

# MASTER OF CEREMONIES

-Help Priest with Chasuble, do not allow him to sit on it. Bow to Priest then to Tabernacle when choir sings words listed above. You bow just before they reach the venerable words, that way you are not still bowing to the Priest during these words (i.e.; at "...tu solus altissimus, Jesu Christ" e bow to Priest at the word *solus*). \*while Priest is reciting *Gloria* at Altar, MC and servers in Sanctuary do not bow when choir sings these words, because servers follow the actions in the Sanctuary. However, when Priest is seated, he and the servers follow the rubrics concerning those outside the Sanctuary. Hence, why congregation does not genuflect when Priest says, "Et Incarnatus est..." during the *Credo*.

-As soon as *Gloria* is finished, sign yourself with the cross, and then lead Priest to center of carpet. Signal a genuflection for Priest, assist him with Alb and then resume position at Missal.

## Oratio to Gospel Imposition of Incense:

-Respond as normal, bow at "Oremus," and then indicate the *Oratio* for Priest. \*If this Mass is being said on a weekday, there might be a 2nd *Oratio*, switch pages after ending of first *Oratio*. Respond to ending as normal.

-When Priest begins *Epistle*, turn towards servers to signal them to be seated. When *Epistle* is concluded, turn towards servers and respond together, "Deo Gratias."

-Allow Priest to say the *Gradual* and the *Alleluia* (or *Tract*, and perhaps *Sequence*). When he is finished the MC must make this decision: if the *Gradual* and *Alleluia* are being sung in Psalm-tone, Priest remains at Predella for imposing of incense; if they are being sung Plainchant, then MC will direct Priest to bow towards Tabernacle and then lead him *per breviori* to the Sedilla.

## Gospel Imposing of Incense to Sermon:

-(if at Sedilla): with four lines of chant left, lead Priest to center of carpet, signal genuflection, assist with Alb. Proceed to *Imposition of Incense* steps.

-Meet Th at Epistle side foot of Altar, MC on the left. Receive boat, and ascend immediately without bowing to Predella. Repeat steps for imposition of incense. Receive spoon back, and hand boat out for proper server to take.

-The MC then picks up the Missal and descend the Altar steps to the Epistle edge of carpet. Th signals a genuflection, and then MC ascends steps *per breviori* to Gospel side, putting Missal on far Gospel corner with Missal facing at an angle.

-By this time Priest is finished saying the *Munda cor meum*, so Priest goes to Missal and MC takes thurible from Th, and stands to the right of Priest. After sign of cross is made, MC presents thurible to Priest. Bow with Priest, and he will incense Missal with 3 singles, then bow again.

-Receive thurible back from Priest, wait in front of Tabernacle until he says the Holy Name; when sung bow to Tabernacle (if not sung within first 5 seconds, bow and then descend) and descend to the floor on Th's right. Give thurible back to Th.

-When Priest has reached last line of *Gospel* (he will change to a low tone), take thurible from Th, secure center ring. After Priest has kissed Missal incense Priest as normal.

-Give thurible back to Th, and lead servers to carpet, allowing room for Priest. When Priest descends, signal genuflection. Allow Priest to go through servers to pulpit, then MC and servers go back to their normal positions.

-Signal servers to sit.

## During the Sermon:

-During the *Sermon* the MC sits in the Deacon's chair (red one next to Cb's). No server, except Th should leave the Sanctuary during *Sermon*. MC is to ensure servers are paying attention and sitting up straight, with hands on edge of surplice.

-When Priest is finished with *Sermon*, signal servers to stand, and meet Priest at center of carpet. Signal a genuflection, and assist him with Alb.

## Credo:

-Remaining standing on Epistle edge of carpet. Bow when Priest says, "...in unum Deo, Jesum Christum", genuflect when Priest genuflects while saying, "Et incarnatus est...", and bow when Priest says "simul adoratur". Sign yourself as Priest finishes the *Credo*. Priest will then bow to Tabernacle, and then descend to center of carpet.

-At words, "Et incarnatus est..." signal a kneel, bow your head at words, "Et homo factus est" and then signal all to stand at "Crucifixus et pro..."

-Then signal Priest to genuflect, turn inwards and lead Priest to Sedilla. Assist Priest with Chasuble.

