

	Cross	Second	Third	Acolytes 1-4	Thurifer
Before Mass	Find out if there is a <i>Gloria</i> .				Prepare two charcoals. Ensure that there is enough incense.
Entrance procession and opening rites	Carry the cross in the procession, left hand below, right hand above. Head bow at the altar, then put the cross away. Go to your chair. If there is incense, take Father's hymnal. Pick up and open the missal. At the "Holy Spirit" (or if there is no <i>Gloria</i> then at the third <i>Kyrie</i>), immediately go to Father. After the collect, put the missal down and be seated.	Carry your candle, left hand on bottom, right hand on top. Walk ½ step behind the Acolytes or cross. Head bow at altar, then put your candle on the credence table and go to your seat.	Carry your candle, left hand on bottom, right hand on top. Walk ½ step behind the Acolytes or cross. Head bow at altar, then put your candle on the credence table and go to your seat.	<p>Acolytes 1 and 2 walk with the cross. Acolytes 3 and 4 behind them. 2nd and 3rd server come last.</p> <p>Bow with your counterpart at the altar, put your candle in its place, and go to your seat, staying parallel with your other acolyte.</p> <p>Sanctuary Seating:</p>	Carry the thurible in your RIGHT hand, boat in your LEFT hand. Head bow at the altar, then go to your holding zone behind the pulpit. When Father kisses the altar: Go to him and give him (or deacon) the boat and open the censor. When he blesses the incense, close the censor, give Father the censor, take the boat, and go to your holding zone. When Father returns to the center of the altar and bows: Go to him and take the censor. Then put boat and censor away and go to your place.
At the gospel		When Father stands: Get your candle, and wait in the hole while the Third server goes to their place. Then go to your place behind the altar (GOSPEL side). When the deacon or priest gets the book of the Gospels, lead him in procession to the pulpit, stand on GOSPEL side. After the Gospel: ("Praise to you, Lord Jesus Christ") put the candle back on the credence table (RIGHT side), then return to your seat.	When Father stands: Get your candle. Then go to your place behind the altar (SACRISTY side). When the deacon or priest gets the book of the Gospels, lead him in procession to the pulpit, stand on SACRISTY side. After the Gospel: ("Praise to you, Lord Jesus Christ") IMMEDIATELY turn and walk, put the candle back on the credence table and return to your seat.		After second reading: Bring the incense and boat to Father. Then go to your place on the Gospel side next to the altar. When the Deacon picks up the book of the Gospels, lead him to the pulpit. After "Glory to you, Lord," give him the thurible. He will hand it right back to you after he incenses the Gospel. Then go stand next to the altar. After the Gospel, put incense and boat back on their stand and go to your seat.
Offertory (phase 1 and 2)	After intercessions: Put the missal & stand on the side of the altar. If there is no Second Server, immediately go around to the front of the altar, bow, and then go to the Gospel side to perform those duties. Otherwise, just remain at your chair, and sit when Second Server sits.	After intercessions: Put the chalice and any ciborium on the side of the altar, then be seated. Phase 2 is when Father goes to the altar: Get the gifts. Hold the WATER at the side of the altar. Then put away the lid, get the lavabo, and wash Father's fingers. (Note, if there is incense, step back so that Father can do the incense	After intercessions: Remain standing while Second gets the altar ready. At Phase 2, when Father goes to the altar, hold the WINE cruet at the side of the altar. Then put it away and get the FINGER TOWEL. Then put this away and go to your place. Remain standing. Summary: 1. Wine first, then water.		When Father goes down to get the gifts: Get the thurible (right hand) and boat (left hand) and go stand in the holding pattern. At the profound bow: Meet Father at the Gospel edge of the altar. Hand off the boat and open the thurible. Father will impose and bless the incense. Then give him the thurible and go to the holding pattern.

