**Torchbearer**

Solemn Mass

**Preparation:**

* Arrive in the sacristy and be vested in cassock and surplice 10 minutes before Mass.
* Make sure your seats are set up and everything you need is ready (torches, lighter, etc.).

**General Guidelines:**

* Torchbearers shall follow the Acolytes and Crucifer when at their seats (sitting, standing, etc.).
* When walking side-by-side, the torch should be held on the outside shoulder. When at the communion rail, the torch should be held on the side farthest from the altar.
* The torch should be held with two hands when standing or moving, and with one hand when kneeling.
* Torchbearers will not receive communion at this Mass, but at an earlier Mass. Torchbearers will be assigned to serve a private Mass prior to the Solemn Mass.

**Procession and Ceremony:**

* The torchbearers process in behind the Crucifer and Acolytes.
* Upon arrival into the sanctuary, the torchbearers genuflect 2x2 and go to their seats.

**Offertory:**

* During the Offertory, the thurifer will incense the torchbearers as a group. Once incensed, the torchbearers proceed to prepare their torches behind the Main Altar.
* During the *Sanctus*, the torchbearers proceed single file into the Sanctuary via the Gospel side, genuflect, fan out, and kneel down.

**Communion:**

* After the *Ecce Agnus Dei*, when the second distributor of Holy Communion steps off the footpace, the two OUTSIDE torchbearers stand and immediately process down to the communion rail via the *outside aisles*. Upon arrival, they kneel until communion is finished being distributed.
* Once the last person receives communion, both torchbearers rise and immediately process back to their spots via the outside aisles (if the distributor goes down the center isle instead, both torchbearers lead him up the center aisle). Upon returning to their spots, they kneel without genuflecting.
* Once the tabernacle door closes, the torchbearers rise upon the MC's signal. The torchbearers come to the center, genuflect and go to put their torches away. Once finished, the torchbearers return to their seats.
* *In the case of NO second distributor: After the choir receives communion, the celebrant will descend from the altar to the communion rail. Immediately both of the INSIDE torchbearers rise and immediately lead the Celebrant down the CENTER aisle without genuflection. Upon reaching the communion rail, they split and go to their spots where they kneel. Once there are only five left to receive communion, both torchbearers rise and immediately lead the Celebrant up the center aisle where they return to their spots and kneel without genuflection.*

**Recession:**

* During the Last Gospel, the torchbearers follow the Acolytes to the center of the sanctuary where they line up in front of the Acolytes for the recession. Torchbearers genuflect during the Last Gospel and again on the MC's signal.
* In the statio hall, the torchbearers bow to the cross and to the Celebrant (both on the MC's signal) and follow the Crucifer and Acolytes into the sacristy. There they bow again to the cross and kneel for the blessing.

***THURIFER***

Solemn Mass

**Preparation:**

- Light the charcoals for the thurible 10 minutes before Mass

- Make sure the boat of incense is where you need it (you can either walk in with it or have it on the credence table)                             **General Guidelines:**

- The thurible shall remain in the Th’s left hand when incense has not been blessed by the Celebrant (the boat remains in the right hand)

- If the Th is holding the thurible he is not required to follow the rubrics, but must remain standing

- When the incense has been blessed, the thurible is then to be held in the right hand (the boat is transferred to the left hand)

- When incensing, hold the chain between the index and the middle finger, with the right hand close to the censer and the left hand at the end of the chain

- When walking longer distances (i.e. sanctuary to choir, or sanctuary to congregation) hold the thurible with one hand (right hand when the incense has been blessed) and with the chain fully extended (Please remember that the thurible is not a weapon. Therefore, do not swing it too much when you walk with it)

- When walking shorter distances (e.g. Deacon to MC, gospel-side choir to epistle-side choir) the Th shall hold the thurible with both hands (the right hand closest to the censor, left hand at the end of the chain)

- When presenting the thurible to have incense added, open the cover approximately 6 inches using the chain. Hold the thurible elevated enough so that the celebrant’s forearm is parallel to the floor (this way it is not too high or too low)

- Whenever the Th turns at the center of the sanctuary on his way to or from the choir he turns to his right not to his left

- Whenever the Th ascends the altar steps holding the thurible, do not open the thurible until you are on the footpace

- The Th is not to swing his thurible whenever he is standing beside people or beside the altar steps

- Whenever the Th is going to incense the laity and he passes through the choir, he should bow to the choir, *in the middle of the choir*, that is, in the same place where he incenses the choir from

**Procession and Ceremony:** - The Th shall lead the procession, and therefore he shall be positioned in front

 - The Th shall walk in procession with the thurible in the left hand

 - The Th shall genuflect at the center upon arrival in the sanctuary and then go to his place beside the server seats.

1) Incensation of Altar before Introit (after the prayers at the foot of the altar)

A.  Go to the epistle side of the altar, when the Celebrant, Deacon, and Subdeacon ascend the altar

 - Hand the boat to the MC when he approaches your left side

 - Bow (*profound*), then approach the Celebrant with the MC

- Do not open the thurible until you are on the footpace and then present it to the Celebrant

 - The Celebrant adds incense, then he blesses it

- Then Th closes the thurible and passes the thurible to the Deacon

- Then take the boat from the MC

 B.  Descend the epistle side of the altar

- After receiving the boat, descend, then place the boat on the credence table and return to a position *in plano* on the epistle side of the altar below the steps:

                                                                                                                          MC

                                                                                                              C          D    Th

                                                                                                   SD

- Do not bow with the Deacon, SD, and MC when they incense the Celebrant

 C.  Receive the thurible from the Deacon and then return to your place

2) Gospel

A.  Go to the epistle side of the altar when the ministers rise and move towards the altar after the Gradual & Alleluia (or Tract)

- Hand the boat to the MC when he approaches your left side

 - Bow (*profound*), then approach the Celebrant with the MC

- Do not open the thurible until you are on the footpace and then present it to the Celebrant

 - The Celebrant adds incense, then he blesses it

- Then Th closes the thurible. MC keeps the boat

- Keep the thurible (in right hand) and descend the altar with the MC, then receive the boat and place it on the credence table

 B.  After descending the epistle side of the altar

 - Follow the MC to prepare for the gospel procession

C.  Gospel Procession (See below)

 - Stand to the right of the MC and behind the Deacon

- Do not swing the thurible

 SD – D MC – Th A2 – A1

- All genuflect, then turn in and process to the place where the Gospel will be chanted (MC and Th follow Acolytes)

                                    A2 - MC

 SD - D

 A1 – Th

D.  Singing of the Gospel

 - Upon arrival at the gospel position, turn to face the MC

- When the D and SD arrive, turn to face AC1             - Give the thurible to the MC with your right hand (after the MC blesses himself while facing the Celebrant)

 - Profound bow at the incensing of the gospel with the Deacon and MC

- Receive the thurible from the MC with the right hand after he bows to Celebrant for the Holy Name (The Th should now switch the thurible to his left hand away from the Deacon singing the gospel)

- Do not swing the thurible during the gospel

 E.  Incensing of the Celebrant (after the singing of the gospel)

 - Turn towards Deacon and face the Celebrant

 - Hand the thurible to the Deacon

 - Profound bow with the Deacon before and after he incenses the Celebrant

 - After the Deacon incenses the Celebrant, receive the thurible back and process to the center *in plano* and wait for the Celebrant to descend the altar

- Genuflect with the ministers, wait for them to pass in front, and then return the thurible to the stand and then return to your seat for the sermon

 - The Th is not to walk in front of the ministers who are on their way to the sedilia

 - After the sermon (during the Creed) the Th should light coal for the remainder of Mass

3) Offertory

A.  Go to the epistle side **after** AC1 returns the cruets to the credence table and leaves:

- Hand the boat to the MC when he approaches your left side

 - Bow (*profound*), then approach the Celebrant with the MC

- Do not open the thurible until you are on the footpace and then present it to the Celebrant

 - The Celebrant adds incense, then he blesses it

- Then Th closes the thurible and passes the thurible to the Deacon

- MC keeps the boat

- Descend the altar with the MC, then receive the boat and place it on the credence table

- Follow the MC *in plano* to the center of the sanctuary behind the SD where you both will make a genuflection

- Then ascend straight up to the left of the Celebrant and assist him with incensing the altar (supporting his elbow)

 B.  Go to the left of D when he incenses the Celebrant

- Move to this position when the Celebrant and Deacon do their final genuflection towards the Blessed Sacrament to complete the incensing of the altar (going around the pillar)

 - Profound bow with the D at incensing of the Celebrant

 - Lead the D to the center (going behind the SD) and genuflect

 - Commence incensing the Choir

 C.  Incensing of clerics and congregation (Th leads the Deacon)

 - Priests: Superior General, Rector, Monsignors (2X2). Highest to lowest (1X2)

 - Choir: gospel side first then the epistle side (1 Center, 1 Left, and 1 Right)

 - The SD is incensed by the Deacon (2X2)

 - The Deacon gives the thurible to the Th

 - The Th incenses the D (2X2)

 - He then incenses the MC (1X2)

 - He then incenses AC1 (1X2)

 - Then AC2 (1X2)

