

# ICC MASTER OF CEREMONIES

## Sung Mass

### Preparation:

- Arrive in the sacristy at least 30 minutes before Mass.
- Ensure that the Sanctuary is properly set up for Sung Mass.
- 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<sup>1/2</sup> lines prior to the end of either the Alleluia or Tract, whichever the case may be).<sup>1</sup>
- The MC is to help the Celebrant vest.
- Ensure that all the servers are present.

### General Guidelines:

- The MC never sits. His place, when the priest is seated or preaching, 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.
- One clap is for genuflections or for standing up, two claps is for kneeling down.<sup>2</sup>
- 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 (Sunday's):

AC<sup>2</sup> - Cr - AC<sup>1</sup>

TBs

Th - C - MC

When the Celebrant is **not** in cope: Th

AC<sup>2</sup> - Cr - AC<sup>1</sup>

TBs

MC

C

### 1) Procession:

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

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

- Upon arrival at the main altar take the biretta from C.
- Place the biretta that you received from C on the sedilia (nearer to 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, take the Aspersorium (or the book if the Celebrant needs it).
  - Remove the Aspergillum and present it to the Celebrant.
  - Once C blesses himself, signal to stand, then signal genuflection.
  - Hold cope with left hand and Aspersorium with right as C 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.<sup>3</sup> As you are genuflecting, leave the Aspersorium on the lowest step, and retrieve the card of Altar Prayers.
  - Hand the card to C. Remain standing as the Celebrant sings the closing prayer to the Asperges/Vidi Aquam.
  - When the prayer is complete, receive the card from C, and then signal a genuflection (as you do so retrieve the Aspersorium).
  - After the genuflection turn in towards C, go to the sedilia, and hand the book of Altar Prayers and Aspersorium to Acolyte 1 (AC<sup>1</sup>).
  - Take the cope from the Celebrant and give it to Th.

## 3) Prayers at the Foot of the Altar:

- A. When C has 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).
- B. Upon completion of the prayers, lift C's alb as he ascends steps, then 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.
  - Receive the boat from the Thurifer (Th), who is on your right side, and open the boat.
  - Make a low head bow<sup>4</sup> to the Celebrant when he turns toward you, then approach with Th.

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

<sup>4</sup> This is a low bow of the head with a slight inclination of the shoulders.

- Open the boat and hand spoon to C *w/solita oscula*. Say *Benedicite Pater Reverende*.
- The Celebrant adds incense and then blesses it. Receive spoon *w/solita oscula*.
- Hand boat to the Thurifer and receive the thurible *w/chain* in your right hand.
- B. Hand thurible to C placing the chain in his left hand and censer in his right.
  - Help C genuflect. Stand as he incenses crucifix 3x. Genuflect.
  - Move *w/C* as he incenses epistle side of altar. Return to middle *w/him*. Genuflect. Repeat for gospel side.
  - After C incenses gospel side, genuflect *w/him* in center, lead him to the top side step of the epistle side and receive thurible from him *w/solita oscula*.
- C. Line up *w/Th* to your left *in plano*. Profound bow (bow with your waist) to C. Incense him with 3 double swings, then hand thurible to Th.
  - Ascend side steps and point out Introit. Sign yourself with the Celebrant.
  - Bow to the tabernacle with the Celebrant at the '*Gloria Patri*'.

5) Kyrie:

- A. Alternate with C as at Low Mass.

6) Gloria:

- A. If coming from the sedilia, after the Kyrie, arrive at the foot of the altar and signal a genuflection.
  - Bow with C and bless yourself with him during verbal recitation of the Gloria.
- B. After the Gloria ends, C will either genuflect at the altar or will descend and the MC will signal a genuflection, then C will return to the sedilia.<sup>5</sup>
  - Nod to C 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 C to stand at the '*Cum Sancto Spiritu...*'.
  - Approach the altar and signal a genuflection.

6) Collect:

- A. Go around to the Missal directly and point out the Collect(s).
  - Bow to the tabernacle with the Celebrant at the '*Oremus*'.

7) Epistle:

- A. C or cantor will chant Epistle. If C, respond *Deo gratias* at end of Epistle. If cantor, go to sedilia with C. Bow to C, then tabernacle at mention of Holy Name.
- B. After the Gradual (or Alleluia) and Tract (or Alleluia), return to the sedilia *per brevior*.

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<sup>5</sup> Note that they may genuflect at the footpace and go to the sedilia *per brevior*.

- 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.<sup>6</sup>

#### 8) Gospel:

##### A. Approach the altar with C and signal a genuflection. Help him with his alb.

- 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).
- Give the boat to the thurifer and pick up the missal stand with the missal.
- Descend the short way to the center of steps just in front of Th and AC's.
- Once everyone is lined up, signal a genuflection by tapping your foot against the front of the altar step.

