

1. **Book:** When Father says, "Let us pray", server behind Father brings The Roman Missal (red book) and holds it for Father. Return to book stand on altar.
2. **Collection:**
 - a. During Collection, servers place water cruet and chalices on the altar. Sit down.
 - b. When Father or Deacon goes to receive the offerings, go along to the bottom of the steps, one on each side of Father. Pay attention to Father so you know when to go. When you are handed something, take it to the altar.
3. **After receiving collection:** Both servers go to credence table and get the bowl, clothe, and water to wash Father's hands. Go to Father's right side and wait for him. After completed, bow with Father and return everything to the credence table. Return to seats and remain standing.
4. **Ringing Sanctuary Bells:**
 - a. When Father holds his hands flat over the bread and wine.
 - b. After Consecration of Bread.
 - c. After Consecration of Wine.
 - d. After Father drinks from the Chalice.
5. **Communion:** When EMEs approach the altar, both servers stand and prepare to receive communion.
6. **After communion** when Father returns to the altar:
 - a. All servers go and stand to the left side of Father.
 - b. As he hands you the items, you take them to the credence table.
 - c. Then return to Father's side to get something else until finished.
7. **End of Mass:**
 - a. When Father says, "Let us pray," server behind Father brings The Roman Missal (red book) and hold it for Father. Return to book stand on altar.
 - b. When Father moves to leave the altar, both servers go the bottom of the steps in the same position as the beginning of Mass. Bow together and exit. Walk slowly.