

ICC MASTER OF CEREMONIES

Solemn Mass

Preparation:

- Arrive in the sacristy at least 30 minutes before Mass.
- Ensure that the Sanctuary is properly set up for Solemn Mass.
- Ensure that the Evangelium is marked, and that the Deacon and Subdeacon have added their proper readings (if they have made their own copies). Then place the Evangelarium on the pane behind thurifer's seat.
- Review the Epistle, Gradual etc and Gospel to note any genuflections or bows (usually at the name of Jesus). Review the Alleluia or Tract to note where Ministers are to rise for the gospel. (This should be done 4^{1/2} lines prior to the end of either the Alleluia or Tract, whichever the case may be).¹
- The MC/Deacon is to help the Celebrant vest.
- Ensure that all the servers are present.

General Guidelines:

- The MC shall normally be positioned below the lowest step (no closer to the altar than the Subdeacon), whenever the ministers are at the altar.
- If the D and SD are not at the altar, then the MC should be at the altar assisting the Celebrant with the Missal.
- The MC never sits. His place, when the ministers are seated, is in front of the sedilia facing the congregation. This is so that he is in position to bow to the Celebrant, to assist, etc.
- The MC shall know his duties as well as the duties of all the other servers.
- Always remove the Missal during the incensing of the altar (at the Introit and Offertory).
- One clap is for genuflections or for standing up, two claps is for kneeling down.²
- When the MC is standing in the epistle position *in plano* in front of the altar, the MC shall bow directly forwards, not angled towards the tabernacle.
- Whenever the MC descends from the Epistle side of the altar he should turn to his right to do so.
 - Except if he is accompanying the Celebrant to the sedilia.

Procession and Ceremony:

- Procession is in the following order:

When the Celebrant is in cope:

Th
AC² - Cr - AC¹
MC
SD - C - D

¹ This is a general rule only. Certain Tracts/Alleluias take longer/shorter time to sing than others.

² Do try to avoid snapping your fingers. A hand gesture is often just as effective.

When the Celebrant is **not** in cope: Th
AC² - Cr - AC¹
MC
SD
D
C

1) Procession:

- Upon arrival at the main altar take the birettas from the Deacon and Subdeacon.
- Place the two birettas that you received from the Deacon on the sedilia (nearer to the altar).
- Place the Subdeacon's biretta on the sedilia (further from the altar).
- Return to your place, signal a genuflection and signal all to kneel (hand gesture) for the intonation of the Asperges/Vidi Aquam (if Sunday).

2) Asperges/Vidi Aquam (Sundays only):

A. Once all have knelt, pass the Aspersorium (or the book if the Celebrant needs it) to the Deacon.

- D will remove the Aspergillum and present it to the Celebrant.
- Once the ministers bless themselves, signal the ministers to stand, then signal them to genuflect.
- Cross over to the right side (and slightly ahead) of the Celebrant before he sprinkles the choir and congregation.
- First the Celebrant sprinkles the servers, then the Epistle side on his way to the back of the Church.
- At the back, all turn to face the altar, MC crosses over to the right side of the Celebrant and signals all to genuflect.
- Celebrant then sprinkles the Gospel side on his way back to the Sanctuary.

*NB - Listen for '*Gloria Patri*' (STOP sprinkling and bow to the altar at this point).

- Upon return to the Sanctuary, signal a genuflection.³ As you are genuflecting, leave the Aspersorium on the lowest step, and retrieve the card of Altar Prayers.
- Hand the card to the Deacon. Remain standing as the Celebrant sings the closing prayer to the Asperges/Vidi Aquam.
- When the prayer is complete, receive the card from the Deacon, and then signal a genuflection (as you do so retrieve the Aspersorium).
- After the genuflection turn in towards the ministers, go to the sedilia, and hand the book of Altar Prayers and Aspersorium to Acolyte 1 (AC¹).
- Take the cope from the Celebrant and give it to Th.

3) Prayers at the Foot of the Altar:

³ At some point once you have ascended the sanctuary steps D will give you the aspersorium.