MC  
AC<sup>2</sup> - Th- AC<sup>1</sup>

##### B. Gospel Procession:

- After the genuflection, ascend the steps as at Low Mass and place the missal in its gospel position (facing 'liturgical north').
- Stand at the corner of the footpace by the pillar.

AC<sup>2</sup> - C  
Th  
AC<sup>1</sup> - MC

##### C. Gospel Reading:

- When C sings *Dominus vobiscum*, bless yourself at the '*Sequentia Sancti Evangelii Secundum [N].*'
- Receive the thurible from the Thurifer in your right hand.
- Give the thurible to C w/ *solita oscula* by crossing the right hand in front of him with the thurible, the left hand holding the chains with enough room for C to grasp them between your hand and the bowl.
- Bow at the incensing of the gospel with C.
- Receive the thurible from C w/ *solita oscula* in your right hand.
- Bow for the Holy Name (if it is said), then return the thurible to the Thurifer.
- Stand for the rest of the Gospel at the corner of the footpace. Bow straight forward at any additional mentions of Holy Name.
- Respond *Laus tibi Christe* at conclusion of Gospel. Move missal to Canon position at an angle just to the left of the tabernacle.
- Go down the steps and around the altar and meet C in middle to his left.

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<sup>6</sup> This is a general rule only. Certain Tracts/Alleluias take longer/shorter time to sing than others.

- Signal genuflection and return to your spot facing the congregation.

D. Sermon:

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

E. At the completion of the sermon, meet C at center of altar. Help him with alb as he ascends.

9) Creed:

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

- Signal C to kneel when he descends the altar at the sung '*Et Incarnatus est*'.
- Then signal them to stand, genuflect, and return to the sedilia.

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

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

10) Offertory:

A. Ascend the altar steps to fold chalice veil after the Celebrant says '*Oremus*'.

- Fold veil into thirds and place it next to Lavabo altar card. Then return to spot.

B. When the Celebrant has offered the chalice and the acolytes have returned to their places, 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).

C. After incensing C, return the thurible to Th and lead him to center of the altar, genuflect, then go the long way to your Canon position.

- Once in position, turn to bow to Th, let him incense you, then bow again.

- When C says *Orate fratres* respond with the '*Suscipiat*' and point to the Secret,

D. Turn the pages of the Missal to the Preface at the completion of the Secret.

11) Canon:

A. After *Sanctus*, turn Missal to the Canon.

B. Memento of the Living:

- Turn slightly to the right and step back when C prays for silently.

- Return to position when C resumes Canon.

C. Turn page for *Communicantes* prayer.

- Unless there is a special *Communicantes* for Christmas, Easter, etc., the *Communicantes* will normally need 2 page turns.

D. At *Hanc igitur*, make sure Th is bringing boat to Crucifer for imposition of incense.

E. At *Qui pridie*, signal all to kneel. Kneel on footpace to C's left.

F. At both consecrations, bow at the neck as C consecrates, then lift chasuble with both hands at each elevation.

G. After C's final genuflection after elevation of Precious Blood, signal all to stand.

H. Once standing, genuflect to Blessed Sacrament, then turn page

F. Help C genuflect when he removes pall from chalice. Turn page for *Pater noster*.

12) Turn page for *Libera nos*. Help C genuflect before and after fraction of the Host.

13) Pax and Agnus Dei:

A. After *Agnus Dei*, genuflect to Blessed Sacrament and descend side steps on gospel side. Signal all to kneel. Kneel on first side step.

14) Communion of Priest and Faithful:

A. Signal all to rise when the Celebrant has consumed the Precious Blood. Walk around the pillar and stand at the end as the other servers line.

- When the servers have lined up, signal the genuflection, then lead them up the steps and signal them to kneel. Recite 2nd *Confiteor*.

MC - AC<sup>1</sup> - AC<sup>2</sup> - Cr - Th

- After receiving Communion, rise, remain on the footpace and signal other servers to genuflect and return to seats.

- Then lead the Celebrant with the paten to distribute Communion to the laity.

- 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 fulfill their roles from this point.

15) Communion/Postcommunion:

A. When AC2 crosses the centre with the Missal, follow him (after his genuflection) to the Epistle side.

- Turn the missal to the Mass propers 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 C 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 biretta.

C. Signal all to genuflect. Hand biretta to C w/ *solita oscula*.

17) Recession and Arrival at the Sacristy:

- A. After the genuflection, lead C to the sacristy.
  - Upon arrival, bow to the crucifix, then signal all to bow to kneel for the blessing.
- B. Lead servers in their thanksgiving on the step of the sanctuary just beyond the Communion railings.
- C. Correct any mistakes and oversee the cleanup. Dismiss the servers once their job is done.