-Immediately go to Credence Table and put on gloves. Take the Chalice (right hand on foot, left hand holding down the Burse) and turn Chalice so that front is facing away from you.. Ascend steps to Predella *per breviori* and put Chalice a little offset from center of Tabernacle, then genuflect immediately. Open Burse and take Corporal out, lean Burse against Gospel Gradine next to Tabernacle, unfold Corporal *outwards* with red cross at front (it should be over Relic in Altar Stone). Place Chalice in center of Corporal. Move the Missal towards center of Mensa, facing at an angle {if words "simul adoratur" occur during this process, stop and bow towards Tabernacle, then resume duties}.

-Genuflect on Predella in front of Tabernacle, then descend steps *per breviori* to Credence Table and place gloves back {If there is a Ciborium, take this to the Altar next, and place it to the back of the Chalice, on the right side}. Go back to Sedilla.

-At end of *Credo*, make sign of cross, then lead Priest to center of carpet, signal a genuflection and then assist with Alb. Remain standing on Epistle edge of carpet.

### Offertory to Incensation of Priest:

-After Priest says the *Offertory*, ascend steps to Predella following edge of carpet and take the Chalice Veil from Priest. Fold into three parts with the emblem facing up, and place it next to *Lavabo* Altar Card. Then descend to floor in same manner, and supervise Acolytes.

-Immediately after Acolytes have gone back to Credence Table, receive boat from server, and repeat steps for Imposing of Incense. After Priest has imposed incense, he will incense the Oblations first (Host and Chalice) first without genuflecting. Then he will genuflect and incense crucifix and Altar as usual. Incense Priest as usual.

### Server's Incensations to Preface:

-After incensing the Priest, give thurible back to Th, and lead him to center of carpet. Signal genuflection. Then MC ascends to Gospel side of Predella *per breviori*. Both MC and Th bow to Tabernacle and then bow to each other. Th incenses MC (if there is another Cleric in the church, Th will always incense him first, then MC with one less clasp) and then both bow to each other.

-MC turns back to Missal. Priest will say, "*Orate fratres...*", to which MC and servers respond with the *Suscipiat*.

-Then Priest will read the *Secreta*, when you hear him finish, turn ribbon to *Preface* (\*if this is a weekday Mass, there may be a second *Secreta*; turn to 2nd *Secreta* first and then to *Preface*).

-Priest will then sing *Preface*, switch ribbon to other page at appropriate time.

-When Priest finishes the *Sanctus*, use the 2nd red tab (on some Missals it may be the 3rd, some Missals also have the 2nd tab black) and turn pages to *Canon*. Do this by flipping the page forward and then back. The beginning of the *Canon* has a picture of the Crucifixion scene. (Use the tabs carefully, for they can tear the page if not handled gently, especially on older Missals.)

### Canon:

From here you will be assisting with page turning during the sacred Canon. It is important to follow the Missal text. The text is interspersed with signs of the cross and words at which the Priest must bow (i.e. Priest will always bow at the Holy Name of Jesus, which is usually said at the end of the prayers). Use these cues as your guide for turning pages, do not guess. Often you can hear the Priest saying the text, this can be of help also, but do not count of this. These instructions will not give the cues as to when to turn the pages, this should be studied and practiced in a MC class, because Missals are different according to page layout.

-Turn the pages during the *Canon* at the appropriate times.

-The Priest will signal the beginning of the *1st Memento* (for the Living) by raising his hands in an arc, and then putting them together. Step back to the Gospel corner of the Predella. When Priest separates hands, go back to Missal.

-At the *Qui Pridie* (the day before...) the Priest will wipe his thumbs and forefingers on the edges of the Corporal. He does this to wipe off any oils off his fingers, so that he touches the Host with pure fingers. This is your cue to signal all the servers to kneel.

-Bow at *Genuflections* and assist Priest with Chasuble at *Elevations*. After last *Genuflection*, signal all to stand, and then turn Missal page immediately (if applicable to that particular Missal).

From here on, there are two general rules to follow:

-Whenever Priest removes Pall off of Chalice, or when he replaces Pall back on Chalice you will genuflect with him, support his left elbow with your right hand.

-If MC must leave Predella for any reason after *Consecration*, he must genuflect, because Blessed Sacrament is exposed.

