

SERVER TRAINING HIGHLIGHTS

Set Up

1. Watch your schedule and find a replacement if you will be gone that weekend
2. Arrive 20-30 early for set up
3. Help each other fix the robes and collars and crosses
4. Use the wick for lighting candles, not the lighter
5. Enter the sanctuary in robe only, not street clothes
6. Remember acts of reverence: BOW to Altar, GENUFLECT to Tabernacle
7. Check 'set up list' for things that need to get done
8. Bring paten of bread to back table only after Fr. Jim sees it
9. Do not play with lighters
10. Light candles for procession 5-10 minutes before Mass
11. Place 3 worship aids in server pew before Mass to follow along.
12. Check with adult sacristan for helping with set up

DURING MASS

1. Entrance Procession: bow at step without waiting for lectors or priest
2. Participate in singing and responses during Mass, using worship aid for songs
3. Keep hands folded when not holding something
4. Missal: have in hands and ready to come up when "Let us pray"
5. Sing psalm with cantor
6. Light candles for Gospel

PRESENTATION of GIFTS

1. Cross person brings up Missal
2. Chalice on the right side
3. When washing Father's hands, lift up bowl and towel high so that Father does not have to bend over.
4. Leave pitcher of water on side table by Altar

COMMUNION

1. During Lamb of God, bring up extra patens.
2. After receiving Communion, remove from Altar the Missal (leave other items)
3. Be seated and sing the hymn

CLOSING

1. When closing hymn begins, get cross and candles and stand by front pew.
2. Clean up and put away all things.
3. Hang your robe up on hanger and other robes that have fallen.