- A. When the ministers have vested, approach the altar, signal a genuflection, then signal all the servers to kneel (MC is kneeling for the prayers at the foot of the altar).
- Make the responses with the Deacon and Subdeacon.
- B. Upon completion of the prayers, signal all the servers to stand, and approach the Thurifer (Th) who is now standing at the epistle side *in plano*.

4) Introit:

- A. Go to the epistle side of the altar, when the Celebrant, Deacon, and Subdeacon ascend the altar.
- Receive the boat from the Thurifer (Th), who is on your right side, and open the boat.
 - Make a low head bow⁴ to the Celebrant when he turns toward you, then approach with Th.
 - Hand the boat to the Deacon (the boat should be open with spoon handle towards the Deacon).
 - The Celebrant adds incense and then blesses it.
 - Receive the boat from the Deacon and return it to the Thurifer, after he has given the thurible to the Deacon.
- B. Retrieve the Missal and descend the epistle side of the altar.
- Stand *in plano* until the Celebrant has incensed the epistle side of the altar.
 - Once the Celebrant has genuflected in the centre, after incensing the epistle side of the altar, return the Missal to the altar and return to position *in plano*.
 - Bow with the Deacon and Subdeacon when D incenses the Celebrant.
- C. Then ascend the steps and point to the Introit in the Missal for the Celebrant (do not take the thurible from D, it goes straight to Th).
- Sign yourself with the Celebrant at the beginning of the Introit.
 - Bow to the tabernacle with the Celebrant at the '*Gloria Patri*'.

5) Kyrie:

- A. Nod to the Ministers when the Celebrant says the first '*Kyrie*'.

6) Gloria:

- A. If coming from the sedilia, after the Kyrie, arrive at the foot of the altar and signal a genuflection.
- Bow with the ministers and bless yourself with them during their verbal recitation of the Gloria.
- B. After the Gloria ends, the Ministers will descend the altar, MC will signal a genuflection, and then all will return to the sedilia.⁵

⁴ This is a low bow of the head with a slight inclination of the shoulders.

⁵ Note that they may genuflect at the footpace and go to the sedilia *per breviorum*.

- Nod to the ministers and then turn and bow towards the Altar at the 'Domine Fili unigenite, *Jesu Christe*', 'qui tollis peccata mundi, *suscipe deprecationem nostram*' and at 'tu solus altissimus, *Jesu Christe*'.
- Indicate to the ministers to stand at the '*Cum Sancto Spiritu...*'.
- Approach the altar and signal a genuflection.

6) Collect:

- A. Go around to the Missal directly.
 - Bow to the tabernacle with the Celebrant at the '*Oremus*'.
- B. Once he begins the Collect, get the Epistolarium (unless there is a commemoration or a page turn), holding it with the opening to your right, and your right hand higher than the left.
 - Then go stand to the right of the Subdeacon, facing the altar.
 - At the name of '*Jesum*', bow to the tabernacle, then hand the Epistolarium to the Subdeacon (low head bows before and after).⁶

7) Epistle:

- A. Lead the Subdeacon to the centre of sanctuary, by going around behind him (you should now be at his left).
 - Genuflect, then turning in toward the subdeacon, proceed to the spot where he will chant the Epistle.
- B. When the epistle is completed, go with the Subdeacon to the lowest step of the altar, genuflect, then follow SD to the epistle side, where he will receive a blessing.
 - Stand behind him (away from the step to give him room to come back down), and receive the Epistolarium from him with low head bows before and after.
 - Return the Epistolarium to its place, then return to the Missal (remaining at the Celebrant's right).
- C. After the Gradual (or Alleluia) and Tract (or Alleluia), return to the sedilia *per breviorum*.
 - Go to retrieve the Evangelarium some time before the remaining four and a half lines are sung.
 - When the Schola has begun to sing the first of the remaining four and a half lines of the Tract or Alleluia, indicate to the ministers to stand.⁷

8) Gospel:

- A. Approach the altar with the ministers, signal a genuflection, and then hand the Evangelarium to the Deacon with low head bows before and after.
 - Approach the Thurifer who is standing at the epistle side *in plano*
 - Receive the boat from him and follow the usual imposition procedure (as in 4A above).

⁶ Not all conclusions have the Holy Name. Check this before the Mass.