 - The Crucifer is then incensed (1X2) and if there are any torch-bearers present, then the Th incenses them after the Crucifer (1 Center, 1 Left, and 1 Right)

 - Finally, the congregation is incensed (1 Center, 1 Left, and 1 Right)

- As Th passes through the choir, bow to the choir, *in the middle of the choir*, that is, in the same place where the D incenses the choir from

 - Genuflect upon returning to the Sanctuary, then go to the credence table position

 \*NB - Listen for “*Gratias agamus*” (STOP incensing and bow at this point)

           - Before and after incensing each time, the Th must do a low head bow (unless otherwise noted)

4) Consecration

A.  Approach the MC when the D steps forward on the footpace after the “Memento” of the living

 - Hand the boat to the MC, and present him with the open thurible

 - The MC will add incense to the thurible

 - Return to the epistle side and return the boat to the credence table, then face the altar

 -Approach the step when the D moves to the epistle side

B.  Kneel on the first step when the D kneels

 C.  At the elevation:

 - The Blessed Sacrament shall be incensed with three double swings (3X2)

 - The Precious Blood shall also be incensed with three double swings (3X2)

 D.  After the D stands return the thurible to the stand and return to your seat

5) Receiving Communion:

- The Th (taking the communion paten from the credence table) shall lead both Acolytes and the Crucifer to the communion position indicated. This is done on the signal from the MC, which is given after the Celebrant has consumed the Precious Blood

 Th - AC1 - AC2 - Cr - MC

 - Genuflect, and then kneel

 - After the SD and D receive communion, rise upon the signal from the MC

 - Then ascend the steps and kneel on the footpace

- After receiving communion, rise, descend, genuflect, and then return to your seat and kneel

- If there is a second distributor the Th will assist him with the paten

6) Recession

 A.  During the Last Gospel go to positions indicated below

 - Genuflect during the Last Gospel (with the Celebrant)

- Genuflect upon the MC’s signal, and then **immediately** turn and lead the procession out

 AC2 – CR – AC1

 Th

B.  Lead the servers and clerics to the statio hall           -Bow to the crucifix, then to the ministers, and finally, lead the servers into the sacristy -In the sacristy, after the recession, bow to the crucifix with the ministers, then kneel for the blessing

**SUBDEACON**

Solemn Mass

**Preparation and Procession:**

- Arrive in the sacristy at least 15 minutes before Mass. (Bring biretta and alb unless they are already prepared for you).

- Prepare the Epistolarium by noting the place of the Epistle and adding your own prepared copy if you desire.

- Vest in amice, alb, cincture, & tunicle.  If there is no Asperges put on the maniple, otherwise the maniple is put on after the Asperges at the sedilia. *(If acting as a “straw” subdeacon, the maniple is not worn, but only the amice, alb, cincture, and tunicle)*.

- When MC gives the signal, proceed to statio line.  You precede the deacon and priest and then stand at the Celebrant’s left in the statio line.

- Procession is in the following order:

When the Celebrant is in cope:                   Th

AC2 - Cr - AC1

MC

SD - C – D

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

 AC2 - Cr - AC1

 MC

 SD

 D

C

1) Procession

1. Upon arrival at the main Altar, stand a little to the Gospel side to allow the Celebrant room at the center between you and the Deacon.
2. Remove your biretta and hand to the MC over your left shoulder.  Wait for the MC to return.  Genuflect (on the floor) at his signal.
3. If there is no Asperges remain standing and the Prayers at the Foot of the Altar begin immediately with the sign of the cross.  Otherwise all kneel for the Asperges.

2) Asperges (Sundays only)

1. Once all have knelt (after the genuflection), the Celebrant will receive the Aspergil from the Deacon and bless the altar and then himself and the ministers.  When he presents the Aspergil to you, touch the end of it and then bless yourself. Rise on the signal from the MC.
2. Upon rising, turn in towards the Celebrant to face down the nave and immediately switch sides with the Deacon so that you are on the Celebrant’s left as he faces down the nave.
3. Take the Cope of the Celebrant as he blesses the people.
4. Upon reaching the end of the nave, switch sides again with the Deacon when the Celebrant turns around to face back towards the altar.  Take the Cope
5. At the *Gloria Patri* of the Asperges antiphon stop and bow.
6. Upon returning to the Sanctuary, genuflect (on the lowest step) at the signal from the MC (all genuflections at the foot of the altar are done on the lowest step from this point forward until the final genuflection before the recession).
7. When the antiphon finishes, hold the book (with your left hand) along with the Deacon so the Celebrant may sing the versicles and concluding prayer.
8. Genuflect on MC’s signal.  Turn towards the Celebrant and take the Cope and process to the sedilia.
9. At the sedilia assist the Celebrant in putting on the chasuble.  Afterwards put on your own maniple.
10. At MC’s cue, turn and process at the Celebrant’s left back to the Foot of the Altar.  Genuflect at MC’s signal and begin the prayers at the foot.

3) Prayers at the Foot & Incensation

1. Remain standing after the genuflection and making the sign of the cross recite the Prayers at the Foot with the Celebrant along with the Deacon.
2. Bow profoundly for the Confiteor and turn a little towards the Celebrant at the *et tibi… et te Pater.*
3. Upon completion of the prayers, ascend the altar along with the Celebrant, holding the hem of the Celebrant’s alb as he ascends.  Wait for Celebrant to reverence the Altar (making no reverence yourself) and then turn towards the Celebrant and stand to his right while he imposes incense.
4. Look on while incense is being imposed and then go to stand at Celebrant’s left (Gospel side) for the incensation of the Altar.
5. Stand to the left of the Celebrant during the incensation and support his left elbow for all genuflections.
6. When the incensation of the Altar is completed, descend *per breviorem* via the Epistle side to stand immediately to the left of the Deacon who incenses the Celebrant.  Bow (deep head bow) to the Celebrant along with the Deacon before and after.

4) Introit

1. After the Celebrant is incensed go stand on the lowest step (or the step below the Deacon, or, if there is no room or not enough steps, stand on the floor) at the Epistle corner behind and a little to the right of the Deacon.
	1. *(If you are acting as a “straw” subdeacon you will always stand on the floor)*
2. Make the sign of the Cross when the Celebrant begins the Introit.  Bow to the Altar cross at the *Gloria Patri*.

5) Kyrie

1. Upon the cue from the MC recite the *Kyrie* alternately with the Celebrant.
2. If the sung Kyrie is unusually long, the MC will indicate the ministers to return to the sedilia *per breviorem* and sit, in which case the same procedure for the sung Gloria below is followed.

6) Gloria

1. When the Celebrant turns to go to the center, turn to your left and go to the center remaining on the same step at which you stood during the *Kyrie*.  Stand directly behind the Deacon.
2. After the Celebrant intones the *Gloria*, bow at the word *Deo* and then immediately ascend to stand at the left of the Celebrant.  Recite the remainder of the *Gloria* with the Celebrant and Deacon making the appropriate head bows at the proper times.
3. At the conclusion of the recitation of the *Gloria* genuflect with the Celebrant and Deacon at the middle of the altar and then return to the sedilia *per breviorem.*
	1. Alternatively the Celebrant may bow with the ministers at the Altar and then return to the Foot and genuflect there before returning to the sedilia.  Follow the lead of the Celebrant.
4. At the sedilia, wait for the Celebrant to sit and receive biretta before retrieving your own biretta.  Then, holding your biretta with hands joined, bow first to the Celebrant and then to the Deacon before sitting down.  Don biretta with the right hand after you sit.
5. During the remainder of the sung *Gloria*, at the cues from the MC, make the appropriate reverences at phrases: *Adoramus te, Gratias agimus tibi, Jesus Christe,* and *suscipe deprecationem nostram* by doffing the biretta with the right hand down to the right knee and making a deep head bow.
6. At the conclusion of the sung Gloria, doff biretta, rise upon the signal from the MC, and then proceed to the Foot of the Altar with the Celebrant and Deacon, again staying to the left of the Celebrant.

7) Collect

1. Upon arrival, genuflect at MC’s signal, hold alb for Celebrant as he ascends, and then stand inline behind Deacon at the appropriate step.
2. After the Celebrant intones “*Dominus Vobiscum*” turn to your right and go to stand at the Epistle side following inline behind the Deacon and Celebrant.
3. Turn and bow to the tabernacle with at the *“Oremus”* and then again at the Holy Name in the doxology of the Collect.
4. Immediately turn to your right to receive the Epistolarium from the MC with low head bows before and after.
5. Proceed with the MC to the Foot of the Altar, genuflect, and then proceed to the place where the Epistle is to be sung.
6. Turn to face the Altar, open the Epistolarium, and turn to the appropriate page (the MC will assist you if necessary). Wait for the Celebrant and Deacon to sit before beginning the Epistle.

8) Epistle

1. As soon as the Celebrant and Deacon are seated begin singing the Epistle.
2. At the conclusion of the Epistle, close the Epistolarium and return to the Foot of the Altar.  Genuflect and then turn to your right and go the long way around to the Epistle side.
3. Ascend the Footpace and kneel before the Celebrant presenting the Epistolarium for him to place his hand upon.  Kiss his hand and then receive his blessing.
4. Stand and descend and return the Epistolarium to the MC (low head bows before and after).  Then immediately go to stand directly behind the Deacon on the appropriate step while the Celebrant reads the Gradual / Alleluia / Tract / Sequence.
5. After the Celebrant concludes the readings, bow towards the Altar cross, and then turning to your right return to the sedilia *per breviorem* along with the Deacon and Celebrant.
6. Sit and don biretta after Celebrant sits with appropriate reverences beforehand to Celebrant and Deacon.
7. Wait for MC’s cue to begin the Gospel procedure.

