

	Cue	Action
1	<p>Procedures are the same as with a Deacon except as noted below</p> <p>PREPARING ALTAR (See Diagrams) At the conclusion of the petitions.</p> <p>Note: When 2nd Server brings tray of Ciboria to the altar, remind him to retrieve the Missal.</p>	<ol style="list-style-type: none"> 1. Carry to the altar the Chalice and place in center of altar. 2. If Chalice is veiled, remove Corporals from Burse and place Burse in the upper right of the altar. Then <u>carefully</u> remove the veil, fold it, and place it on the Burse. 3. Unfold Host Corporal and place on right side of altar about 8" up from lower edge. 4. Receive from 2nd server the Ciboria and place on Host Corporal. <u>If any pyx, open them.</u> 5. Move Chalice in front of Host Corporal. 6. Unfold Center Corporal on lower edge of altar. 7. Arrange to right of Center Corporal the Paten / Chalice / Pall / Purificator in that order. 8. Receive Missal/Stand from 2nd Server and place along upper left corner of Center Corporal. 9. Open Missal to first green tab (Liturgy of Eucharist). 10. Step back and bow to altar and return to chair.
2	<p>CLEARING ALTAR (See Diagrams) After receiving communion and Priest and other ministers depart altar to distribute communion.</p>	<ol style="list-style-type: none"> 1. Remove Missal/Stand and hand to 2nd Server. 2. Organize items on altar per diagrams: 3. Fold the Host Corporal in half and place it in the lower left side of the altar (unfolded). 4. Place on the Host Corporal: Chalice / Paten / Pall / Purificator. 5. Place on Center Corporal: large Ciborium (if there), lid, and any pyx (closed). 6. Bow to altar and return to verify Missal is open to the Prayer After Communion (typically green ribbon). 7. Stand on top step next to brick wall during communion.

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	Cue	Action
3	<p>PURIFYING VESSELS</p> <ol style="list-style-type: none"> 1. When Priest returns to altar after communion. 2. When Priest genuflects to Our Lord upon returning Ciborium to the tabernacle. 3. When water is returned or after pouring water. 4. When Priest finishes purifying Ciboria. 5. When Priest finishes "assembling" the Chalice. 	<ol style="list-style-type: none"> 1. Retrieve water only and stand on bottom step with 2nd Server. 2. Genuflect and proceed to Priest with water as he returns to altar. Fr. Wilke: Present water and remain there until returned. Fr. Cavender: Pour water over his fingers into ciborium. 3. Return water to credence table. 4. With 2nd Server, retrieve Ciboria two at a time after they are purified and return to credence table. 5. Retrieve Chalice from Priest and return it to credence table.
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