**Helpful Hints**

1. Arrive at the church 15 minutes before Mass – if you would like to serve.
2. Make sure all things are in its place
3. Line up for procession – cross first
4. After bowing or genuflecting in front of the step (altar) go to your place.
5. **After the Prayers of the Faithful – petitions – walk in front of the altar bowing in the middle to the other side**
6. Bring up the **Priest Chalice first** – holding to the top
7. Wait till the Priest goes down to pick up the gifts.
8. Receive the gifts and go to **your table.**
9. **Bring Quickly Wine and Water**
10. **Then Bring Bowl and Water (one person) and unfolded towel (second Person**)
11. Then Walk to the other side bowing in the center before the altar
12. After the Sanctus Sanctus kneel (together) – and when the priest extends his hands FLAT over the altar Ring the Bells ONCE
    1. At elevation of the Host ring **THREE TIMES**
    2. At elevation of the Chalice Ring **THREE TIMES.**
13. Remain kneeling till the Great Amen after the Por Cristo Con El y en EL.
14. After the sign of peace and --- Lamb of God-- kneel
15. Ring the Bell ONCE when the Priest receives the Chalice
16. **After receiving communion One of you goes to the the altar and removed the BOOK (missal) the second person goes to the other side and kneels**
17. When the Priest finished giving communion and placed Jesus back in the Tabernacle he or the deacon will need water – when he comes back to the altar **bring water.**
18. After that you go back to your seat.
19. After the Final Blessing **– when the people start to sing the closing hymn**, grab the Crucifix and march towards the middle of the church – second pew from the altar.
20. Wait for the priest facing the Altar.
21. Genuflect with the priest if you are not carrying anything. If you have the Cross – BOW.
22. Start marching to the sacristy – say the Prayer after Mass – extinguish candles.