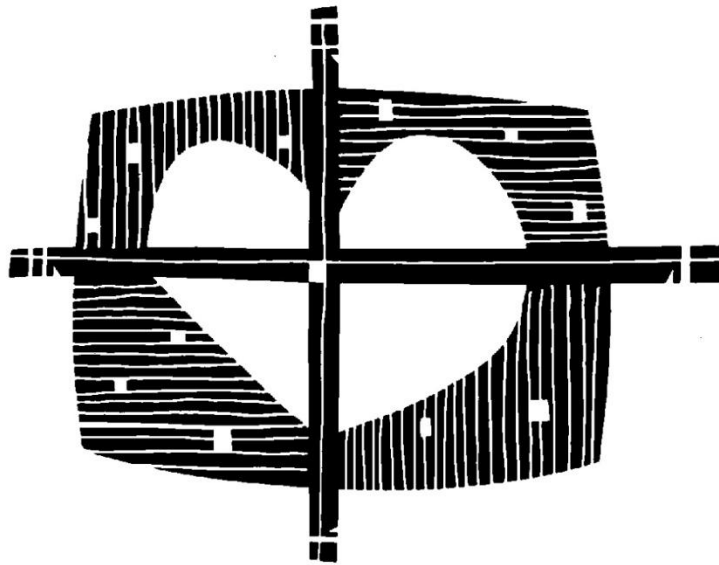


THE MINISTRY OF SERVING

*Sunday mass Procedures
For Acolytes/senior servers*



St John the Apostle Parish
Kippax
Revised June 2013

BEFORE MASS

1. Check the **Ordo** and set pages of the Missal (if not already done).
2. Place **tabernacle key** in tabernacle.
3. Check number of hosts in the tabernacle. Generally there should be no more than 50 hosts in the tabernacle that are reserved primarily for the sick. Our aim is to consecrate sufficient numbers of hosts to match the number of communicants at Mass so that there will be no need to use hosts consecrated at a previous Mass.
4. Place the two candles on the altar (unless they are to be carried in procession) and remember to light them before Mass.
5. Set **Credence Table**
 - Missal
 - Corporal
 - Water cruet
 - 3 Communion bowls
 - 4 Chalices and purificators
 - Wash bowl and towel
6. Set **Offertory Table**
 - Breads in bowl and wine in carafe
 - Basket with the collection bags
7. Set **Liturgical Books**
 - Book of the Gospels on sacristy bench ready to be carried in procession.
 - Lectionary on ambo and opened at the First Reading.
 - Presider's Book (folder containing Collect, Prayer of the Faithful, Prayer After Communion) on pew behind presider's chair.
8. Turn on Lights
 - Switch for altar spot is on the wall between 'old' credence table and tabernacle. (The lower switch is permanently on to indicate the presence of the sacrament in the tabernacle.)
 - **Choir lights** are near stair at office entry.
 - Car Park switches (for evening Masses when necessary)
 - **Western car park switch** in the Main Switchboard Room between the toilets – **Circuit Breaker 43**.
 - Switch for **security lights** on the outside walls is also there – **Circuit Breaker 4**
9. Switches for cooling (if needed) are on the pillar near the pews.
10. Turn on PA System
 - **PA System:** Switch for the public address system is on the skirting board behind the PA Unit.
 - PA switch for the hearing loop and foyer speakers is above the 'old' credence table.
11. Stoles for communion ministers on the table in the foyer.
12. Check that communion ministers have collected their stoles.
13. Arrange for people to take up the collection.
14. Arrange for people to take up the offertory gifts (bread & wine).
15. Check that the readers are present and ready. (If not there 5 minutes before Mass seek replacements.)

DURING MASS

INTRODUCTORY RITES

- The order of the Entrance Procession is outlined in the Missal:
 - a) the censer bearer, if incense is used;
 - b) the cross bearer;
 - c) candle bearers;
 - d) a reader, who carries the Book of the Gospels slightly elevated, followed by the second reader;
 - e) acolytes and then the priest who is to celebrate the Mass.
- When the *Entrance Procession* reaches the altar:
 - ministers and presider line up in front of the altar;
 - the first reader does not stop but continues to approach the altar and place the book of the gospels in the centre of the altar;
 - all bow and the **presider** then moves to kiss the altar and then moves to the presider's chair (on more solemn liturgies he may incense the altar);
 - as soon as all bow the **cross bearer** places the cross in its stand and other ministers move to their places (do not wait for the presider to kiss the altar).
- After the **Gloria** is sung hold the book open for the presider to pray the **Collect** (if there are junior servers direct one of them to hold the book).

LITURGY OF THE WORD

- During the readings listen attentively to the scripture and avoid attending to other matters (it is important that you model to the congregation your participation in the Mass).
- As soon as the **Gospel Acclamation** is begun the junior servers move to the altar, pick up the candles, and carry them to the ambo where they stand on either side. Meanwhile the priest or deacon goes to the altar and processes with the Book of the Gospels to the ambo.

LITURGY OF THE EUCHARIST

- After the **Prayer of the Faithful**, at the beginning of the collection, both acolytes go to the credence table. One brings the Missal and the corporal and then returns to the credence table to collect purificators and water cruet and then goes to back to check that all is ready for the Procession of Gifts. The other acolyte brings across the four chalices and then, if there are no junior servers, goes to the back to bring up the candle in the Procession of Gifts.
- Those carrying the gifts of bread and wine are instructed by the acolyte to present the gifts to the priest who is standing at the altar. The one carrying the bread moves to the right and the one carrying the wine moves to the left as they approach the altar.
- After the priest has offered the bread and wine mixed with water an acolyte returns the water cruet to the credence table.

- A wash bowl and towel are brought over to the presider by junior servers, or, in their absence, by acolytes.
- After the Sign of Peace the acolytes move to stand around the altar. One acolyte transfers the Missal to the credence table and then goes to the tabernacle and brings the ciborium to the altar and puts it to the side. The other acolyte brings across the empty bowls for the hosts.
- The acolytes receive the chalice first and then minister the chalice to the communion ministers.
- After those ministering the chalice are finished they return the chalice to the credence table and consume what is left and then leave the chalice, covered by the purificator on the credence table. (If there is too much wine left for one minister to consume by themselves remain at the credence table and invite the acolytes and/or other communion ministers to help consume.)
- Before leftover hosts are taken to the tabernacle the priest invites those taking communion to the sick and housebound. They approach the altar with their pyxes.
- After Communion the altar is cleared.

CONCLUDING RITE

- After the final blessing and dismissal line up in front of altar, bow with the presider and exit via the centre aisle.

AFTER MASS

- Wheel the credence table/trolley back to the sacristy.
- The chalices and bowls are to be washed in soap and water. Place purificators in the 'used' section of the draw. Lock the chalices in the cupboard.
- Return the books to their proper place for the following Mass. (With the exception of the 8.30 am Mass, the Missal is to be placed back in the cupboard in sacristy.)
- At the 6 pm and 10 am Masses, check that all church switches are off.
- See that the collection is locked in cupboard in sacristy.