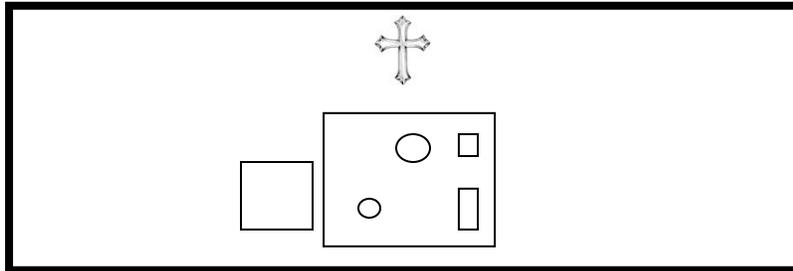


Outline for Lead Servers
St. Pius X Catholic Church
October, 2018

1. Arrive 15 minutes before Mass time and vest in appropriate alb or cassock and surplus. **Once you are vested and complete your opening duties. Be seated with the other servers on the front pew.**
2. Check credence table and altar books to be sure everything is there and ready for Mass
3. **5-10 minutes before Mass, the *sacristan* will light the sanctuary candles. Once all the candles are lit, you and the servers get the processional cross and the appropriate candles, and go to the entrance and prepare for procession.**
4. Lead procession down center aisle when singing begins (not during introduction).
5. Place cross in stand.
6. Return immediately to the sanctuary, pick up the Roman Missal for Father and stand with the Missal so that he can read necessary parts (penitential rite, Gloria, Opening prayer).
7. Return the Missal to the table and sit with the servers, and participate in Mass appropriately.
8. During the Creed (after bowing for the words *and by the Holy Spirit was incarnate of the Virgin Mary, and became man.*), approach the celebrant, pick up the binder with the intercessions, open it to the intercessions and stand in front of the celebrant during the intercessions so that he can read the opening and closing prayers. *(At Thursday 8:30 Mass, there is **not** a Creed, so approach when Father returns to his chair from the homily and use the small binder for Weekdays).*
9. After closing prayer, return binder and bring chalice to the altar, placing one hand on top as you walk.



10. Step back, bow, get the cross and go down the aisle to the entrance to wait for the Process of the Gifts to be ready; lead forward and return the cross to the stand.
11. If you are not needed to bring any other gifts to the altar, get the water cruet, remove the stopper, and bring the water to the celebrant or deacon.
12. Once used, take the water and the wine cruet and stopper back to the credence table.
13. Return to altar with the water cruet, bowl, and towel for the washing of the hands, then return all to the credence table. Go and stand where the bells are at the foot of the sanctuary, facing the altar.

14. Follow the lead of the assembly for posture during the Eucharistic Prayer (stand when they stand, kneel when they kneel). Kneel in front of the bell after we sing the Holy, Holy. . Bells are rung for 2 – 3 second at a time during the Eucharistic Prayer:
- Once (3 seconds) when the priest extends his hands (or makes the sign of the cross) over the gifts at the beginning of the prayer.
 - 3 times when he shows the Host after the words, “Do this in memory of me.”
 - 3 times when he shows the chalice with the Precious Blood after the words, “Do this in memory of me.”
15. At the Sign of Peace, extend the sign to the other servers and those in the front pews but be sure you are standing where you usually sit at the beginning of the Lamb of God (the sign of peace should end with the beginning of the Lamb of God).
16. After receiving Holy Communion, pray your thanksgiving and when you can see that all the ministers are away from the altar and the congregation is receiving Holy Communion, clear the altar.
- Put the large gold ciborium that came out of the tabernacle back in front of the tabernacle
 - Put the pall, paten, and corporal back on the credence table in one pile with the paten on top
 - Put the Roman Missal on the table by Father’s chair.
 - *If there will be Exposition of the Blessed Sacrament after Mass, also remove the cross and intention paper.*
 - *If Exposition, get gloves and place table and monstrance on the altar.*
 - **All of this should be finished before Father and the other ministers return to the sanctuary.**
 - *Place incense stand, incense, and thurible in front of the sanctuary near the kneeler.*
 - *Other servers should place chair and kneeler for celebrant in center.*
17. Bring the Roman Missal to Father for the Prayer After Communion and conclusion of Mass
- *Father will expose the Blessed Sacrament and come to the kneeler.*
 - *Bring him the incense and thurible.*
 - *Kneel.*
 - *Return incense and thurible when he hands it back to you.*
 - *Kneel until time to lead group out.*
18. If no Exposition, get Cross and prepare to lead group down the aisle
19. After the song, return the cross to the stand and help to clear the credence table.
20. Hang up alb or cassock and surplus.
21. Leave quietly.