9) Gospel

1. Rise on cue from MC, doffing biretta, and proceed to the Foot of the Altar to the left of the Celebrant.
2. Genuflect on cue, assist Celebrant to ascend, and then ascend *per breviorem* directly to the Epistle side and retrieve the Missal.  Descend *per breviorem* back to the Foot and genuflect with the Deacon.
3. Ascend *per breviorem* to the Gospel side and place the Missal in the “Canon position” a little to the left of where the corporal will be laid out.  Immediately turn to your right and look on as incense is imposed.
4. After the imposition of incense return *per breviorem* to the Foot, standing a little to the Gospel side and wait for the Deacon to receive blessing and descend.
5. When the Deacon arrives, genuflect on the signal from the MC and then turn to your right (towards the Deacon) and process to the place where the Gospel will be sung.
6. Upon reaching the place of the Gospel, stand between the two acolytes and turn around by your right to face the Deacon.  Receive the book from the Deacon and hold it so that the top of the book rests against your forehead, or otherwise at a comfortable height for the Deacon to sing the Gospel.
7. After the Gospel is sung, place first two fingers of your right hand to the place of the beginning of the Gospel which the Deacon will indicate.  Carry the Evangeliarium *per breviorem* directly to the Celebrant, do ***not*** genuflect when you pass in front of the Tabernacle on the footpace but go directly to the Celebrant.  The Celebrant kisses the place in the Evangeliarium marked by your two fingers.
8. After the Celebrant kisses the Gospel, turn to your right and descend the front of the Epistle steps *per breviorem* and return the Evangeliarium to the MC *in* *plano* at the front side of the Epistle corner.
9. Immediately go to stand at the Foot of the Altar a little to the Gospel side and wait for the Celebrant to descend.  Genuflect at the signal from the MC and either the Deacon or Celebrant will then preach the Sermon.
	1. If there is no Sermon then after the genuflection go to the directions for the Creed
	2. If there is no Creed then immediately line up for the Offertory.

10a) Sermon

1. Return to the sedilia and sit.  If the Deacon is preaching, seat the Celebrant first and give him his biretta with appropriate kisses (unless the MC does this) before sitting yourself.  Otherwise sit together with the Deacon first bowing to one another.
	1. While the Epistle is being read in English, doff biretta and bow while seated at any mention of the Holy Name
	2. If the Gospel is read in English, stand and doff biretta for the duration of the reading of the Gospel but hold the biretta with hands joined together.
	3. During the sermon the MC will give any cues to doff biretta and bow at the mention of the Holy Name.
2. When the sermon concludes the MC will give the signal to rise and return to the Foot of the Altar.  Genuflect on signal from the MC and then follow the procedures for either Creed or Offertory depending on which will come next.

10b) Creed

1. After genuflecting, lift the hem for the Celebrant and then move into straight line behind the Deacon and Celebrant.
2. At the end of the intonation, bow at the word *Deum* and then ascend immediately to the Celebrant’s left.  Recite the Creed with the Celebrant bowing at the appropriate places.  Genuflect at the *et incarnatus est.* Make the sign of the cross at the end.
3. After reciting the Creed, bow to the Altar and then descend to the Foot and kneel upon the signal from the MC for the duration of the sung *Incarnatus est…*
4. Rise upon signal, genuflect, and then turning towards the Celebrant process back to the sedilia.
5. Remain standing at the sedilia when the Celebrant sits and wait for the Deacon to finish laying out the corporal.  Sit with the Deacon when he returns.
6. Doff biretta and bow at the *simul adoratur* and then rise at the signal from the MC and return with the ministers to the Foot at the Celebrant’s left. Genuflect on signal from MC.

11)  Offertory

1. After the genuflection, move behind Deacon in line with Celebrant.  Bow at the “Oremus” and then genuflect with the MC and go to the credence to don the humeral veil and retrieve the Chalice.
2. Receive the humeral veil from the MC and then place right hand on top of the pall so that the humeral veil covers the entire chalice.  With the left hand pick up the Chalice beneath the node and carry it *per breviorem* via the Epistle side and place it on the mensa of the Altar near the Deacon.
3. After the Deacon removes the pall and paten, take the chalice in the left hand and the purificator in the right hand and wipe out the inside of the chalice.
	1. *(If acting as a “straw” subdeacon, this is done instead by the Deacon)*
4. Hand the chalice to the Deacon, then take the wine cruet and hand to the Deacon when he is ready.  Deacon pours the wine and returns the cruet to you.
5. Take the water cruet and hold it up and, bowing slightly towards celebrant, ask for the priest’s blessing saying, “Benedicite, Pater Reverende.”  The priest blesses the water, after which you pour a few drops into the chalice and then return the cruet to the tray which is taken by the Acolyte.
	1. *(If acting as a “straw” subdeacon, the water cruet is handed directly to the Deacon who asks the blessing and pours the water)*
6. After the offering of the chalice prayer, the Deacon hands you the paten which you receive in your right hand and hold so that the back of the paten rests against your palm and your thumb is not in the middle.  Cover the paten completely with the part of the humeral veil that hangs from your right shoulder, turn by your left (towards the Deacon) and descend *per breviorem* to your place at the center and then genuflect.  Then remain standing holding the paten before your face (palm facing you) with your left hand supporting your right elbow.
	1. Whenever walking, kneeling, bowing or making responses while you hold the paten, lower the paten to your breast as you do these things.
7. Turn to face the Deacon and lower the paten when you are incensed by the Deacon, with bows before and after.
8. Lower the paten when you respond to the “Orate Fratres” with the “Suscipiat” unless the Deacon makes the response instead.
9. When the MC bows to you at the “cumque” clause of the Preface, lower the paten and ascend immediately to the left of the Celebrant.  Bow and recite the *Sanctus* with the Celebrant and Deacon.  Straighten at the “Benedictus.” Do not make the sign of the cross. At the conclusion of the *Sanctus*, turn the page of the Missal to the Canon (use your left hand).
10. Descend back to your place neither genuflecting at departure nor upon arrival.

12) Canon

1. Stand throughout the Canon with paten raised before face, kneeling only for the Consecration.
2. Kneel on the bottom step when the Deacon kneels at the “Quam oblationem.”  Remain kneeling through the consecration and then rise when the Deacon rises after the last genuflection after the elevation of the Chalice.
	1. Make a profound head bow before and after each elevation when the Celebrant genuflects.
	2. Look at the Sacred Species when they are elevated.

13) Pater Noster

1. Wait for signal from MC at the *“et dimitte nobis...”* and then genuflect and ascend *per breviorem* to the Epistle corner.
2. Hand the Deacon the paten and then lose the humeral veil to AC1.
3. Genuflect to the Sacred Species and then return *per breviorem* to your place. (Do not genuflect upon arrival.)

14) Pax and Agnus Dei

1. When the Celebrant says the “Pax Domini...”, genuflect with the MC and then ascend *per breviorem* to the left of the Celebrant.  Genuflect with the Celebrant supporting his left elbow.
2. Recite the *Agnus Dei* with Celebrant and Deacon.  Turn the page of the Missal as necessary (use left hand).
3. Genuflect to the Sacred Species and turning to your right descend straight down to the foot a little to the Gospel side of center.
4. When the Deacon descends, turn to your right and receive the Pax.  Genuflect on signal from MC.  Then go with MC to give Pax to choir, first the highest cleric on the Gospel side, then the highest cleric on the Epistle side.
5. Return to the Foot of the Altar and genuflect with the MC.  Turn to the MC and give him the Pax.  Genuflect again (cf., J.B. O’Connell*, The Celebration of Mass,* p.506) and then ascend immediately *per breviorem* to the ***right*** of the Celebrant (i.e., towards the Epistle side) unless the Deacon is already to the right of the Celebrant in which case ascend to the left of the Celebrant on the Gospel side.
6. *(If acting as a “straw” subdeacon, the Deacon will remain on the Celebrant’s right and you will ascend to the left)*

