

## Instructional Letter for April 2008

Dear Servers,

It's past due the time that I should be contacting you. I want you to know that I am always thinking of you and thinking of ways to help you do your work better and for you to receive more benefit out of the work that you do.

I want to start with offering you the benefit of my gratitude and also that of the parish. I have received comments now and again on how well you do and how helpful your service helps people to worship and appreciate God and all his gifts.

I want to thank you also for doing fairly well at remembering to wear appropriate dress pants and shoes on the days that you are scheduled to serve. I remind you to please get in touch with me if you do not have dress shoes or pants and cannot afford them. We will find a way to help you out in your need.

After watching things for a while now I think we can start going over a few things that may or may not be in the servers guide that you all have, but have needed to be addressed.

First, if you haven't read the servers guide in a while, I ask you to please take some time to look at it again especially just before you are scheduled to serve. I will attach one in case you have lost yours.

Often it is the case that during Mass things will not be done by the exact person (Cross bearer, first and second candle bearer) that the guide says should do them, but that is not as important as the fact that those things need to be done and done well by whoever does them.

A couple of principles to remember:

1. If you are doing something with another server (like carrying candles, taking the book and chalice to the altar) always remember the word "symmetry," which means both sides are perfectly opposite to each other. For example, if you are placing the candles in their stands or taking them out together with another server, try and do things together at the exact same speed and at the exact same time. In other words, walk to the ambo at the same pace. The one going to the closest candle will probably get there first, so wait for the other to be in place and then together pull the candles out at the same time and speed.

This rule applies to everything you do with another server, whether it is bowing in front of the tabernacle or placing things on the altar, everything should be done "synchronized" together. Synchronized means to do things the same way at the same time.

2. The second thing that we will cover today is the placing of the Sacramentary (the book) and the Chalice (the cup) on the altar and also the placing of the bowl with the bread and the flagon (the large pitcher of wine).

The Sacramentary always goes on the left side of the altar the Chalice always goes on the right side.

The bowl with the bread always goes in the center on the corporal (the small square cloth in the middle of the altar) and the Flagon of wine always goes on the right side of the altar, to the right of the Chalice that is already there.

I hope these little tips are helpful. I will be sending along more as time goes on. But, if you have any questions in the meantime, please feel free to email me and I will help you out at any time; or you can stop me at anytime that you see me and we can go over things in person.

God bless you all, you're all doing a great job for Jesus and his people at St. Francis,  
Fr. John