⁷ This is a general rule only. Certain Tracts/Alleluias take longer/shorter time to sing than others.

- Give the boat to the thurifer, descend the steps, then and wait *in plano* for the Thurifer to return the boat to the credence table.
- Lead the Thurifer to the centre as indicated below.
- Once the Deacon lines up with the Sub-Deacon, signal a genuflection

SD - D
MC - Th
AC² - AC¹

B. Gospel Procession:

- After the genuflection, all turn in and process to the place where the Gospel will be chanted (MC and Th follow Acolytes).

AC² - MC
SD - D
AC¹ - Th

C. Gospel Reading:

- Upon arrival at the above gospel position, turn to face the Thurifer.
 - When the D and SD arrive, turn to face AC².
 - Turn to the right towards the Celebrant at the beginning of the gospel and bless yourself at the '*Sequentia Sancti Evangelii Secundum [N].*'
 - Continue the turn and receive the thurible from the Thurifer in your right hand.
 - Give the thurible to the Deacon by crossing the right hand in front of him with the thurible, the left hand holding the chains with enough room for D to grasp them between your hand and the bowl.
 - Bow at the incensing of the gospel with the Deacon.
 - Receive the thurible from the Deacon with the right hand.
 - Turn to the right and bow to Celebrant for the Holy Name (if it is said), then continuing the turn, return the thurible to the Thurifer.
- If the Holy Name is not said, return the thurible to the Thurifer immediately after the incensation.
- Any time the Holy Name is mentioned, turn to the right towards the Celebrant and bow, then return to position by turning to the left (not doing a full circle as before).⁸
 - At the completion of the gospel, lead the Acolytes to the centre, going behind the Deacon and Th, signal the genuflection for all, then go to where SD is standing (Epistle side) and receive the Evangeliarium from him and return it to its place.

D. Procession to Sedilia:

⁸ Time this so that you bow to C before the Holy Name is said.

- Once all the ministers return to the foot of the altar, signal a genuflection (after the Celebrant has removed his maniple), and then lead the minister who is preaching to the ambo (with biretta).

E. Sermon:

- If the name of Jesus is said, all bow straight ahead in the direction they are standing, not towards the tabernacle.

F. At the completion of the sermon, indicate the ministers to stand and approach the altar.

- Wait for the Celebrant (or Deacon) to replace his maniple, then signal a genuflection.

9) Creed:

A. Follow the Celebrant as he recites the Creed, remembering to bow, genuflect, and bless yourself with the ministers.

- Signal the Ministers to kneel when they descend the altar at the sung '*Et Incarnatus est*'.

- Then signal them to stand, genuflect, and return to the sedilia.

B. Immediately go to retrieve the Burse from the credence table:

- Hold the burse at eye level with the opening away from you.

- Approach the Deacon, and hand the burse to him with a low head bow before and after.

- After giving the burse to the D, the MC will walk with the Deacon **at the Deacon's right side** to the foot of the altar.

- After the genuflection at the foot, the MC will lift D's alb as D ascends, and remain standing where he genuflected to wait for the Deacon. When he returns genuflect and return to sedilia.

- Be sure to indicate to the ministers to bow at the '*simul adoratur*'.

C. Get the ministers to stand at the '*Et vitam venturi saeculi*'.

- Approach the altar and signal a genuflection. Then go to your sanctuary position.

10) Offertory:

A. Genuflect with the Subdeacon after the Celebrant says '*Oremus*'.

- Go with the Subdeacon to the credence table and assist him to don the humeral veil.

- Take any ciboria that may be on the credence table (if any) to the altar, then return to your normal sanctuary position (need to put on gloves).

B. When AC¹ removes the cruets and dish from the altar and the Celebrant has offered the chalice, approach the Thurifer *in plano* on the epistle side.

- Receive the boat from the Thurifer and approach the altar for the imposition of incense (follow procedure 4-A above).

