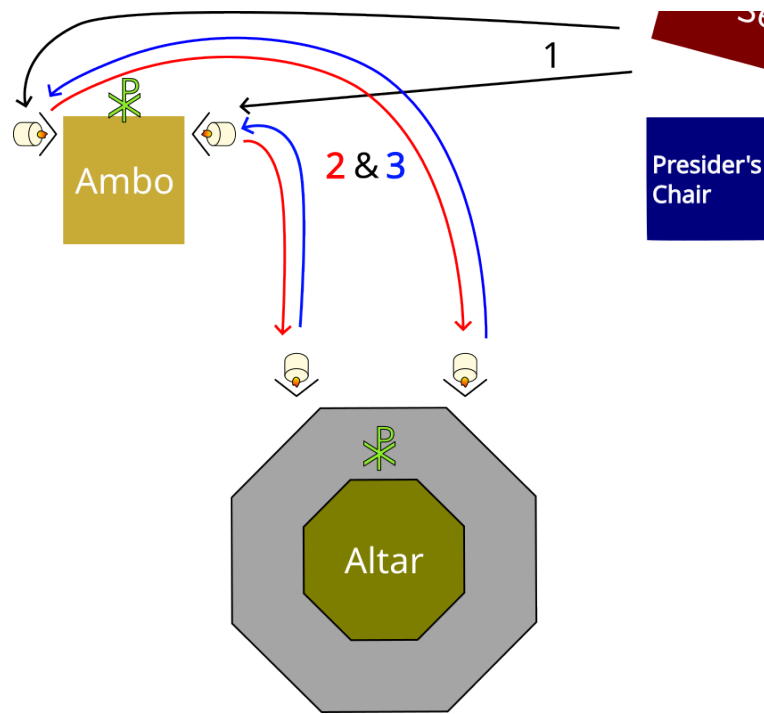
- Arrive at least 15 minutes prior to Mass.
- Put on your cassock and surplice (boys) or alb and cincture (girls).
- 10 minutes before Mass, light the candles.
- 5 minutes before Mass, be in the narthex, waiting to begin the procession.

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).



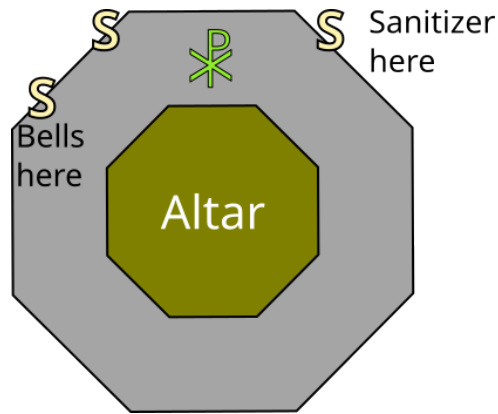
- Hold the candles until the priest finishes reading the Gospel.
- Set the candles into the holders.
- Return to your seats and listen to the homily.

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.



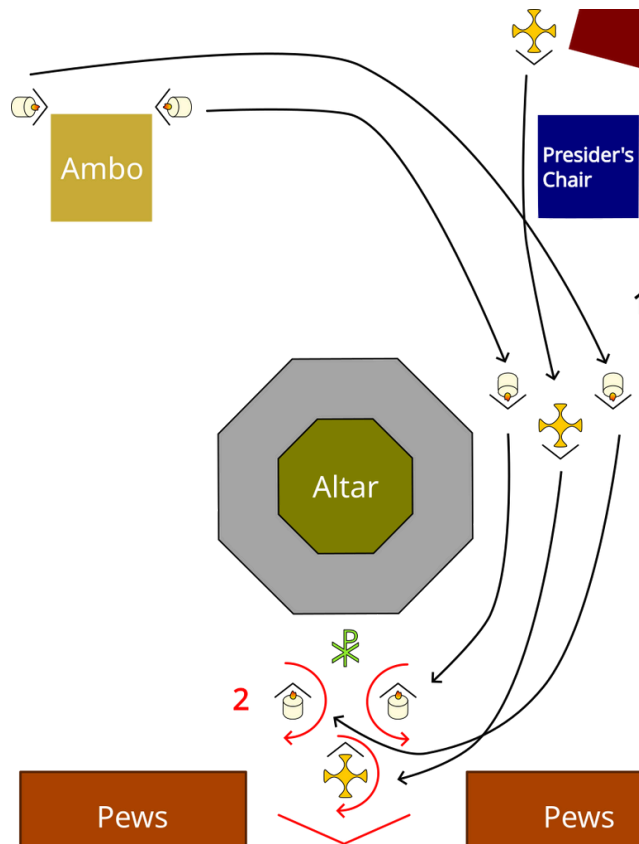
- **Bells**
 - When the priest extends his hands over the chalice, ring the bells ONCE.
 - When the priest elevates the host, and again when he elevates the chalice, ring the bells THREE TIMES.
- When the Extraordinary Ministers of Holy Communion come up, the servers should stand to receive the Eucharist.
- 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.