

St. Louis Servers' Checklist

BEFORE MASS

1. Arrive in the Sacristy **15 minutes BEFORE Mass!** This is a **MUST!**
2. Put on an appropriate fitting **ALB** and **CINCTURE**. (Rope)
3. Take the Bread and Wine to the back of church.
4. Set out the extra plates, gold cups, chalice, water, purificators, etc., as needed.
When doing this, whenever you pass in front of the Tabernacle, you are to **BOW** to the Tabernacle. (Simple BOW = a nod of the head when you are carrying something.)
5. Light the **CANDLES**.
6. Get the Cross and/or Candle, and be ready for the Procession.
7. **Process S-L-O-W-L-Y!** Order of Procession = Candle, Cross, Lector, Father
 - Servers go to the left of the Altar. All **BOW** with Father.
 - Take Cross and Candle to their appropriate place.
 - Remain **STANDING**, with hands **FOLDED** at your waist.
 - When you hear Father say, “**Let us Pray,**” pick up the **RED** (Sacramentary) Book next to Father, and stand in front of him, resting the book on your chest, and fingers on the bottom of the book. (**If you are as tall as or taller than Father, stand off to Father’s right (your left as you face him) and extend your right arm out to hold the book.**)
 - Father will open the book.
 - When he is finished, close the Sacramentary Book, and place it on the table next to Father’s chair.
 - **Sit up straight, with hands on your thighs or folded in your lap. No folding arms.**
 - **NO SLOUCHING. Keep both feet flat on the floor. No crossing legs.**
 - **Pay attention!! Be an ACTIVE PARTICIPANT. NO TALKING! Pick up a Song Book!**

AFTER THE PETITIONS

1. The Sacramentary (Red book) that you held is now placed in the middle of the altar in front of where Father will stand. Take the bookstand from the Altar and place on side table.
2. Place the Chalice with the Purificator (white cloth) near the front of the Altar.
3. **At Sunday Masses**, place the Gold Cups on the Altar, carrying **only one per hand.**
4. When Father moves out to receive the Gifts, you move with him. One server will be on Father’s right and one on his left.
5. Father will give you the Bowl of hosts or the Wine. Both servers walk to the side of the Altar, **holding both items until Father takes them from you.** Father will take the Hosts first. This Server will now go back to

the side table to get the water, carry it toward the altar, and stand next to the Server holding the wine. Both of you remove the lids. (At **Sunday Mass**, Father will use the water, then give it back to you. He will then pour the wine into his Chalice and into the Cups, giving the empty pitcher back to you. **Both Servers are to remain at the side of the Altar until you receive the empty pitcher.**

6. **Both Servers** do a SIMPLE BOW and return to the side table to get the Bowl and Towel for washing Father's hands. Take the lid off the water and pick up the Bowl. The other Server picks up the Towel, unfolding it, so Father can take it from you. When finished, both do another SIMPLE BOW. Take the items to the side table and return to your seats.
7. **KNEEL up straight during the Eucharistic Prayer, with hands folded at your waist.**
8. At the Sign of Peace, offer peace to each other, **then ONE SERVER goes over to the side table and gets the extra round gold Bowls** that will be used for the distribution of Communion.
9. **After receiving Communion, kneel up straight.**
10. When Communion is over, and the Tabernacle has been closed, BOTH Servers get up to clear the Altar.

→Do Not place the Bookstand on the Altar until AFTER Mass is over.

11. At a School Mass, the Procession out is the same as coming in.
12. At the Sunday Masses, the Lector does not process out so the **SERVERS should line up one on each side of Father.**

The **IMPORTANT** thing is to be REVERENT at ALL TIMES.

PAY ATTENTION to the MASS and everything that is happening by the ALTAR.

NO TALKING during Mass, unless it is an Emergency!

REMEMBER: Serving is a privilege. You are closer to the Altar and to the Blessed Sacrament than anyone else in the Congregation. You must be **RESPECTFUL** and **REVERENT!**

Dress appropriately! Dress shoes are appreciated. They look nicer than dirty gym shoes, which should never be worn. Sandals with a strap are OK. **NO FLIP-FLOPS!** Light colored slacks are recommended! Remember, some of the Albs are not as long on tall servers, so think about what it looks like if you wear shorts. Skirt, dress or slacks is the most appropriate for the girls.