- Receive the boat from the Deacon and return it to the Thurifer, after he has given the thurible to the Deacon. Descend the Epistle steps and wait for Th to put the boat on the credence table.
- When the thurifer is ready the both of you will go to the gospel side by first genuflecting behind the SD and then stand *in plano* on the gospel side.
- Remove the Missal when the Celebrant begins incensing the epistle side **unless there are relics in which case remove the Missal immediately.**
- Once the Celebrant begins incensing the epistle side again, return the Missal to its 'Canon' position and then remain there. Check for the Secret prayer.
- C. After the Lavabo, the Celebrant will return to the centre and say '*Orate Fratres*'.
 - Respond with the '*Suscipiat*', point to the Secret, and remember to look for the thurifer to be incensed!
- D. Turn the pages of the Missal to the Preface at the completion of the Secret.
 - At the '*atque*' or '*cumque*' clause in which the archangels and angels are mentioned, bow to the Deacon and Subdeacon to approach the altar.
 - Immediately depart by your left, via the long way to your normal sanctuary position.

11) Canon:

- A. Memento of the Living:
 - Once the Deacon steps forward (after having stepped back), turn to the approaching Thurifer and receive the boat.
 - Scrape the coals, then impose incense into the thurible and return the boat to Th.
- B. Kneel for the consecration when the Deacon kneels.
 - After the consecration of the Precious Blood, stand with the Celebrant after his final genuflection.
- C. At the '*Nobis quoque peccatoribus*':
 - Go to the centre (behind the SD), genuflect, and go to the Gospel side at the steps and wait for the Deacon to genuflect.
 - When the Deacon genuflects, genuflect with him, and ascend the altar at the Gospel side and stand at the Celebrant's left.
 - Genuflect with the Celebrant and Deacon (upon removal of the pall from the chalice). Turn the page immediately before the genuflection.
 - Genuflect once again when the pall is placed back on the chalice. During the genuflections, you should be supporting the Celebrant's elbow.

12) Pater Noster:

- A. Bow to the SD and D to ascend the altar at the '*et dimitte nobis*'.
 - Then verify that Th is removing the humeral veil.

13) Pax and Agnus Dei:

A. When the Celebrant says the '*Pax Domini*', bow to the SD, then genuflect to the Blessed Sacrament and descend the gospel side, cross the centre (genuflect), and go to your normal sanctuary position.

B. The Deacon will descend the altar after having received the 'pax'. As he reaches the foot.

- He will give the kiss of peace to the SD.
- After doing so, signal (hand gesture) all to kneel.

14) Communion of Priest and Faithful:

A. Signal all to rise when the Celebrant has consumed the Precious Blood. The Thurifer shall lead as indicated below.

- When the servers have lined up, signal the genuflection, then kneel.

Th - AC¹ - AC² - Cr - MC

- After the SD and D receive communion, signal all to rise.
- At once ascend and kneel on the footpace.
- After receiving Communion, rise, remain on the footpace and signal other servers to genuflect and return to seats.
- Then lead the Celebrant to distribute Communion to the laity.
- The MC should be on the right of the Deacon during the distribution of communion.
- Upon return to the sanctuary, kneel immediately at your normal position.
- Once the tabernacle door is locked, signal all in the sanctuary to rise. Ensure the acolytes fulfil their roles from this point.

15) Communion/Postcommunion:

A. When the Deacon crosses the centre with the Missal, follow him (after his genuflection) to the Epistle side.

- Open the book if necessary and point out the Communion Prayer to the Celebrant.
- After the '*Dominus vobiscum*', bow to the tabernacle with the Celebrant at the '*Oremus*', then point out the Postcommunion prayer.
- Close the book after the completion of the Postcommunion prayer, conclusion included.

B. After the Deacon intones the *Ite, Missa est*, signal all to kneel for the final blessing, then rise for the Last Gospel.

16) Last Gospel:

A. Face the Celebrant. Genuflect with the Celebrant during the Last Gospel, and make sure the servers move into position after signing themselves.

B. When Celebrant completes the Last Gospel, go to the sedilia and retrieve the birettas.

- Give the Deacon's and Celebrant's birettas to the Deacon.
- Give the Subdeacon's biretta to him.

C. Signal all to genuflect.

17) Recession and Arrival at the Sacristy:

A. After the genuflection, lead the ministers to the sacristy.

- Upon arrival, signal all to bow to the crucifix, then after the ministers have bowed to one another, signal all to bow to the Celebrant.
- Kneel for the blessing.