

CREDENCE SERVER(S) CUE CARD

11/13/24

	Cue	Action
Procession and Introductory Rites		
1	<p><u>Before Mass</u>: Ensure altar candles are lit. In atrium at Priest's prompting.</p> <p>Note: Bow head when departing from the Priest.</p>	<p>Carry procession candle or cross. All stop and bow at front of altar and proceed to place candles/cross in holders. Proceed around back to ambo side chairs.</p> <p>Note: If not carrying an item, follow cross, genuflect instead of bowing, and proceed around back to ambo side chairs.</p>
1 Alt	<p>Note: If only 2 servers (e.g. 7:30), will perform Missal Server duties at the beginning of mass.</p> <p>When there is incense: Since Senior Server has incense, will need to immediately pick up missal and place in Missal Server's arms.</p>	<p>Immediately proceed to missal table to perform Missal Server duties. Proceed to ambo side after the Collect Prayer.</p> <p>Proceed to missal table and place missal in Missal Server's arms.</p>
After Homily - Altar Preparation / Gift Reception / Hand Washing		
2	After the Creed and petition prayers.	<u>Immediately</u> deliver and place on the altar the chalice. Then deliver and hold the tray of ciboria. Return tray to credence table and remain at table.
3	When Priest moves to the front to receive gifts. Note : If only 1 Credence Server, the Missal Server will come from the missal side.	2 Servers join Priest to receive gifts (1 to his left/1 to his right). Present gifts on ambo side of altar in the following order: 1- Ciborium and then (if have it), basket to credence table shelf. 2- Wine <u>with stopper removed</u> (if also have basket, deliver basket to credence table shelf before the wine).
4	After presenting gift at altar. Note : If incense is used, hand washing occurs after the Priest is incensed. Stand behind ambo with water/bowl/towel until Priest is incensed.	1- Server who presented ciborium retrieves water and presents it after the wine. When receives water back, takes 2 steps back away from the altar and receives bowl from other server. 2- Server who presented wine retrieves bowl/towel; hands bowl to other server; opens and holds towel by the corners for Priest.
5	When Priest places chalice on altar and turns to face servers. Note : If incense is used, proceed to Priest after Deacon or Sr. Server finishes incensing Priest.	Step forward to meet Priest and wash his hands. 1- Pour water over Priest's fingers. 2- Present towel and <u>hold hands with palms up</u> to receive it back. 3- Return items to credence table and <u>return to chairs</u> .
Communion / Altar Clearing		
6	After Priest consumes the Precious Blood and Senior Server approaches altar.	Move to stand near the tabernacle (ambo side) to receive communion.

SEE REVERSE SIDE FOR PAGE 2

(PAGE 2)		CREDENCE SERVER(S) CUE CARD	(PAGE 2)
	Cue	Action	
7	After receiving communion and Priest/ministers depart to distribute communion.	Retrieve chalice from corner of altar; deliver it to credence table and remain there during communion. Note: If no Missal Server, first receive missal/stand from Senior Server and deliver to missal table.	
8	When Priest/Deacon returns to altar after communion. When No Deacon – see below.	Stand beside ambo and retrieve empty ciboria from corner of altar and deliver to credence table. Continue standing beside the ambo.	
9	When Priest genuflects to Our Lord upon returning large ciborium to the tabernacle.	1- Genuflect to Our Lord <u>facing tabernacle</u> . 2- Proceed to Priest to retrieve corporal as he folds it. 3- Return corporal to credence table and proceed around back to stand near candles/cross.	
8 & 9 Alt	When there is NO Deacon – the Priest will purify vessels at altar after communion: 1- When Priest returns to altar after communion. 2- When Priest genuflects and returns to altar. 3- As Priest purifies ciboria and chalice and folds corporal.	When there is NO Deacon (after communion): 1- Retrieve water and stand beside ambo. 2- Genuflect and present water to Priest at altar and wait. Return water to credence table and stand beside ambo. 3- Retrieve ciboria and chalice as they are purified and placed on corner of altar. Proceed around back to stand near candles/cross.	
Recessional			
10	After St. Michael Prayer.	Retrieve candles or cross and stand by missal side chairs. If not carrying an item, stand behind cross.	
11	When Priest moves to reverence altar with a kiss.	Proceed to center aisle by 2 nd row and turn to face altar. If not carrying an item stand between cross and altar.	
12	When Priest genuflects.	Bow head (or genuflect if not carrying an item). Turn and proceed in recessional. Stop and pray in atrium with Priest.	
13	After Mass at 5:00 and 11:00 Mass and Holy Days.	Extinguish altar candles.	
Beginning of Mass: If There is Incense and Holy Water Blessing and Sprinkling is Performed (Easter Season)			
1	After placing candle in holder, proceed to missal table.	Place missal in Missal Server's arms and pick up holy water vessel and aspergillum (sprinkler).	
2	When Missal Server steps in front of Priest.	Proceed to stand in front of the Deacon's chair facing the Priest.	
3	When Priest finishes blessing the water and takes the holy water/aspergillum.	Return to missal table with Missal Server and then proceed around back to ambo side chairs.	
(PAGE 2)		AMBO SIDE SERVER(S) CUE CARD	(PAGE 2)