

	Cue	Action
<b>Procession and Introductory Rites</b>		
1	<p>Before Mass: Ensure altar candles are lit. In atrium at Priest's prompting.</p> <p><b>Note:</b> When incense, Credence Server may need to immediately place missal in server's arms or else keep missal closed and pick it up by self.</p>	<p>Carry procession candle or cross. All stop and bow at front of altar and proceed to place candles/cross in holders. Proceed to missal table.</p> <p><b>Note:</b> If not carrying an item, follow cross and genuflect.</p> <p><b>Note:</b> Bow head when departing from Priest.</p>
2	When Senior Server places missal in arms.	Proceed with missal to stand next to Priest's chair facing ambo.
3	When Priest closes his hymnal or arrives at chair after incensing.	Step in front of Priest with missal for Introductory Rites.
4	When Priest taps or closes missal (after Penitential Act – " <b>May Almighty God have mercy on us...</b> " or after Collect Prayer during <b>Advent/Lent</b> ).	Return to table for Sr. Server to flip page to Collect Prayer. <b>Note:</b> During <b>Advent/Lent</b> , there is no Gloria, so server remains at Priest through the Collect prayer.
5	During the Gloria at the words "... <b>you alone are the Holy One, you alone are the Lord...</b> "	Return to Priest with missal for Collect Prayer.
6	At the " <b>Amen</b> " of the Collect Prayer.	Return missal to table and proceed to missal side chair.
<b>After Homily - Altar Preparation / Gift Reception / Hand Washing</b>		
7	After homily when Priest reaches for the folder.	Proceed to Priest to hold folder for the Creed and Petitions.
8	<p>At the conclusion of the petition prayers.</p> <p><b>Note:</b> Take care not to "disturb" the altar cloth.</p>	<p>Proceed to the missal table to prepare the altar. <b>1- Immediately</b> deliver/place the missal stand on corner of the altar.</p> <p><b>2-</b> When Priest/Deacon repositions the stand, deliver the missal (facing away) to Priest/Deacon and return to table.</p>
9	<p>When Priest moves to the front to receive gifts.</p> <p><b>Note:</b> If there are 2 Credence Servers, they will receive the gifts and wash hands. Return to chair.</p>	<p>Join Credence Server to receive gifts (1 on Priest's left and right). Present gifts on ambo side of altar in the following order:</p> <p><b>1-</b> Ciborium and then (if have it), basket to credence table shelf.</p> <p><b>2-</b> Wine with stopper removed (if also have basket, deliver basket to credence table shelf before the wine).</p>
10	<p>After presenting gift at altar.</p> <p><b>Note:</b> If incense is used, hand washing occurs after the Priest is incensed. Stand behind ambo with water/bowl/towel until Priest is incensed.</p>	<p><b>1- Server who presented ciborium</b> 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.</p> <p><b>2- Server who presented wine</b> retrieves bowl/towel; hands bowl to other server; opens and holds towel by the corners for Priest.</p>
11	<p>When Priest places chalice on altar and turns to face servers.</p> <p><b>Note:</b> If incense is used, proceed to Priest when Deacon or Sr. Server finishes incensing Priest.</p>	<p><b>Step forward</b> to meet Priest and wash his hands.</p> <p><b>1-</b> Pour water over Priest's fingers.</p> <p><b>2-</b> Present towel and <u>hold hands with palms up</u> to receive it back.</p> <p><b>3-</b> Return items to credence table and return to missal side chair.</p>

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		Cue		Action	
<b>Communion / Altar Clearing</b>					
12	After Priest consumes the Precious Blood and Senior Server approaches altar.	Move with Senior Server to stand near the tabernacle to receive communion.			
13	After receiving communion and Priest/ministers depart to distribute communion.	Receive missal/stand from Senior Server and deliver them to the table. <b>Stand near missal table</b> during communion.			
<b>Prayer After Communion / Recessional</b>					
14	When Priest genuflects to Our Lord upon returning large Ciborium to the tabernacle.	Genuflect to Our Lord <u>facing tabernacle</u> .			
15	When Senior Server places missal in arms.	Proceed with missal to stand next to Priest's chair facing ambo.			
16	When Priest says " <b>Let us pray.</b> "	Step in front of Priest with missal for Prayer after Communion.			
17	When Priest taps or closes missal or at conclusion of prayer (" <b>Amen</b> ").	Return missal to missal table and proceed to <u>stand by candles and cross</u> .			
18	After St. Michael Prayer.	Retrieve candles or cross and stand by missal side chairs. If not carrying an item, stand behind cross.			
19	When Priest moves to reverence altar with a kiss.	Proceed to center aisle by 2 <sup>nd</sup> row and turn to face altar. If not carrying an item stand between cross and altar.			
20	When Priest genuflects.	Bow head (or genuflect if not carrying an item). Turn and proceed in recessional. Stop and pray in atrium with Priest.			
<b>End of Mass: If Solemn Blessing / Prayer over People is Performed (During Christmas, Lent, Easter Seasons and Holy Days)</b>					
1	Following the Prayer After Communion (during Announcements).	Return to missal table for Sr. Server to flip page to Blessing or Prayer over People. Return to stand next to Priest's chair.			
2	Following the Announcements.	Step back in front of Priest with missal for blessing/prayer and then after the blessing/prayer return missal to missal table.			
<b>Beginning of Mass: If Holy Water Blessing and Sprinkling is Performed (Typically Easter Season)</b>					
1	<b>Note:</b> When Sprinkling Rite is performed, missal will be taken to Priest at beginning of Mass in the typical manner.	<b>Note:</b> The Missal Server will be joined at the Priest by the Senior Server or Credence Server (if incense) who will have the Holy Water and aspergillum (sprinkler).			
2	When Priest finishes blessing the water and takes the holy water and sprinkler.	Return to stand by the missal table keeping missal open.			
3	As Priest is returning to his chair after sprinkling.	Return to Priest with missal open for conclusion of the Sprinkling Rite and then return to missal table during Gloria.			
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