

SENIOR SERVER CUE CARD (NO INCENSE)

11/13/24

	Cue	Action
	<p>Before Mass: *Check calendar to determine mass to set missal. *Check missal below the Prayer After Communion to see if a Solemn Blessing or Prayer over People. *Check with Master of Ceremonies or Priest to determine if there will be anything out of ordinary. *If no Deacon, review procedures for Credence Server altar clearing and vessel purification and for Thurifer incensing Priest and people. *If incense is used, review Thurifer Cue Card. Note: When only 2 server (e.g. 7:30) the Credence Server performs missal duties at the very beginning and end of mass. Note: If possible, it is best to not put new/very inexperienced server by self as Credence Server.</p>	<p>1- Ensure altar and procession candles are lit. 2- Ensure missal is open to Introductory Rites (1st gray tab). 3- Ensure seasonal ribbon color is on Collect for correct Mass. 4- Check credence table for chalice with purificator/pall/paten/corporals, tray of ciboria, bowl/towel, and water. 5- If Solemn Blessing or Prayer over People at the end of Mass, ensure ribbon on page listed below the Prayer After Communion. 6- If Sprinkling Rite (Easter Season), ensure ribbon on pg. 1296 and holy water/ aspergillum on missal table. 7- Discuss with servers which roles they will be performing and review procedures with trainees or inexperienced servers. 8- Point out any anything out of ordinary or areas needing focus – e.g. Incense, clearing altar when no Deacon, Solemn Blessing, Sprinkling Rite, etc.</p>
Procession and Introductory Rites		
1	At Priest's prompting.	Process with cross, candle, or behind procession. All stop and bow (or genuflect) at front of altar and proceed to place candles/cross in holders. Proceed to missal table.
2	Upon reaching missal table.	Place missal in Missal Server's arms open to Introductory Rites (1 st gray tab). Ensure Missal Server stands next to Priest's chair.
3	When Missal Server returns to missal table during Gloria. Note: During Advent/Lent , Missal Server remains at Priest through the Collect Prayer.	Take missal and turn to Collect Prayer (seasonal ribbon color). Return missal to Missal Server to return to Priest at the words " ...you alone are the Holy One, you alone are the Lord... "
4	When Missal Server returns to missal table after the Gloria.	Ensure missal is placed on the missal table (closed). Proceed to chair with Missal Server.
After Homily - Altar Preparation / Gift Reception / Hand Washing / Bell Ringing		
5	After homily when Priest reaches for folder.	Ensure Missal Server holds folder (hold if no Missal Server).
6	After petition prayers. Note: Ensure Credence Server delivers items to altar.	Proceed to the missal table to prepare the altar. 1- Immediately deliver/place the missal stand on corner of the altar. 2- When Priest/Deacon repositions the stand, deliver the missal (facing away) to Priest/Deacon and return to table.
7	When Priest moves to front to receive gifts.	Ensure Missal Server joins Credence Server to receive gifts and then washes Priest's hands.
8	After kneeling for Sanctus/Holy, Holy and when Priest places hands over gifts during the Epiclesis.	Ring the bells once for 2 seconds. Note: Don't ring when Priest only makes sign of cross over gifts.
9	When Priest elevates Sacred Host after the words, " ...this is My Body which will be given up for you "	Ring the bells 3 times. Each of the 3 rings should last about 2 seconds with about a 2 second noticeable pause between rings.
10	When Priest elevates Chalice following the words, " ...Do this in memory of Me. "	Ring the bells 3 times. Each of the 3 rings should last about 2 seconds with about a 2 second noticeable pause between rings.
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		Cue		Action	
Communion / Altar Clearing					
11	After Priest consumes the Precious Blood and places chalice on altar.	Move with other servers to stand near the tabernacle (missal side) to receive communion.			
12	After receiving communion and Priest / ministers depart altar to distribute communion. Note: If no Deacon, only remove missal. All other items will be purified at altar after communion. Ensure Credence Server knows to deliver water to Priest after all genuflect to Our Lord in tabernacle.	<ol style="list-style-type: none"> 1. Remove missal/stand from altar and hand to Missal Server to place on missal table. 2. If necessary, "assemble" chalice with purificator, paten, pall, and folded "host" corporal on top. Only large ciborium, and any pyx (with lids closed) will remain on center corporal. 3. Place chalice on corner of altar for Credence Server to retrieve. 4. Bow to altar and proceed to stand by missal table. 			
Prayer After Communion / Recessional					
13	When Priest genuflects to Our Lord in tabernacle. Note: If purifying is at altar, wait to place missal in server's arms until chalice is being assembled.	Genuflect facing tabernacle and place missal in Missal Server's arms open to the Prayer After Communion (seasonal ribbon color). Ensure Missal Server stands next to Priest's chair.			
14	Following the Prayer After Communion.	Ensure missal is returned to missal table and proceed with Missal Server to stand by the cross and candles.			
15	After St. Michael Prayer.	Retrieve candles or cross and stand by missal side chairs.			
16	When Priest moves to reverence altar with a kiss.	Proceed to center aisle by 2 nd row and turn to face altar.			
17	When Priest genuflects.	Bow head (or genuflect if not carrying an item). Turn and proceed in recessional. Stop and pray in atrium with Priest.			
18	After mass.	Ensure candles extinguished after 5:00 and 11:00. Ensure servers signed in and review areas for improvement.			
End of Mass: If Solemn Blessing / Prayer over People is Performed (During Christmas, Lent, Easter Seasons and Holy Days)					
1	Following the Prayer After Communion (during Announcements) when Missal Server returns to credence table.	Turn missal to the Blessing or Prayer over People. There should be a ribbon at the page number listed under the Prayer After Communion. Ensure Missal Server stands next to Priest's chair and missal is returned to missal table.			
Beginning of Mass: If Holy Water Blessing and Sprinkling is Performed (Typically Easter Season)					
1	Upon reaching missal table at the beginning of mass, place missal in Missal Server's arms in the typical manner (Introductory Rites).	Proceed to table and pick up holy water vessel and aspergillum (sprinkler). Note: If incense, will need to ensure Credence Server delivers holy water/aspergillum to Priest.			
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 with Missal Server to stand by the missal table. Note: May place missal on table (open to Sprinkling Rite) until Priest is almost done sprinkling the people.			
4	As Priest is returning to his chair after sprinkling.	Ensure the Missal Server returns to the Priest with the missal for the conclusion of Sprinkling Rite.			
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