15) Communion of Priest and Faithful

1. When Celebrant receives the Host, turn and step to the corner of the footpace and medium bow for the Celebrant’s communion.
2. Step forward to the Altar and remove the pall from the chalice (Celebrant will signal when to remove the pall by placing his left hand on the base of the chalice), genuflect, and then turn and step back to the corner of the footpace and medium bow while the Celebrant consumes the Precious Blood. After the Celebrant places the Chalice back on the Altar, step forward and cover the chalice with the pall.
	1. *(If acting as “straw” subdeacon, the Deacon will remain on the Celebrant’s right throughout and the chalice is covered and uncovered by the Deacon)*
3. Change places with the Deacon:
	1. If there is a Ciborium or any consecrated hosts still on the corporal, the Deacon and Subdeacon genuflect first on either side of the priest, then change places *per breviorem* (the Deacon passing closest to the priest) then they both genuflect again on arrival.
	2. If there is not a Ciborium or any consecrated hosts on the corporal, the Deacon and Subdeacon switch sides, first by going *per breviorem* to their usual places in line behind the Celebrant (Deacon at top step, Subdeacon at bottom), genuflect at the center, and then ascend to their respective place on either side of the celebrant.
	3. *(If acting as a “straw” subdeacon there is no changing sides as the Deacon will already be on the correct side [Epistle side])*
4. The Deacon opens the Tabernacle.  Genuflect.  When he removes the Ciborium and uncovers it, genuflect again.
5. If the Confiteor is to be sung by the Deacon:
	1. Turn by your left and go to the edge of the Footpace at the Gospel side, then turn and face the celebrant while the Deacon sings the Confiteor.  Do not recite the Confiteor yourself or strike your breast.  The Subdeacon may remain erect (cf. *Caer. Episc*., II, C. XXIX, n.3) or bow profoundly (cf. *Matters Liturgical* §246u.)
		1. The current custom at OLGS is for the Subdeacon to step down to the top step and bow facing the Deacon.
	2. Say the “Amen” after the Celebrant says the *Misereator* and *Indulgentiam*, also making the sign of the cross at the *Indulgentiam,* then go immediately to the left of the Celebrant, genuflecting with the Deacon as you arrive.
6. If either you or the Deacon is to receive communion:
	1. Turn around by your right and face the people with the Celebrant.  (Still standing to the Gospel side of the Celebrant).
	2. After the Celebrant says the “Ecce Agnus Dei…” and the “Domine non sum dignus…” (during which you may strike your breast) kneel on the foot pace and receive communion from the Celebrant.
	3. Rise and step down one step to let the Deacon pass in front of you, then go immediately to the Celebrant’s left, turning around by your left when you get there, and assist with distribution of communion.
7. If neither you nor the Deacon are receiving communion:
	1. Turn around by your right and face the people with the Celebrant.  (Still standing to the Gospel side of the Celebrant).
	2. The Celebrant says the “Ecce Agnus Dei…” and “Domine non sum dignus…”
	3. Switch sides with the Deacon so that you are to the left of the Celebrant (no genuflections, the Deacon passing closer to the Celebrant) and assist with the distribution of Communion.
8. After the distribution of communion, switch sides with the Deacon before the Celebrant ascends the footpace so that the Deacon is on the Celebrant’s right.  Lift the hem of the Celebrant as he ascends the steps.
9. If there are hosts remaining in the ciborium, genuflect when the Celebrant places the chalice on the corporal. The Deacon then covers the ciborium and places it in the Tabernacle.  Genuflect again.  The Deacon closes tabernacle.  (cf. Wuest, *Matters Liturgical* §239r, ; L.J. O’Connell, *The Book of Ceremonies* p.232*;* J.B. O’Connell*, The Celebration of Mass,* p.510)

16) Ablutions / Postcommunion

1. Switch sides with the Deacon, genuflecting in the center as you pass.  Take the wine and water cruets and pour the wine into the chalice.  After the Celebrant drinks the wine, pour water and wine over his fingers and then lay the purificator over his fingers.  Put the cruets back on the tray which is removed by AC1.
	1. *(This is done even if you are acting only as a “straw” subdeacon)*
2. Take the pall and switch sides with Deacon, genuflecting in the center as you pass.
3. Pull the corporal and chalice to the Gospel corner and then dry the chalice by wiping the inside with the purificator.  Dry any ciboria in the same manner and replace their lids.
4. Rebuild the chalice as usual assisted by AC2.  Remember to fold the corporal properly: first fold bottom up, then top down, then fold right side in, then left side in.  Place the corporal in the Burse.
	1. *(If acting as a “straw” subdeacon the priest will dry the chalice beforehand.  You will still build it as usual and fold the corporal)*
5. Take the chalice with your left hand below the node and place your right hand on the Burse. Turn to your right and descend *per breviorem* to the Foot, genuflect, and then go the long way round the Epistle side and place the chalice on the credence table.
6. Return immediately in line behind the Deacon at the appropriate step.  If the Postcommunion has already finished, go to the center and genuflect.
7. Remain facing the Deacon when he turns around to sing the “Ite Missa est.”
8. At the Final Blessing ascend to the left of the Deacon and kneel on the edge of the Footpace. Respond “Amen.” and then rise and go immediately to the Gospel corner the long way on the top step.

17) Last Gospel

1. Make the responses “Et cum spiritu tuo” and “Gloria tibi, Domine” as you retrieve the Last Gospel card.  Do not sign yourself at the “Initium Sancti Evangelii…”
2. Hold the top of the card against your forehead, or at a comfortable height for the Celebrant, during the Last Gospel. Do not genuflect at the “Et homo factus est.”
3. When finished, replace the card on the altar, turn by your right and descend *in plano* on the Gospel side and then come around to your place a little to the left of center at the Foot of the Altar.
	1. Alternatively, you may ascend to the left of the Celebrant on the Footpace, the Deacon will step forward to the right.  All three will make bow to the Cross and then descend *per breviorem* to the Foot.

18) Recession and Arrival at the Sacristy

1. Receive your biretta from the MC, hold it until after the final genuflection.
2. Genuflect on the signal from the MC, don biretta, and turn by your right to face the people.
3. Process out behind MC in straight line with D and Celebrant behind you.
4. At the conclusion of the procession go to the left of the Celebrant, remove biretta and bow to the Cross at the signal and then to the Celebrant.  Kneel and receive Celebrant’s blessing (the Deacon says the “Jube Domne…”) rise and don biretta and then go to the Sacristy to divest.

***MASTER OF CEREMONIES***

Solemn Mass

**Preparation:**

- Arrive in the sacristy at least 15 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 Evangelium on the credence table next to the chalice

- Ensure that the cards of intonation for the *Gloria, Credo*, and *Ite Missa Est* are on the epistle side behind the first candle or behind the altar card on the epistle side. Also, know what Gloria and Creed is going to be used for the Mass

- Review the Epistle 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 41/2 lines prior to the end of either the Alleluia or Tract, whichever the case may be). This should be done the evening before

- 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 snap of the fingers is for genuflections or for standing up, two snaps for kneeling down

- Normally, the MC holds the intonation cards for the Celebrant as he intones the Gloria or Credo

- 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 when he is accompanying the Celebrant to the sedilia

**Procession and Ceremony**:

- When all are ready in the statio line, and at the time of the start of Mass, indicate (with a clap) the signal to bow to the crucifix and begin the procession. Procession is in the following order when the Celebrant is in cope: [Otherwise, SD, D, and C are in a straight line (SD leading, followed by the D, then Celebrant)]

Th

AC2 - Cr - AC1

Clerics

 MC         SD - C - D

1) Procession

- Upon arrival at the main altar signal a genuflection, then 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 and signal all to kneel for the intonation of the Asperges/Vidi Aquam (if Sunday) or, if there is no Asperges/Vidi Aquam, then begin the Prayers at the Foot of the Altar

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

- The 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 of the Celebrant before he sprinkles the choir and congregation

- First the Celebrant sprinkles 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. As you are genuflecting, leave the Aspersorium on the lowest step, and retrieve the book of Altar Prayers

- Hand the book to the Deacon. Remain standing as the Celebrant sings the closing prayer to the Asperges/Vidi Aquam

- When the prayer is complete, receive the book 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 Acolyte 2 (AC2)

3) Prayers at the Foot of the Altar

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 Th, who is on your right side

- Make a low head bow to the Celebrant when he turns toward you, then approach with the 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 center, 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 he incenses the Celebrant

C. Then ascend the steps and point to the Introit in the Missal for the Celebrant

 - 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”*

\*NB - If the sung Introit is long, it could take the schola some time to sing, in which case, the sung Kyrie might either not be started or just beginning as the ministers finish saying the Kyrie, then you will want to tell the Celebrant and ministers to sit during the Sung Kyrie of the schola

6) Gloria

A. If coming from the sedilia, after the Kyrie, arrive at the foot of the altar and signal a genuflection, then retrieve the intonation card for the Celebrant so that he may intone the *“Gloria”*

 - Return the card after the intonation

 - Then return to your place below the lowest step (epistle side, facing the altar)

- Bow with the minsters and bless yourself with them during the verbal recitation of the Gloria

B. After the Gloria has been completed, the Ministers will descend the altar, MC will signal a genuflection, and then all will return to the sedilia

- 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 directly to the Missal

 - Bow to the tabernacle with the Celebrant at the *“Oremus”*

B. Once he begins the Collect, get the Epistolarium (unless there is a commemoration then wait for the page turn and then go), 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)

7) Epistle

A. Lead the Subdeacon to the lowest step, by going around behind him (you should now be at his left)

- Genuflect, then turning in toward the subdeacon, proceed to the spot where the epistle will be chanted

- When the Holy Name is said during the epistle, take one step forward, bow to the Celebrant, then bow to the tabernacle, then step back

B. When the epistle is completed, lead the Subdeacon to the lowest step of the altar, genuflect, then go to the epistle side, where the Subdeacon will receive a blessing

- Stand behind him, and receive the Epistolarium from him with low head bows before and after

