

# Adult Server Checklist

## Preparation for & Coordination of the Mass

- Arrive at least 30 minutes before Mass & Sign in.
- Ensure all ministries roles are signed & filled.
- Receive & arrange parishioner requests for intentions (Illnesses & Deaths), recent deaths approved by presiding priest; illness recorded by the Adult Servers only.
- Ensure Mass Intentions card on Presider chair. *No Mass intentions for 11:30 Mass.*
- Remind Junior Servers to have the pitcher & bowl and towel for the hand-washing ready (warm water).
- Priest, Deacon or Adult Servers check reserve in Tabernacle – place the estimated number in the Altar Bread Journal.
- Ensure all vessels are prepared and placed on the tray on *the left side* of the upper credence table, the handwashing pitcher & bowl and towel and a glass of water *on the right side*.
- Tabernacle key is in the top Sacristy drawer and insert in the Tabernacle door lock
- On the lower credence table, place the Roman Missal on the left and the 2 hand sanitizers, 2 ablution cups and purificator (*folded in 3*) on the right.
- Checking of the Roman Missal (Red ribbon – prayers, Gold Ribbon – Preface) and any special pages (ie. Blessings for special Celebrations).
- Ensure that the Lectionary (Ambo) and the Book of the Gospels (Vestry) are set (Reader's duties). Ordo is in the Vestry top drawer.
- Prepare the Presider's microphone. Check the batteries.
- Speak with Presider before Mass (instructions specific for the Mass) – either ones we have or something he wants to have happen.
- Prayer before Mass in Spiritual Meeting Room (assign someone to distribute & collect the prayer cards).
- Mentoring of Junior Servers – extra servers encouraged – future Adult Servers
- Light the Altar candles 10 minutes before Mass. Light Paschal candle during Easter season and for baptisms and funerals.
- Take Processional cross and prepare for the procession.

## Cleansing of the Holy Vessels & Preparation for the Next Mass

- If the Readers have not taken the Book of the Gospels from the place of reservation on the Ambo, bow to it and bring reverently back to the Vestry.
- Ensure Mass Intention card is returned to the office.
- Before cleansing the vessels, rinse them in the round sacrarium sink.
- The Corporals can be used multiple times. Please only place them in the laundry if soiled. They will be cleaned regularly by the Sacristans.
- Assist Junior Servers with cleansing and encourage parent participation.
- No immersion of the Chalices in the water; use the special soft cloths for cleaning and drying.
- Ensure everything is totally in place for the next Mass. No Altar breads set for next Mass – duty of Adult Server for next Mass.

## Final Coordination Duties

- Extinguish Altar candles using the extinguisher.
- If you need to leave earlier – you must make arrangements with the other Adult Server that one of you is still in attendance.
- 4:30 set up for 9:30 Mass, 9:30 set up for 11:30 Mass, 11:30 set up for 5:00 Mass and 5:00 Mass close up and set up the vessels for Monday morning Mass. (***Weekday Mass vessels is in the left side cupboard***)