-At *2nd Memento* (for the Dead), step back again to Gospel corner of Predella. The Priest's actions are the same.

-Genuflect with Priest before "*Et ipso...*", Priest will then make sign of cross with Sacred Host over Chalice three times, he replaces Pall and genuflects. Then MC immediately turns page to the correct *Pater Noster*.

-After "*Sed libera nos a malo*," turn page to *Libera nos*.

-Strike your chest three times, in sync with the Priest for the *Agnus Dei*.

-When Priest takes Sacred Host and begins *Panem caelestem*, genuflect on the Predella and descend steps to Gospel corner on floor. If the MC is not a Cleric, he should not be on the Predella during the *Priest's Domine non sub dignus*.

### Holy Communion of the Faithful:

-After Priest has received the Sacred Host, line up appropriate servers at foot of Altar, Servers should be in this order from Gospel to Epistle side: MC Ae1 Cb Ae2 Bb Th. Clerics should receive on the sides of the Altar with servers. If there is a 2nd Sacred Minister distributing Communion, the Ae1 should have the 2nd Communion Plate.

-Signal a genuflection and then a kneel. Bow while Priest consumes Precious Blood, when finished, recite the *Confiteor* with a Profound Bow.

-After Priest gives *Indulgentiam*, signal all to stand, and then ascend steps to Predella, then signal a kneel.

-Strike chest three times at beginning of each "*Domine non sub dignus...*".

-After receiving Communion, MC keeps Communion Plate, stands and leads Priest to Epistle side Tbs first, then Gospel side Tbs, then to Epistle side of Communion Rail. Assist Priest with Communion as normal.

-When Priest is finished, give Plate to Priest, and then assist him with Alb over all steps. Wait at center of carpet and genuflect with Priest. MC then kneels in front of Sedilla.

### **Ablutions to Post Communion:**

-When Priest has closed Tabernacle door, MC signals servers to stand. MC stays in front of Sedilla, supervising Acolytes' duties.

-When Ac1 has placed Missal back on Epistle side, MC ascends to Predella without genuflecting, following Epistle edge of carpet. Turn ribbon back to Propers for the *Communion* and *Post Communion*. Remain at Missal.

-When Priest is finished assembling the Chalice, he will come to the Missal. Point out the *Communion* to him with palm of right hand.

-Point out *Post Communion* after "*Dominus vobiscum*," and bow at "*Oremus*" (if this Mass is on a weekday, there might be a 2nd *Post Communion*, switch after the first).

-After *Post Communion*, close the Missal with the opening facing left. Descend Predella following Epistle edge of carpet to floor.

### **Ita Missa est to Recessional:**

-Cross immediately to Gospel edge of carpet for *Ita Missa est*, genuflecting while crossing center.

-Immediately after *Deo Gratias* is finished, signal servers to kneel. After *Blessing* is finished, signal servers to stand.

-MC then goes immediately to foot of Altar on Gospel side. The MC stays there for the *Last Gospel*, genuflects when Priest does at "*Et Verbum caro factum est...*", and then responds with servers, "*Deo Gratias*" at conclusion.

-MC then crosses back to Epistle side of carpet, genuflecting when crossing the center.

-MC receives boat from server, and Priest then imposes incense into thurible as usual. MC then gives boat back to server.

-When all servers are in their proper places, and the *Recessional* song has begun he may signal a genuflection at his discretion. Usually it is best to watch the Priest for this cue.

-Recess back to the Sacristy in the same manner as for the *Procession*.

### **In the Sacristy:**

-When MC and Priest reach Sacristy, at MC's signal they bow to the Processional Cross, then Priest and MC bow to each other, and then Priest bows to other servers.

-MC signals a kneel and says, "*Jube Domne, benedicere*" (Pray Lord, Thy blessing please).

-After *Blessing*, MC leads servers with *After Mass Prayers*, and then supervises servers in completion of duties after Mass.

No server is to leave on his own. All servers leave at the same time with the other servers, as a team. All items must be put away, back in its proper place, and MC must designate a server to check cassocks and surplices. All duties should be done in silence without a rush. If the MC discovers some item was left unfinished, he is responsible for completing it, should the server be already dismissed.

