

Serving Guides

The Cathedral of St. John the Evangelist

BEFORE MASS SETUP

(30-45 minutes before Mass)

- 1) Check the amount of reserved hosts in tabernacle.
- 2) Set up the credence table with the following:
 - a) *Roman Missal* stand and *Roman Missal*. The use of the stand depends on the celebrant.
 - b) Water cruet.
 - c) Tray with the Presider's chalice, Presider's purificator, four (4) cups with wine, four (4) purificators, five (5) empty ciborium
 - d) The lavabo (pitcher, dish, towel)
 - e) Tabernacle key placed under smaller purificator.
- 3) Place the cruet of wine and ciborium of bread on the "Gifts" table in the back of the Cathedral. Roger determines the amount in each. If they are not readily available, see Roger.
- 4) Light candles around the altar, each side of the tabernacle, on either side of the Choir, in the niches, and in the back of the Cathedral as necessary. The number of candles depends on the Liturgical season.
- 5) Check the Order of Worship to see what is needed for Liturgy. If necessary place OOWs or Hymnals on the Presider's chair and for each server. Which to place on the chairs will depend on whether the opening hymn is printed in the Order of Worship or is taken from the Hymnal. [It might be that the hymnals need to be placed on the chairs if the opening hymn is in the Order of Worship and the closing hymn is in the Hymnal.] Set up Hymnals for Presider, Servers, and Lectors (in the Vesting Sacristy) as necessary.
- 6) Check with the Presider to see if he wants to use the Opening Prayer from the *Roman Missal* or the Alternate Opening Prayer from the Binder. Verify with the Presider if he will or will not have a Solemn Blessing (Ordinary Time). After verifying the information and his review of them, take the Presider's Binder and the *Roman Missal* to the Presider's Chair in the Cathedral. To note, the Prayer after Communion is always from the *Roman Missal*; Announcements are in a sheet protector.
- 7) Set out the *Lectiary* and Prayer of the Faithful (Intercessions) on the Ambo. (Usually Roger does this, but verify that they have been placed.)
- 8) Check to see that the sound system is on. (Again, Roger usually does this but verify that it has been turned on.)

DURING MASS

NB. If there is incense or if this is the 8:00 with a bishop presiding, there are some modifications.

Server I: "Cross"

- 1) Carry the Cross in procession.
- 2) If there is a Deacon, retrieve the *Book of Gospels* from deacon after the Bishop has revered it. If there is no Deacon, retrieve the *Book of the Gospels* from the Presider when he returns to the chair after the homily.
- 3) Set the altar with the chalice, cups (with wine in them), their purificators; and the Presider's purificator. Then receive the gifts with either the Deacon or the Presider.
- 4) Handle water cruet and empty carafe. (The carafe is brought up during the presentation of the gifts by the gift bearers.)
- 5) At the kiss of peace, greet the priest first, then return to credence table and bring the ciborium (gold dishes) to the altar. They are set on the altar for the priest to fill.
- 6) Be host steward during communion, i.e., refill host dishes for ministers from hosts in tabernacle.
- 7) Take dishes from bread ministers, place the bread in gold ciborium to be placed in the Tabernacle and give empty dishes to the other server with the tray.
- 8) Reserve hosts and take the tabernacle key back to sacristy – placing it on its hook in the cabinet.
- 9) Carry the cross in the recessional, beginning to move from the Working Sacristy upon the start of the hymn/music.

Server II: "Book"

- 1) Walk in front of Presider in opening and closing procession. Upon entering, bow with Presider on the west side of the altar. In the recessional, bow with the Presider on the east side of the altar.
- 2) Hold book during the Penitential Rite, Opening Prayer, Creed, Prayer after Communion and the Solemn Blessing. Be sure that the Presider also has a hymnal and/or Order of Worship when required/needed. Be sure to approach the presider as soon as he begins! There is text in the binder to introduce the Penitential Rite and it follows immediately after the Sign of the Cross.
- 3) Set altar: *Roman Missal* open to the "Prayer over the Gifts".
- 4) Go with Presider to receive gifts. Present lavabo to Presider.
- 5) After priest receives his Communion, go to the altar, receive your Communion, and be cup minister to Eucharistic Ministers and other server(s). Then place chalice on credence table. Take the extra ciborium to the Altar for the other server to fill and distribute during the distribution of Communion.
- 6) When the distribution of communion has started, take the *Roman Missal* off the altar, bring it back to your chair for closing prayer at end of Mass, and then prepare to take the cups from the cup ministers.
- 7) At the conclusion of the distribution of communion, take the empty cups from the extraordinary ministers of the Eucharist and the empty bread dishes from other server. Take the entire tray and give it to a designated Eucharistic minister to take to the sacristy (or Scott Eakins, if present). Do not ask one of the older ministers to do this, as the whole tray might be too heavy for them.
- 8) Hold book for the Prayer after Communion, give the presider the sheet with the announcements (if any), and then hold either the book or the *Roman Missal* for the solemn blessing, if any.