

<ul style="list-style-type: none"> • <u>MC</u> • Procession In- Accompany Celebrant to the Altar. • Bow with Fr Max when you get to the Altar. • Set up altar at Offertory – chalice, open and spread cloth in centre of Altar. Bring up red book. • After Sign of Peace take Ciborium from tabernacle and place on altar. Take off lid. • Distribute Communion • Wash up and clear altar after Communion. Put the chalice back in the tabernacle in this order:- Chalice, Hard Cloth, Soft Cloth with the key on top. • Light candles, give to “Candle” Altar Servers, give the Cross to the “Cross” Altar Server for the leaving the church procession at the end of Mass. • Bring chalice and ciboria in after Mass. 	<ul style="list-style-type: none"> • <u>Cross</u> • Procession In- When you arrive at the Altar at go straight over and put the Cross on the wall, where it will stay until the end of Mass. Do not stop with the other Altar Servers to bow. Stay standing. • Leave sanctuary after first reading and proceed to church entrance via altar server’s room. • Make sure candles are lit • At the ‘Alleluia’ process with Book of the Gospels and hand to celebrant • At 8.30am Mass, when there is Children’s Liturgy, go to the hall after the homily and let them know to come back to the church. (This is when Fr Max leaves the lectern to sit down briefly.) • At Holy Communion, stand next to Fr Max and hold the ciborium of gluten free hosts. • Water in chalice after communion. • Take silver plate and book and place on side table. • Get Cross from the MC, ready for the procession out of the church at the end of Mass. • After Mass bring in silver plate.
<ul style="list-style-type: none"> • <u>Candles</u> • Bow with Fr Max when you get to the Altar. • Proceed to church entrance after the first reading and light candles. • Process with candles at ‘Alleluia’ • When you get to where Fr Max is standing, stand on either side of him facing the people. • Proceed to front of lectern and face each other during the Gospel. Return to seat. Blow out candles. • After Prayer of the Faithful got to the offertory table at centre of church and lead the Offertory Gifts to sanctuary. On arrival stand one on each side of celebrant facing people, put hosts on altar – water and wine to table • Take stoppers out. Server water and wine. • Water bowl and towel. • Get lit candles from MC, ready for the procession out of the church at the end of Mass. • After Mass bring in cruets – wash. 	<ul style="list-style-type: none"> • <u>Book</u> • Procession in- Walk in behind the two “Candles”. • Hold Book for Celebrant when you first get to the sanctuary. • Hold folder after the homily while the Prayers of the Faithful are read. • Ring 3 bells • – 1st. Priests hands over chalice. (Priest’s hands are facing down over the top of the Altar). • 2nd. Elevation of the host by the priest • and 3rd Elevation of the chalice by the priest. • Hold book for the priest after Communion reflection hymn. • Stay with Fr Max ready for procession out of the church. • After Mass blow out candles and collect dead matches and put in bin.

- **At the end of Mass, wait in line, bow with Fr Max and leave in the same order in which you entered in. Cross, Candles, Book, MC & then Fr Max.**