

- Celebrant** The presiding priest.
- Deacon** The Deacon holds the Gospel Book, reads the Gospel, leads the Prayers of the People, bids the Confession, prepares the table, assists with the administration of the sacrament, and gives the dismissal. Additionally, he carries the Paschal Candle (when it is carried).
- Subdeacon** A lay person who assists the Celebrant and Deacon, together with them being called the “Sacred Ministers” of the Mass.

Crucifer/Server

Come fifteen minutes before Mass (ideally!).

Light the candles on the altar. Usually light the right side (facing the wall) first, the left second. (Put them out left first, right second.) But the real key is to get them lit and put out!

Cross should be just above your head (so don’t lift it way, way up!).

The crucifer/server is the lead acolyte. He or she leads the procession with the cross, beginning at the Second Verse of the opening hymn. Puts up the cross. Comes through the altar rail and bows with the Sacred Ministers. Goes to chair by the tabernacle (and sanctuary light).

Will assist with the Gospel Procession. At the Gospel hymn, go and get the torchbearers to get their torches and come to the center in front of the altar (on the choir side of the rail). Server stands in the center with them. Bows with the deacon and turns. The torches should lead down to about the third row in the congregation and the server walks through the space between the torches, as the torches turn inward and face each other. The server turns around and receives the Gospel Book from the Deacon, to hold it while the Deacon reads the Gospel. The Book should stay between the two torches. (A cross is not used at this time because the Gospel Book and not the Cross is the central focus.) When the Deacon says “The Gospel of the Lord,” the Deacon will give the Server the Book who holds it open and processes back toward the altar. Turn and let the Celebrant kiss the Book. Then take the Gospel book to its place on the altar. It should be straight, right in front of the candle on the right side (facing the wall).

At the offertory, assist the Deacon with preparing the altar. Go and stand next to the credence table. Take the bread box there and

open it and hold the box in one hand, so the Deacon can either take more bread or place some bread from the ciborium into the bread box. Then put the bread box back on the credence. Next take wine in your right hand (with handles facing away from you, so the Deacon can take the handle) and the water in your left hand. Turn and face the Deacon. Hand the wine with the right and then move the water into your right hand. Always hand with the right and receive back with the left. Then put the wine back. Next prepare to take the lavabo bowl in your left hand, lavabo towel on your left arm, and the water in your right hand. This time take the handle as when the time comes, you will pour the water over the Celebrant's fingers. When you pour, have the bowl at about the Celebrant's waist so the Celebrant doesn't have to hold fingers above the head in order to get them washed!

The prepare to ring the bell. You can leave the bell on the table where the tabernacle is or place it in your chair or place it on the altar (the Celebrant will indicate where). Do not try to hold the bells throughout the service and they will continue inevitably to ring when there should be silence.

Ring it three times before the HOLY, HOLY, HOLY (sanctus).

Ring it once before the Words of Institution.

Ring it once at the top of the elevation of the Bread.

Ring it once at the top of the elevation of the Wine.

Ring it once at the Great Amen at the conclusion of the Eucharistic Prayer.

Ring it once immediately after "The Gifts of God for the People of God."

Put the bells away and prepare to receive communion.

After receiving you may go and sit in your chair.

When the Celebrant and Deacon return from distributing communion, go and stand with the water in your hand. The Deacon will have you pour or will take the water from you and pour. Be prepared to begin taking vessels to put back on the credence shelf. Put the snugly up close to each other to have enough room.

After the dismissal, put the candles out.

Go and get the cross and stand in the center with torches on each side.

Turn **when the Celebrant bows and turns** and go to the back doors and turn around, so torches can turn around and be on your right and on your left. (Don't go to the side aisle.) After the final hymn, go and place the cross back.

Torches

Come fifteen minutes before Mass (ideally!).

Keep the torches at the same height. When you are stopped before or after processing, the torches may rest on the ground.

Follow instructions from the Celebrant (priest) and from the Crucifer/Server.

Walk at the Crucifer's left and right.

Go to the front, pause, and then put the torches up.

Get the torches and go back to the center at the beginning of the hymn after the psalm and second reading and before the Gospel. Turn when the crucifer/server turns and lead out to the congregation. Go to the third row and turn inward, leaving enough room for the server to pass between you. After the reading of the gospel, allow the server to walk with the gospel book between you. Then go back to the center, pause, turn and put up the torches.

After the announcements, one of you pick up the large offering basin with the plates and go to the center, so the ushers can take the plates from you. You will return to the center to take get the plates and then given them to the Deacon who will place them on the altar.

At communion, go to the rail to receive communion (or a blessing).

When sitting, please do so quietly, as not to distract the organist!

After the dismissal, get the torches when the crucifer gets the cross and go to the center. When the celebrant bows and turns, the torches turn inward and go with the crucifer to the back doors of the church. Turn around and stand on either side of the crucifer. Then put up the torches after the final hymn is over.