- Return the Epistolarium to the credence table, 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 the credence table and retrieve the Evangelium sometime 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

8) Gospel

A. Approach the altar with the ministers, signal a genuflection, and then hand the Evangeliarium 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)

- Descend the steps, then give the boat to the thurifer and wait *in plano* for the Thurifer to return the boat to the credence table

 - Lead the Thurifer to the center as indicated below

- Once the Schola begins the final “Alleluia” (or the final line of the Tract), signal a genuflection

SD - D

MC - Th

A2 - A1

 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)

A2 - MC

 SD - D

 A1 - 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…”*

 - Continue the turn and receive the thurible from the Thurifer

- Give the thurible to the Deacon with your right hand across the Deacon’s body

 - 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)

- At the completion of the gospel, follow the Acolytes to the center by going behind the Deacon and Th, not in front of them, genuflect with the Acolytes, then go to where the Subdeacon is standing (epistle side) and receive the Evangeliarium from him. Then place it on the credence table

 D. Procession to Sedilia

- Once the Deacon returns to the foot of the altar, and the Celebrant has descended the altar, signal a genuflection (after the Celebrant has removed his maniple), and then lead the ministers to the sedilia for the sermon

E. Sermon

- If the preacher reads the Gospel in English the MC remains standing facing the nave, and the D and SD stand holding their birettas

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

- If the name of Jesus is said during the sermon, MC bows to ministers at sedilia to doff their birettas and then MC bows to tabernacle.

- After 3 mentions of the name of Jesus it is no longer necessary to bow to the tabernacle, however, the MC should follow the Deacon if he continues to doff his biretta

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

 - Wait for the Celebrant to replace his maniple, then signal a genuflection

9) Creed

A. Retrieve the intonation card for the Celebrant (if necessary). After the intonation, return the card and go back to your normal position at the foot of the altar

B. 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

 C. 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 remain standing where he genuflected and wait for the Deacon

- If the Deacon genuflects on the footpace, then the MC will genuflect where he is standing and walk straight to his MC position at the sedilia allowing the Deacon to walk in front of him as he goes to the sedilia

- If the Deacon genuflects at the foot of the altar, the MC will genuflect with the Deacon and walk with the Deacon to the sedilia, staying on the Deacon’s left

 - Be sure to indicate to the ministers to bow at the *“simul adoratur”*

 D. Get the ministers to stand at the *“Et vitam venturi seculi”*

 - Approach the altar, and signal a genuflection

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 position at the foot of the altar

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)

- After the Celebrant has imposed incense, descend with the thurifer, then give the boat to the thurifer who will place it 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 (thurifer will ascend straight up) and then the MC will 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

 C. After the Lavabo, the Celebrant will return to the center and say *“Orate Fratres”*

 - Respond with the *“Suscipiat”*

 - Point to the Secret

 - Remember to look for the Thurifer!

 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 Subdeacon and Deacon to approach the altar

 - Immediately depart, via the long way to your normal position on the epistle side

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

 - Impose incense into the thurible, then return the boat to him

 B. Kneel for the consecration when the Deacon kneels (remember to give a signal for the servers to kneel)

- After the consecration of the Precious Blood, stand with the Celebrant after his final genuflection (give a signal to rise)

C. At the *“Nobis quoque”*

- Go to the center (behind the SD), genuflect, and go to the gospel side 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 (supporting his elbow) 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 AC1 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 center (genuflect), and go to your normal place at the foot of the altar, epistle side

 B. The Deacon will descend the altar after having received the “pax”

 - He will give the kiss of peace to the SD

- After doing so, signal the genuflection for all three, and depart with the SD to give the kiss of peace to the highest ranking cleric on the gospel side first, then the epistle side

- Return to sanctuary, genuflect, then receive the kiss of peace from the SD

- Give the kiss of peace to the Thurifer, then return to your normal position at the foot of the altar

 - When all the servers have received the kiss of peace, signal all to kneel

14) Communion of Priest and Faithful

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

 - Signal the genuflection, then kneel

Th - AC1 - AC2 - Cr - MC

 - After the SD and D receive communion, signal all to rise

 - Then ascend and kneel on the footpace

- After receiving communion, rise, descend, genuflect, and then go to the epistle side and kneel *in plano*

B.  Once all *the clerics* have received Communion, lead the ministers 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

15) Communion/Postcommunion

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

 - 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

B.  Retrieve the intonation card (*“Ita Missa est”*) for the Deacon and go around the pillar to the Deacon

- Hold it for him in the center (if necessary). Then after it is sung, return the card to its proper place

- Then return to your normal position and signal all to kneel for the final blessing

 - Then rise for the Last Gospel

16) Last Gospel

A.  Genuflect with the Celebrant during the Last Gospel, and make sure the servers are in position before the Last Gospel is over

 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 statio hall

- 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

- Lead the ministers into the sacristy after the Thurifer, and Crucifer with Acolytes have gone in first

- Kneel for the blessing

 B.  Assist the Celebrant to unvest

DEACON

Solemn Mass

**Preparation and Procession:**

- Arrive in the sacristy at least 15 minutes before Mass. (Bring biretta and alb unless they have already been prepared for you).

- Prepare the Evangeliarium by noting the place of the Gospel and adding your own prepared copy if you desire.

- Vest in amice, alb, cincture, stole, & dalmatic.  If there is no Asperges put on the maniple, otherwise the maniple is put on after the Asperges at the sedilia.

- When the MC gives the signal, proceed to the statio line.  Follow the Subdeacon out of the sacristy with the Celebrant behind you.  Once in the station line, stand to the Celebrant’s right.

- Procession is in the following order:

