

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)