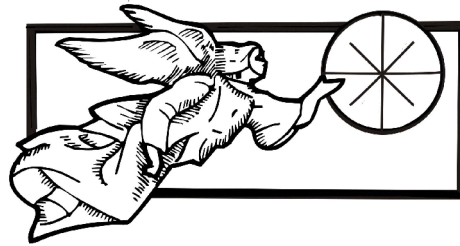


SERVERS_of the EUCHARIST

Guidelines

St. Philip Church
Norwalk
November, 2005



1. **SCHEDULES** are available quarterly **in the main vestibule of the church**. Please check your availability to serve on scheduled dates ASAP. If not able to serve at scheduled Mass, please arrange for your own substitute [names and phone numbers are on the schedule]. If unable to get a substitute, please notify Jim Keavney at the Parish Office [847-4549] and let him know whom you have called. In emergency situations please notify the Parish Office. Since each server has a specific function, it is essential that the full number assigned be present.
2. **CHECK-IN PROCEDURES**
 - A] Please arrive at least ten minutes prior to the beginning of Mass and make your presence known to sacristan Sandy Mitchell.
 - B] You may be asked to perform one of the following extra duties.
 - 1] Bringing the Ciborium from/to the Tabernacle [if there is a Deacon, he will do this].
 - 2] Bringing the tray and preparing for the distribution of the Cup.
3. **COMING FORWARD**

As soon as the "*Lamb of God*" **BEGINS** approach the sanctuary. Do not wait for others to start, **EXTRA GRACES** will be given to the first one to stand behind the altar!

 - A] If you are not assigned to the tray or tabernacle, come forward and stand directly behind the altar on the carpet, leaving room for the other servers.
 - B] If you are assigned to bring the Ciborium from the Tabernacle: As soon as the "*Lamb of God*" music begins, go to the Tabernacle, open the door, genuflect [or bow] and bring the Ciborium [without cover] to the Altar and **place it on the corporal**. Then stand behind the Altar with the other servers [NB: leave the Tabernacle door open].
 - C] If you are assigned to bring the tray: As soon as the "*Lamb of God*" begins, go immediately to the "Pulpit" Credence table and bring the tray with the Sacred vessels and purificators to the Altar. Standing behind the Altar, give the Presider the Host Bowl[s] and proceed to pour the Consecrated wine into the Cups. Fill Cups while still on the tray. **"Balance" the contents of each Cup, including Presider's Cup**. Remove the Cups and purificators from the tray. [A Cleric will arrange the Cups on the Altar]. Then return the tray, along with the Flagon with top, to the credence table and take your place behind the Altar with the other Servers.
 - D] If you are present in the assembly, but are not scheduled, and there are fewer than SIX Eucharist Servers present [FOUR at 8:00 A.M., TWO at most Holyday Masses], then please volunteer by coming forward immediately as long as you are ***appropriately dressed***.
4. **HOW TO RECEIVE:**

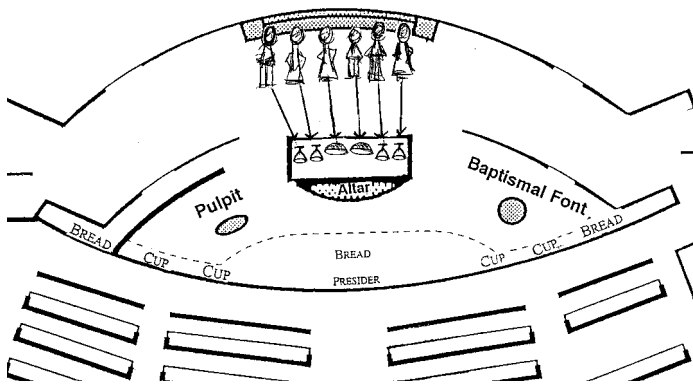
The Host will be offered to the Eucharist Servers by the presiding priest. Please, hold the HOST in your hands. Consume the Host after the priest has done so.

 - A] After all have consumed the Host, the servers at each end of the line will step forward to receive the Cup from a cleric. Then offer the Cup to the other servers, working toward the middle. When finished, the two Cup-servers step to the side, the other servers approach the altar directly and take a Host vessel [**ABSOLUTELY NO CROSSING OVER**]. Then all proceed to their stations for distribution of the Consecrated Bread and Wine to the Assembly.

B] those serving the Host at the sides should position themselves as far from center as is practical; those serving Cup position themselves at the "return" aisles, [especially important at the 8AM Mass]. **Servers of the Cup must be sure to leave sufficient room between the servers of the Host and themselves.**

C] *ALL SERVERS ARE TO RECEIVE THE HOST IN THEIR HANDS AND SHARE THE CUP.*

5. MANNER OF SERVING



- A] Offer the Eucharist in a manner that reflects joy and faith.
- B] Smile, look directly at the Receiver [not at the floor], making eye contact.
- C] Clearly proclaim "THE BODY OF CHRIST" or "THE BLOOD OF CHRIST," with no other words or phrases.
- D] Await "AMEN," without delay or embarrassment.
- E] After each serving of the Cup, wipe the rim with the purificator and turn the Cup, offering a different part of the rim to the next Receiver. Also use a new section of the purificator, opening it up as necessary. Please do not dip the purificator into the Cup; the stains are very difficult to remove.

F] Help other stations when you are finished, however NO more than two Consecrated Breads at center -- when helping in center aisle do not cross behind the cleric. If your Cup is empty, place it on the "Pulpit" credence table and wait there. If you have finished serving the Host and are not needed at the center, place the bowl with the hosts on the corporal and wait at the "Pulpit" credence table; you might be signaled to bring additional hosts to the center.

G] Be attentive to serving the Eucharist [Host and Cup] to any disabled person and to any who approach with a pyx.

6. WHEN ALL HAVE FINISHED

Unless assigned to the Tabernacle or the tray, those still serving Cup go directly to the "Pulpit" credence table, help consume all the Consecrated Wine; those serving Hosts return Sacred vessels to the altar table. After all remaining Hosts have been combined into the Ciborium, carry **your** empty bowl to the Credence table, separately [**do not stack**]. **ALL SERVERS REMAIN REVERENTLY & VISIBLY & QUIETLY ATTENTIVE TO ASSIST IN ANY WAY**; as well as help with these specific tasks :

- A] If assigned to the tray, after all Sacred Vessels have been cleared from the Altar, remove the corporal and bring it [with remaining bowls] to the Credence table.
- B] If assigned to the Tabernacle, return the Ciborium to the Tabernacle, cover it, genuflect [or bow] and then close the Tabernacle door.

7. ALWAYS be attentive to Reverencing the Eucharist, by genuflecting or bowing.

8. When all sacred vessels have been brought to the credence table, the altar has been cleared and the tabernacle door has been closed, proceed (as a group) to the center aisle, bow to the altar and return to your seats.

9. After Mass, purifying the vessels and setting up for the next Mass is the responsibility of the Sacristan.