When the Celebrant is in cope:              Th

AC2 - Cr - AC1

MC

SD - C – D

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

 AC2 - Cr - AC1

 MC

 SD

 D

 C

* + - Procession
* Upon arrival at the main altar, stand a little to the Epistle side to allow the Celebrant room at the center between you and the Subdeacon.
* Remove your biretta and then take the Celebrant’s biretta, kissing first his hand and then the biretta.  Hand both birettas to the MC.  Wait for the MC’s signal and then genuflect (on the floor).
* If there is no Asperges remain standing and the Prayers at the Foot of the Altar begin immediately with the sign of the cross.  Otherwise all kneel for the Asperges.
	+ - Asperges (Sundays only)
* Once all have knelt (after the genuflection), take the Aspergil from the Aspersorium and hand it to the Celebrant (w/ *solita oscula*) The Celebrant will then bless the Altar, himself and the Deacon and Subdeacon. (If he presents the Aspergil to you for you to touch, touch the end of it and then bless yourself.)  Rise on the signal from the MC.
* Upon rising, turn in towards the Celebrant to face down the nave and immediately switch sides with the Subdeacon so that you are on the Celebrant’s right facing down the nave.
* Hold the edge of the Celebrant’s cope as he blesses the people.
* Upon reaching the end of the nave, switch sides again with the Subdeacon when the Celebrant turns around to face back towards the altar.  Take the edge of the cope again
* At the *Gloria Patri* of the Asperges antiphon stop and bow.
* Upon returning to the Sanctuary, genuflect (on the lowest step) at the signal from the MC (all genuflections at the foot of the altar are done on the lowest step from this point forward until the final genuflection before the recession).
* When the antiphon finishes, the MC will hand you the book which you open to the Asperges versicles and then hold (with your right hand) along with the Subdeacon in front of the Celebrant so that he may sing the versicles and concluding prayer.
* Return the book to the MC and genuflect on his signal.  Turn towards the Celebrant and take the edge of the cope and process to the sedilia.
* At the sedilia, assist the Celebrant in putting on the chasuble and maniple. Afterwards put on your own maniple.
* At MC’s cue, turn and process at the Celebrant’s right back to the Foot of the Altar.  Genuflect at MC’s signal and begin the prayers at the foot.
	+ - Prayers at the Foot & Incensation
* Remain standing after the genuflection and making the sign of the cross recite the Prayers at the Foot with the Celebrant along with the Subdeacon.
* Bow profoundly for the Confiteor and turn a little towards the Celebrant at the *et tibi… et te Pater.*
* Upon completion of the prayers, ascend the altar alongside the Celebrant, holding the hem of the Celebrant’s alb as he ascends.  Wait for Celebrant to reverence the altar (making no reverence yourself) Turn and step back a little to make room for the MC and Thurifer who now approach for the imposition of incense.
* Receive the boat from the MC and give the spoon to the Celebrant (w/ *solita oscula.*)
* Ask the Celebrant to bless the incense (“Benedicite Pater Reverende”) as he spoons it into the thurible.
* After the Celebrant blesses the incense, take the spoon from the Celebrant (w/ *solita oscula*) and put it back in the boat and then hand the boat to the MC.  Take the thurible from the Thurifer and then hand the thurible to the Celebrant kissing the thurible first (at the disk atop the chain) and then the Celebrant’s hand as you give him the thurible.
* Stand to the right of the Celebrant during the incensation supporting his right elbow for all genuflections.
* When the incensation of the Altar is completed, descend *per breviorem* via the Epistle side to stand immediately *in plano* and receive the thurible from the Celebrant (w/ *solita oscula*)
* Standing in between the MC and Subdeacon, bow to the Celebrant and then incense him with three double-swings, then bow again and hand the thurible to the Thurifer.
	+ - Introit
* After the Celebrant is incensed go stand on the top step (the step just below the footpace) at the Epistle corner behind and a little to the right of the Celebrant.
* Make the sign of the Cross when the Celebrant begins the Introit.  Bow to the Altar Cross at the *Gloria Patri*.
	+ - Kyrie
* Upon the cue from the MC recite the *Kyrie* alternately with the Celebrant.
* If the sung Kyrie is unusually long, the MC will indicate the ministers to return to the sedilia *per breviorem* and sit, in which case the same procedure for the sung Gloria below is followed.
	+ - Gloria
* When the Celebrant turns to go to the center, turn to your left and go to the center remaining on the same step at which you stood during the *Kyrie*.  Stand directly behind the Celebrant.
* After the Celebrant intones the *Gloria*, bow at the word *Deo* and then immediately ascend to stand at the right of the Celebrant.  Recite the remainder of the *Gloria* with the Celebrant and Subdeacon. Make the appropriate head bows at the proper times.
* At the conclusion of the recitation of the *Gloria* genuflect with the Celebrant and Subdeacon at the middle of the altar and then return to the sedilia *per breviorem.*
	+ Alternatively the Celebrant may bow with the ministers at the Altar and then return to the Foot and genuflect there before returning to the sedilia.  Follow the lead of the Celebrant.
	+ When returning *per breviorem*, the Deacon should move to the Epistle side so that the Celebrant passes between him and the Subdeacon.  The Deacon then turns in towards the Celebrant and follows him to the sedilia.
* At the sedilia, take the Celebrant’s biretta, wait for him to sit, and then hand him his biretta (w/ *solita oscula*).  Then take your own biretta and holding it with hands joined, bow first to the Celebrant and then to the Subdeacon before sitting down.  Don the biretta with the right hand after you sit.
* During the remainder of the sung *Gloria*, at the cues from the MC, make the appropriate reverences at phrases: *Adoramus te, Gratias agimus tibi, Jesus Christe,* and *suscipe deprecationem nostram* by doffing the biretta with the right hand down to the right knee and making a deep head bow.
* At the conclusion of the sung Gloria, doff biretta, rise upon the signal from the MC, take the Celebrant’s biretta (w/ *solita oscula*) and then proceed to the Foot of the Altar with the Celebrant and Subdeacon, again staying to the right of the Celebrant.
	+ - Collect
* Upon arrival, genuflect at MC’s signal, hold alb for Celebrant as he ascends, and then stand inline behind the Celebrant at the top step.
* After the Celebrant intones “*Dominus Vobiscum*” turn to your right and, walking along the top step in line with the Celebrant, go to stand at the Epistle side directly behind the Celebrant.
* Turn and bow to the Tabernacle at the *“Oremus”* and then again at the Holy Name in the doxology of the Collect.
* At the conclusion of the Collect, bow to the Altar Cross and then proceed *per breviorem* to the sedilia, again stepping to the Epistle side to allow the Celebrant to go before you.
* Wait for the Celebrant to sit and give him is biretta as before, then take your own and, first bowing to the Celebrant, sit down and don biretta.
* + - Epistle
* Sit through the singing of the Epistle making the appropriate reverences should the Holy Name be mentioned.
* At the conclusion of the Epistle, doff biretta and rise immediately.  Take the Celebrant’s biretta (w/ *solita oscula*) and proceed *per breviorem* back to the Missal.
* Stand immediately to the right of the Missal at the top step and wait for the Subdeacon to receive his blessing from the Celebrant.
* After the blessing, indicate the Gradual/Alleluia to the Celebrant and then go to stand behind him at the top step.
* After the Celebrant finishes reading the Gradual / Alleluia / Tract / Sequence, bow towards the Altar cross, and then turning to your right return to the sedilia *per breviorem* along with the Celebrant and Subdeacon as described before.
* Minister the Celebrant’s biretta when he sits and then sit and don your own with the appropriate reverences to the Celebrant and Subdeacon first.
* Wait for MC’s cue to begin the Gospel procedure.
	+ - Gospel
* Rise on cue from MC, doffing biretta, take the Celebrant’s biretta (w/ *solita oscula*) and then proceed to the Foot of the Altar to the right of the Celebrant.
* Genuflect on cue, assist Celebrant to ascend, but remain *in plano* and immediately turn to your right to receive the Evangeliarium from the MC (making head bows before and after).  Make sure that the MC presents it to you so that the open edge is towards *your* left. (ie, towards the altar as you are facing the MC).
* Hold the Evangeliarium elevated before the breast with both hands. Wait for the Subdeacon to descend carrying the Missal and then genuflect alongside the Subdeacon.
* Ascend *per breviorem* to the center of the Altar (to the right of the Celebrant) and place the Evangeliarium on the mensa of the Altar in front of the Tabernacle with the open edge facing towards the Gospel side.  Turn and step back to make room for the imposition of incense.
* Take the boat from the MC and administer the spoon to the Celebrant and petition the blessing as before.  Give back the boat to the MC but do ***not*** take the thurible from the Thurifer.
* After the imposition of incense turn in towards the Celebrant and go to kneel on the edge of the footpace and recite the “Munda cor…”
* After finishing the prayer, rise and take the Evangeliarium from off the altar and then turn to face the Celebrant and kneel before him holding the book elevated before the breast with both hands.
* Petition the blessing from the Celebrant (“Jube Domne benedicere”).  Bow your head when he gives the blessing and then kiss the Celebrant’s hand when he lays it on the book.
* Rise, bow to the celebrant, and then turn to your left and descend immediately *per breviorem* to stand *in plano* at the Foot at the right of the Subdeacon.
* Genuflect on the signal from the MC and then turn to your left (towards the Subdeacon) and process to the place where the Gospel will be sung.
* Upon reaching the place of the Gospel, place the Evangeliarium in the Subdeacon’s hands and open it to the place of the Gospel reading.
* Intone the “Dominus Vobiscum” with hands joined before the breast. Then place your left hand on the left page of the book and with soft part of the thumb of your right hand sign a small cross at the beginning of the Gospel while singing the word “Sequentia” Then placing your left hand on your breast, sign yourself with the right thumb as usual but sing the words “sancti Evangelii” as you sign your forehead, sing nothing as you sign your lips, and then sing “secundum N.” as you sign your breast.
* Now receive the thurible from the MC, bow to the Evangeliarium, and then incense the Gospel with three double-swings (first center, then left, then right). Bow again and return the thurible to the MC. Then continue singing the Gospel (“In illo tempore…”).  If the Holy Name occurs make a low head bow towards the book.
* After the Gospel is sung, indicate to the Subdeacon the place of the beginning of the Gospel. Move out of the way so that the Subdeacon can go to Celebrant.  Turn by your right to face the Celebrant and receive the thurible from the Thurifer
* After the Celebrant kisses the Gospel, bow to the Celebrant and incense him with three double-swings, then bow to him again and return the thurible to the Thurifer.
* Immediately go to stand at the Foot of the Altar a little to the Epistle side and wait for the Celebrant to descend.
* If you are to preach, remove your maniple and hand it to the MC.  If the Celebrant is to preach, take his maniple from him and give it to the MC.  Genuflect at the signal from the MC and then either go to the lectern to preach, or to the sedilia to sit with the Subdeacon.
	+ If there is no Sermon then after the genuflection go to the directions for the Creed
	+ If there is no Creed then immediately line up for the Offertory.
* 9a) Sermon
* If the Celebrant is preaching:
	+ Return to the sedilia and sit with the Subdeacon first bowing to one another.
	+ While the Epistle is being read in English, doff biretta and bow while seated at any mention of the Holy Name
	+ If the Gospel is read in English, stand and doff biretta for the duration of the reading of the Gospel but hold the biretta with hands joined together.
	+ During the sermon the MC will give any cues to doff biretta and bow at the mention of the Holy Name.
	+ When the sermon concludes the MC will give the signal to rise and return to the Foot of the Altar.
* If you are preaching:
	+ Go immediately to the Lectern
	+ Wait for the Celebrant to be seated.
	+ Read the Epistle and Gospel in English if this is to be done and then begin your Sermon.
	+ Upon finishing, return directly to the Foot of the Altar at your normal place to the right of the Celebrant.
* Genuflect on signal from the MC and then follow the procedures for either Creed or Offertory depending on which will come next.
*
* 9b) Creed
* After genuflecting, lift the hem for the Celebrant and then move into straight line at the top step immediately behind the Celebrant.
* At the end of the intonation, bow at the word *Deum* and then ascend immediately to the Celebrant’s right.  Recite the Creed with the Celebrant bowing at the appropriate places.  Genuflect at the *et incarnatus est.* Make the sign of the cross at the end.
* After reciting the Creed, bow to the Altar and then descend to the Foot and kneel upon the signal from the MC for the duration of the sung *Incarnatus est…*
* Rise upon signal, genuflect, and then turning towards the Celebrant process back to the sedilia.
* Minister the Celebrant’s biretta (w/ *solita oscula*) when he sits and then remain standing at the sedilia and wait for the MC to approach with the Burse.
* Check that the Burse contains the Corporal inside and then take the Burse with both hands from the MC with head bows before and after.
* Holding the Burse elevated at eye level with both hands, process with the MC to the Foot of the Altar, genuflect, and then ascend to the middle of the Altar.
* With the left hand, set the Burse erect on the altar with the opening facing straight up, remove the corporal with the right hand and place it on the center of the altar in front of the Tabernacle.  Laying your left hand briefly on the altar, take the Burse with the right hand and set it to the side leaning with the opening facing down against the gradine to the left (Gospel side) of the Tabernacle.
* Now lay out the corporal being sure to unfold it properly (first unfold towards Gospel side, then Epistle side, then top towards Tabernacle, and finally the bottom towards the front of the altar.)  Make sure that no part of the corporal hangs over the front of the altar.
* Move the Missal into the Canon position.
* Genuflect to the Tabernacle and then go *per breviorem* to the sedilia.
* Take your biretta on arrival, bow to the Celebrant and then to the Subdeacon and sit.
