

Before Mass

- You should arrive at least 15 minutes prior to Mass. As soon as you arrive, put on your cassock or alb. About 10 minutes before Mass, light the candles.
- 5 minutes before Mass, you should be in the narthex area, waiting to begin the procession.

Introductory Rites

- 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.

Preparing the Altar

- Bring the priest’s chalice to the altar and hand it to the priest, and then do the same with any other chalices and ciboria, and then bring up the missal with the stand and place it on the altar.
- 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

- At the middle of the *Holy, Holy*, all servers should go stand by wherever they’re going to kneel. Kneel at the same time as the congregation.
- 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 join them to receive the Eucharist.
- After receiving communion, 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.
- As the priest places cleans items, come up to the altar and take them from him.