



## GESU ROMAN CATHOLIC CHURCH

2049 Parkside Boulevard + Toledo, Ohio 43607 + 419-531-1421

### **BASIC STEPS FOR SERVING WEEKDAY MASS**

1. Lead priest in front of tabernacle – bow with priest, then turn in place and go to seats on side by credence table.
2. Kneel, stand, sit and join in prayers with congregation.
3. At Opening Prayer, bring Missal to Priest, then return it to your stool.
4. After readings and responsorial (usually read by parishioner, sometimes by priest), priest goes to ambo to read Gospel, congregation stands - servers stand on side of ambo, with hands folded
5. After petitions, and congregation sits down, servers immediately –
  - a) Brings Missal Book to altar
  - b) Bring chalices w/purificators (place purificators next to chalices not inside of them) and ciborium to altar
  - c) then bring cruets with water and wine (no tray) to altar and hold, with handle toward priest
  - d) walk back to credence table, keep water in one hand, pick up bowl, put towel on "bowl" arm and go back to altar. (When two servers, each carries an item) At priest's signal, pour water over his fingers, held over bowl

6. Immediately following the "Holy, Holy, Holy", everyone will kneel. Go to the side step and kneel. Be ready with bells. When priest will be saying the Eucharistic prayer - his hands may be lifted and palms up or in other general positions -

a) When he lowers hands and turns palms somewhat down, or flat, this is your signal to ring first bell (short ring)

b) Then during consecration, when priest holds up ciborium with hosts and speaks final phrase of "This is my body which will be given up for you", and stops talking, ring second bell (short ring)

c) When priest lifts chalice with wine, speaks final phrase of "Do this in memory (or in remembrance) of me", and stops talking, ring third bell (short ring)

7. When priest goes down to distribute communion, bring Missal book from altar to your stool.

8. At Closing Prayer, bring Missal book to priest, then return book to stool.

9. After final blessing, lead priest in front of tabernacle again – bow together and lead priest out of sanctuary.