* Doff biretta and bow at the *simul adoratur* and then rise at the signal from the MC and return with the ministers to the Foot at the Celebrant’s right. Genuflect on signal from MC.
	+ - Offertory
* After the genuflection, go to your position at the top step directly behind the Celebrant.  Bow at the “Oremus” and then ascend immediately to the right of the Celebrant.
* When the Subdeacon arrives, assist him in lifting the humeral veil off the chalice.
	+ If the MC has brought any ciboria, place them on the corporal and uncover them by placing your left hand at the base and then taking the lid off with your right hand.  Place the lids on the mensa of the altar but off the corporal.
* Then remove the pall and set it against the center altar card.  Take the paten with both hands and hand it to the priest kissing first the edge of the paten and then the priest’s hand.
* After the Celebrant offers the host, cover any ciboria (left hand on base, right hand covers), and then take the chalice by the node in your left hand.
	+ If serving with a “straw” subdeacon, wipe out the inside of the chalice with the purificator.
* Fold the purificator over your left thumb to catch any possible drops of wine or water, and then receive the wine cruet from the Subdeacon in your right hand and pour in as much wine as the Celebrant indicates.  Then return the cruet to the Subdeacon.
* Tilt the chalice towards the Subdeacon so that he may infuse the water.
	+ If serving with a “straw” subdeacon, the subdeacon will hand the water cruet to you and you will petition the blessing “Benedicite Pater Reverende” and infuse the water yourself.
* Take the purificator in your right hand and fold it over your index finger in such a way as to wipe from the inside of the chalice any loose drops of water/wine.
* Set the purificator on the altar and then taking the chalice above the node in the right hand and with your left under the base, hand the chalice to the Celebrant first kissing the base of the chalice and then the priest’s hand.
* When the Celebrant lifts the chalice and says the “Offerimus tibi…” place the fingertips of your right hand on the base of the chalice and recite the prayer along with the priest while looking at the crucifix.
* After the Celebrant sets the chalice on the altar, cover it with the pall, and then hand the Subdeacon the paten.
	+ - Incensation
* Turn to face the MC and Thurifer and impose incense as usual.
* Take the thurible from the Thurifer and give to the Celebrant (w/*solita oscula*)
* Touch the base of the chalice with the right hand at the incensing of the Oblata to protect it.  At the incensing of the Altar Cross, move the chalice to the right of the corporal (but not off its edge) and then move it back to center after the genuflection.
* Stand to the right of the Celebrant during the incensation of the Altar supporting his right elbow for all genuflections.
* When the incensation of the Altar is completed, descend *per breviorem* via the Epistle side to stand immediately *in plano* and receive the thurible from the Celebrant (w/ *solita oscula*)
* Standing in between the MC and Thurifer, bow to the Celebrant and then incense him with three double-swings, then bow again.
* Keeping the thurible, go with the Thurifer to incense the priests in choir by rank, then go to the center of the choir to incense first the Gospel side then the Epistle side.  The Thurifer will cue all genuflections.
* Then go to incense the Subdeacon, first genuflecting behind him to the Altar and moving to his right.  Turn by your left to face him and incense him with two double-swings with head bows before and after.
* Then give the thurible to the Thurifer and ascend to your place at the top step directly behind the Celebrant.
* Without genuflecting, turn immediately by your right and bow to the Thurifer who incenses you, then bow again and turn back to face the Altar.
* If the Celebrant has not yet said the “Orate Fratres…,” say the “Suscipiat…” at the appropriate time.
* + - Canon
* Towards the end of the Preface, the MC will nod to you at which time you immediately ascend (without genuflecting) to the Celebrant’s right.
* Bow and recite the “Sanctus…” with the Celebrant and Subdeacon. Straighten and sign yourself at the “Benedictus…”
* At the conclusion of the Sanctus, move to the left of Celebrant by going back to your place at the top step, genuflecting, and then ascending to the Celebrant’s left.
* With your left hand, turn the pages in the Canon as necessary.
* At the Memento for the Living turn in towards the Celebrant and take a step back to the Gospel corner of the footpace and bow slightly.  Step forward when the Celebrant continues and resume turning pages.
* At the “Quam oblationem…” go back to the Celebrant’s right, genuflecting at the top step as you did before.
* If there are ciboria on the altar, uncover the ciboria by placing the left hand at the base and uncovering it with your right hand, placing the lid *off* the corporal.
* Kneel when the Celebrant’s places his arms on the altar and bows for the Consecration
	+ Make a profound head bow as the Celebrant genuflects.
	+ Lift the hem of the Celebrant’s chasuble slightly at the elevation while looking at the Sacred Species.
	+ Make a profound head bow when the Celebrant genuflects again.
	+ Immediately rise and cover any ciboria and then uncover the chalice (leaning the pall against the center altar card but *on* the corporal)
	+ Kneel for the consecration of the Precious Blood.
	+ Bow at the genuflection and lift hem at the elevation
	+ Immediately as the Celebrant places the chalice on the Altar, rise and cover the chalice and then genuflect together with the Celebrant
* Immediately after rising from the second genuflection after the consecration of the Precious Blood switch sides and go to the Celebrant’s left.  This time do ***not*** go down to the top step but move *per breviorem* to the Celebrant’s left and genuflect immediately on arrival.
* Continue to turn pages as necessary for the remainder of the Canon.  Do not bow at the “Supplices te rogamus…”  neither do you strike your breast at the “Nobis quoque peccatoribus…” Step back as before for the Memento of the Dead.
* At the “Per quem haec omnia…”
	+ genuflect and switch to the Celebrant’s right moving *per breviorem.* Uncover the chalice at the “praestas nobis” and then genuflect with the Celebrant, supporting his right elbow.
	+ Protect the chalice by placing your right hand at the base while the Celebrant makes the signs of the cross over it with the host.
	+ Cover the chalice after the Celebrant brushes the particles from his fingers over the chalice and then genuflect.
		- Pater Noster
* Still at the Celebrant’s right, bow at the “Oremus” and then remain standing until the Celebrant begins singing the words, “Pater noster…”  Genuflect and descend to the top step.  Do ***not*** genuflect on arrival.
* Wait for signal from MC at the *“et dimitte nobis...”* and then genuflect and ascend *per breviorem* to the Celebrant’s right.
* Receive the paten from the Subdeacon in your right hand, transfer it to your left, pick up the purificator and wipe down the paten.  Place the purificator on the altar away from the corporal and take the paten in the right hand.  Place the paten erect on the altar next to the corporal with the concave surface facing towards the corporal.  When the priest reaches for the paten, kiss first the paten and then the priest’s hand.
* Do ***not*** make the sign of the cross when the priest signs himself with the paten.  Uncover the chalice at the priest’s signal, genuflect, and then cover again and genuflect after he has put the particle into the chalice.
	+ - Agnus Dei and Pax
* Recite the *Agnus Dei* with Celebrant and Subdeacon.  Strike your breast at the appropriate places.
* Immediately after the Agnus Dei concludes, kneel on the footpace to the right of the Celebrant while he recites the prayer “Domini Jesu Christ qui dixisti…”
* Rise at the conclusion of this prayer and kiss the altar with hands joined, then turn and bow to the Celebrant and receive the Pax. Make the response “Et cum spiritu tuo.”  Bow again to the Celebrant and then turn towards the Sacred Species and genuflect.  Then immediately descend to the Foot to stand at the right of the Subdeacon.
* As soon as you arrive at the Foot, turn to the Subdeacon and give him the Pax.  Bow to the Subdeacon after giving the Pax and then turning towards the Altar, genuflect on signal from MC.  Then ascend immediately *per breviorem* to the left of the Celebrant.  Do ***not***genuflect on arrival
	+ If serving with a “straw” subdeacon, ascend back to the Celebrant’s *right*.
* Do ***not*** recite the “Domine non sum dignus…” with the Celebrant or strike your breast.
	+ - Communion of Priest and Faithful
* When Celebrant receives the Host, turn and step to the corner of the footpace and medium bow for the Celebrant’s communion.
* Step forward to the Altar and genuflect when the Subdeacon uncovers the chalice, then turn and step back to the corner of the footpace and medium bow while the Celebrant consumes the Precious Blood. After the Celebrant places the Chalice back on the Altar, step forward and genuflect when the Subdeacon covers the chalice with the pall.
	+ If serving with a “straw” subdeacon, you will be at the Celebrant’s right and you will cover and uncover the chalice at the Celebrant’s signal (he lays his left hand on the base of the chalice.)
* Change places with the Subdeacon:
	+ If there is a ciborium or any consecrated hosts still on the corporal, the Deacon and Subdeacon genuflect first on either side of the priest, then change places *per breviorem* (the Deacon passing closest to the priest) then they both genuflect again on arrival (but not until after the Deacon uncovers the ciborium.)
	+ If there is not a Ciborium or any consecrated hosts on the corporal, the Deacon and Subdeacon switch sides, first by going *per breviorem* to their usual places inline behind the Celebrant (Deacon at top step, Subdeacon at bottom), genuflect at the center, and then ascend to their respective place on either side of the celebrant.
	+ If serving with a “straw” subdeacon there is no changing sides as the Deacon will already be on the correct side (Epistle side).
* Once at the Celebrant’s right, open the Tabernacle.  Genuflect.  Remove the Ciborium and uncover it (place the veil off the corporal, but place the lid *on* the corporal, if possible), genuflect again.
* If the Confiteor is to be sung by the Deacon:
	+ Turn by your right and descend *in plano* to the Epistle side, then turning by your left, face the celebrant and, making a *medium* body bow (cf. *Caer. Ep*. II, xxix, 3), sing the Confiteor.
	+ Say the “Amen” after the Celebrant says the *Miserator* and then straighten for the *Indulgentiam*, making the sign of the cross and responding “Amen,” then ascend immediately to the right of the Celebrant, genuflecting with the Celebrant and Subdeacon as you arrive.
* Take the paten in your right hand to hold for the distribution of communion.
* If either you or the Subdeacon is to receive communion:
	+ Turn by your left and kneel on the edge of the Footpace to the right of the Subdeacon.
	+ After the Celebrant says the “Ecce Agnus Dei…” and the “Domine non sum dignus…”  receive communion from the Celebrant.
	+ Rise and ascend immediately to the Celebrant’s right (Gospel side), turning around by your right when you get there, and hold the paten for the distribution of communion.
* If neither you nor the Subdeacon are receiving communion:
	+ Turn around by your left and face the people with the Celebrant.  (Still standing to the Epistle side of the Celebrant).
	+ The Celebrant says the “Ecce Agnus Dei…” and “Domine non sum dignus…”
	+ Switch sides with the Subdeacon so that you are to the right of the Celebrant (no genuflections, the Deacon passing closer to the Celebrant) and assist with the distribution of Communion by holding the paten.
* After the distribution of communion, switch sides with the Subeacon before the Celebrant ascends the footpace so that you are on the Celebrant’s right.  Lift the hem of the Celebrant as he ascends the steps.
* Place the paten on the corporal.  If there are hosts remaining in the ciborium, genuflect when the Celebrant places the ciborium on the Corporal. Covers the ciborium and place it in the Tabernacle.  Genuflect again and then close the Tabernacle.  (cf. Wuest, *Matters Liturgical* §239r, ; L.J. O’Connell, *The Book of Ceremonies* p.220)
	+ *J.B. O’Connell disagrees with this practice stating that there should be a genuflection at the reposition of the ciborium only and not upon arrival at the altar unless the Celebrant is to consume the remaining hosts. (cf., J.B. O’Connell,* The Celebration of Mass*, p.510)  This, however, is not the current practice at OLGS.*
		- Ablutions / Postcommunion
* Switch sides with the Subdeacon, genuflecting at the top step in the center as you pass.
* While the Celebrant and the Subdeacon do the ablutions, turn the page in the Missal to the Communion prayer.
* After the priest finishes the ablutions, take the Missal and stand, turn by your right and descend to the top step and genuflect in the middle, then ascend *per breviorem* and place the missal on the altar at the Epistle corner.
* When the priest turns to the Missal to say the Communion prayer, turn by your left and descend to the top step immediately behind the Celebrant.
* Follow inline behind the Celebrant when he goes back and forth between the Missal and center of the altar before and after the Postcommunion prayer.
* After the “Dominus Vobiscum” following the Postcommunion, turn by your right and face down the nave and sing the “Ite Missa est.”  Then immediately turn back by your left and wait for the Subdeacon to join you on the top step at your left.
* Wait for the signal from the MC and then kneel for the final blessing.  Sign yourself and respond “Amen.”
	+ - Last Gospel
* Rise for the Last Gospel and, remaining in place, turn to face the Celebrant.  Genuflect at the “et verbum caro factum est.”
* When the Last Gospel finishes, ascend to the right of the Celebrant at the center of the Altar.  Bow to the Cross with the Celebrant and Subdeacon and then descend *per breviorem* to the Foot.
	+ Alternatively you may turn by your left and descend immediately *in plano* to the Foot, standing a little to the Epistle side.  Follow the lead of the Celebrant.
		- Recession and Arrival at the Sacristy
* Receive your biretta and the Celebrant’s biretta from the MC. Hold them until after the final genuflection.
* Genuflect (on the floor) at the MC’s signal.  Minister the Celebrant’s biretta (w/ *solita oscula*) and then don your own. Turn by your left to face the people.
* Process out behind the Subdeacon in a straight line with the Celebrant behind you.
* At the conclusion of the procession go to the right of the Celebrant, remove biretta and bow to the Cross at the signal and then to the Celebrant.  Kneel and petition the Celebrant’s blessing (“Jube Domne benedicere.”)  rise and don biretta and then go to the Sacristy to divest.
* ***ACOLYTES & CRUCIFER***
* Solemn Mass
* **Preparation:**

