

## How to Serve a 2 Server Mass

### Daily Mass

#### (A1 and A2)

- **Preparation-** Arrive 20 minutes before Mass.
- Light the candles and bring sacred vessels to the Altar and Credence table.
- **Altar-** Roman Missal is placed on the Altar.
- *Note- The Display Stand is not used for daily Mass.*
- **Credence Table-** Chalice set up (with host on paten), 2 cups of wine, 2 purificators, ciboria (if there), wine and water cruets, extra water cruet, finger bowl and towel.
- Check that Tabernacle key is in the Tabernacle door. Check that the microphone is turned on.
- *Note- The Gifts table at the back of the church is not used during Daily Mass.*
- Check with the Celebrant if there are any further instructions for that specific day.
- **Entrance Procession-** Process in with Celebrant, **A1** on one side, **A2** on the other, bow together at the Altar with the Celebrant and proceed to the benches. Remain standing facing the Altar.
- **Gospel-** Turn towards the Priest when the Gospel is read.
- **Offertory-** After the Homily, **A1** brings the Chalice set up to the Altar, **A2** brings the ciboria up to the Altar if there and waits for the lids. Servers bow together towards the Altar after placing the items on the Altar. If there is no ciboria, **A2** in the meantime can take the cruet tops off the cruets.
- **A2** unfolds the finger towel and places it over his/her left arm, picks up the finger bowl with his/her left hand and places the right hand over their heart.
- **A1** puts the wine cruet in his/her right hand and the water cruet in his/her left hand with handles facing the Priest.
- **A1** and **A2** walk up to the Altar together, do not hesitate. **A1** stands at the corner of the Altar, **A2** stands to the left of **A1**.

- Once the Celebrant finishes with adding water to the Chalice, **A1** passes the water cruet to **A2**, **A2** takes the water cruet by the handle.
- **A2** pours a small amount of water slowly over the Celebrant's hands.
- Servers bow towards the Altar before returning items to the Credence table.
- Servers return to the benches.
- *Helpful tip for if you are serving Daily Mass alone- During the Offertory, bring the Chalice set up to the Altar first. Then bring the water and wine cruets up to the Priest. Turn and leave as soon as the Priest takes the water cruet, the Priest will leave the water cruet on the corner of the Altar. Return the wine cruet to the Credence table and pick up the finger bowl and towel. Bring finger bowl and towel up to the Priest. This will save you from making multiple trips to the Credence table.*
- **Communion-** When Celebrant begins to give Communion to the Eucharistic Ministers, Altar servers rise and walk up to the Altar to receive, then return to the benches. **A1** needs to bring the ciboria lids back to the Blessed Sacrament Chapel.
- After Communion, **A2** opens the door for the Eucharistic Minister while the **A1** walks up to the Altar with the water cruet to clean the Chalice. **A2** does not stay at the door to hold it for Eucharistic Ministers leaving the chapel.
- The **A2** joins the **A1** at the Altar to retrieve the Chalice set-up. Then they return the Chalice set up to the Credence table and return to the benches.
- **Closing Procession** – Celebrant walks to the front of the Altar. Servers walk to the center aisle and stand slightly behind the Priest at the first pew (one on his right and one on his left). Everyone bows together and turns and processes out down the center aisle. The servers lead the way, the Celebrant follows closely behind.
- Bring sacred vessels back to the Priest's sacristy. Extinguish the candles.
- *Tuesday Novena- Novena prayers are recited after Daily Mass. Servers are to kneel with the presider (on his right and left) during the novena prayers. At the end of the novena the presider will rise to give the final blessing, servers are to remain kneeling, facing the Altar. Servers process out with the Priest as usual.*