		before washing his hands.) Then, put the lavabo and cruet on the credence table, lid back on cruet, and go to your place. Remain standing.	2. <i>(Incense, if necessary)</i> 3. Washing hands first, then drying.		<i>If the deacon is present:</i> After Father circles the altar, the deacon will incense him, then you will take the thurible and incense the congregation, then put away the thurible and go to your chair. <i>If the deacon is not present:</i> Put away the boat. After Father circles the altar, come and take the thurible, incense Father, incense the congregation, then put away the thurible and go to your chair.
Sanctus and consecration	If everyone else is kneeling on the steps, Cross must ring bells.	When the Holy Holy (or the Sanctus) begins: Take your item and walk down the steps. The correct order (GOSPEL side) is: Third, Thurifer, Second, A3, A1. The correct order (SACRISTY side) is A4, A2. Acolytes stay parallel to your counterpart. After the Sanctus: Kneel. After the “Amen”: Stand, put away your item, and return to your place.	When the Holy Holy (or the Sanctus) begins: Take your item and walk down the steps. The correct order (GOSPEL side) is: Third, Thurifer, Second, A3, A1. The correct order (SACRISTY side) is A4, A2. Acolytes stay parallel to your counterpart. After the Sanctus: Kneel. After the “Amen”: Stand, put away your item, and return to your place.	When the Holy Holy (or the Sanctus) begins: Take your item and walk down the steps. The correct order, GOSPEL side, is: Third, Thurifer, Second, A3, A1. The correct order, SACRISTY side, is A4, A2. Acolytes stay parallel to your counterpart. After the Sanctus: Kneel. After the “Amen”: Stand, put away your item, and return to your place.  <p>A1 A3 S2 Th S3 A4 A2</p> <p>After the Amen:</p> <p>A1 A2 A3 A4 S2 Th S3</p>	When the Holy Holy (or the Sanctus) begins: Take the thurible and walk down the steps. The correct order (GOSPEL side) is: Third, Thurifer, Second, A3, A1. The correct order (SACRISTY side) is A4, A2. At the elevation of the host and of the chalice: Bow, Three sets of three, Bow. After the “Amen”: Stand, put away the incense, and return to your place.
At communion	Receive Holy Communion kneeling, then stand, meet 2 nd server at the front of the altar, and take your paten, assist with Holy Communion on the SACRISTY side.	Receive Holy Communion kneeling, then stand, pick up two patens, give Cross bearer one paten at the front of the altar, and then assist with Holy Communion on the GOSPEL side.	Receive Holy Communion kneeling.	Receive Holy Communion kneeling.	Receive Holy Communion kneeling.
After communion,	When Father genuflects: Get up and take the book and stand off the altar. Put the stand on its	When Father genuflects: Get up and take the water cruet in your right hand and stand at the			

<p>clearing the altar and closing rites</p>	<p>table, and resume kneeling. When Father sits: Stand, pick up book and open it, then sit down. When Father stands: Stand and immediately walk to him with open book.</p>	<p>side of the altar. When he comes to you, pour the water slowly and steadily over his fingers until he raises his fingers. Then, put away the water and return to the side of the altar. Take away each item as it is placed on the side of the altar. When the altar has been cleared, return to kneel at your place.</p>			
<p>At the recessional</p>	<p>When the music begins, take your item and proceed in correct order to your spike. When Father genuflects, head bow (or if you are not holding anything, genuflect), turn to the RIGHT, and process out.</p>	<p>When the music begins, take your item and proceed in correct order to your spike. When Father genuflects, head bow (or if you are not holding anything, genuflect), turn to the RIGHT, and process out.</p>	<p>When the music begins, take your item and proceed in correct order to your spike. When Father genuflects, head bow (or if you are not holding anything, genuflect), turn to the RIGHT, and process out.</p>	<p>When the music begins, take your item and proceed in correct order to your spike. When Father genuflects, head bow (or if you are not holding anything, genuflect), turn to the RIGHT, and process out.</p>	<p>When the music begins, take your item and proceed in correct order to your spike. When Father genuflects, head bow (or if you are not holding anything, genuflect), turn to the RIGHT, and process out.</p>