

SERVERS DUTIES

- Arrive in good time
- Put on Cassock Alb and girdle (please wear quiet dark shoes)
- Prepare sanctuary

Left Candle *Find first hymn in book for all servers (two copies on right)*

Right Candle *Check everything is correct on credence table*

Crucifer *Check hymn list is correct (any omitted verses?) and mic.*

C.A. *Gospel book - check open at right gospel and any turn over*

- Light candles
- Ensure there is a full team and make sure that all jobs are allocated
- Be unobtrusive and observant
- Respond to the President
- At the end of the Service don't go until everything is cleared up

SERVERS @9.45

Procession enters church and waits at back
Vicar welcomes congregation
Process to front when hymn starts
Cross to high altar, servers at nave - all bow
Chalice Administrator announces gradual hymn
Eight lines from the end of hymn
CA fetches book, crucifer and acolytes form up in front of altar
Process down nave for gospel reading
Process back and bow
Service proceeds until Offertory
When hymn is announced
Crucifer and Acolytes form up and bow and go via N. aisle to back
Lead offertory procession to front - no bow
Collect Offerings
Right acolyte collect ciborium and give to minister across altar
Crucifer collects wine (right hand) and water (left hand) to hand across altar
Left acolyte collect offertory plate, hand to minister across altar
Move to side of altar to receive plate after it has been offered
Plate is handed to crucifer to put at back of crucifer's stall
At 'Lamb of God', come forward to receive communion
Return to seat and sit quietly for distribution of communion
CA helps consume left over bread and wine
Final hymn announced after blessing
Right acolyte helps with ablutions during final hymn
After dismissal, Crucifer to high altar all face high altar and bow
Crucifer leads procession, acolytes join in at chancel step
CA follows choir
Prayer in vestry
All return to Chancel to help clear up

Left Candle Take vessels from credence table and wash up in vestry

Right Candle Clear nave altar, bring to vestry and wash up.

Clear candle sticks to vestry

Crucifer Replace book stand and gospel book to Lady Chapel arch

Clear Credence table

Return mic to vestry (top drawer of vestment chest)