- Arrive in the Sacristy at least 10 minutes before Mass

- AC1 assists the Deacon to vest, while AC2 assists the Subdeacon to vest

- Line-up in sacristy for procession (AC1 on the right, AC2 on the left, and Crucifer at the center,

facing the ministers.  (If there is no crucifer: line-up with the candles at a point closest to the

sacristy crucifix)

- Bow to the crucifix on the signal from the MC

**General Guidelines:**

- AC1 shall assist the Deacon with the Dalmatic, AC2 shall assist SD with the Tunicle when sitting

- ACs and Crucifer shall have hands folded over breast when standing, and the palms of the hands resting flatly on thighs when sitting

- Both of the ACs shall follow the MC as when to kneel, and follow Deacon and Subdeacon as when to sit, otherwise, remain standing

**Procession and Ceremony:** - The candles of the acolytes shall be nearest the outside shoulder when walking as a team (i.e. the acolyte on the right carries his candle nearest his right shoulder)

 - Go to the position in the sanctuary where the thurifer genuflected. (AC1 at right, AC2 at left, Crucifer in the center).  Stop, bow, and then proceed to the credence, and place the candles on the credence, and the crucifix in the stand, and then go to your seats                     1) After Asperges

A.  AC1 shall take the Aspersorium and the Book of Altar Prayers from the MC to the credence table

B.  AC2 shall take the Cope from the MC and put it on the cope stand behind the altar (or in the sacristy)

2) Gospel

 A.  ACs move to position at the front of the altar

- Both ACs shall move to get their candles **when the Celebrant imposes incense into the thurible**

 - The D and SD shall be positioned nearest to the altar

 - The MC and thurifer shall be positioned immediately behind the D and SD

 - AC1 shall be positioned to the right of AC2, just behind the thurifer, and

 - AC2 shall be positioned to the left of AC1, just behind the MC

SD – D

MC – Th

AC2 – AC1

- All shall genuflect at the signal from the MC

- All in the procession shall turn inward to the center and follow the acolytes to the gospel position (as seen below)

A2 - MC

SD - D

A1 - Th

 - Upon arrival at gospel position, ACs face each other until D and SD arrive

- When they arrive turn and face the MC and thurifer (ensuring that the candles are always position nearest the outside shoulder)

B.  After the gospel, and after the SD departs, the ACs shall go to the center of the sanctuary

- Genuflect with the MC, then return the candles to the credence table, and return to your seats

3) Offertory

 A.  AC1 goes to the credence table with the SD and MC (**after *“Oremus”***)

- He assists by placing his hand upon the burse while the MC removes the humeral veil

 - He then folds the chalice veil in thirds and leaves it on the credence table

B.  AC1 takes both cruets (still on the dish) to altar, (after the SD has ascended the altar with the humeral veil)

- Once the cruets are no longer needed, and have been returned to the dish, AC1 shall remove the cruets from the altar, and return them to the credence table

 - AC1 returns to his seat while incense is being imposed

C.  When the Celebrant finishes incensing gospel side, the ACs go to the credence table

- AC1 obtains the finger towel, while AC2 obtains the lavabo dish and the water cruet

 - Wait *in plano* until Celebrant has been incensed by the D and thurifer (remember to leave enough room for the D and thurifer to incense the Celebrant)

- Once the D and the thurifer depart, **approach** the altar step, **then** **bow**, and ascend for the lavabo

- Once the lavabo has been completed, bow and return the items to the credence table, then AC1 takes the bells and both acolytes return to their seats

- Wait to be incensed bowing before and after to the thurifer

4) Canon

A.  At the “*Sanctus*”, AC1 shall ring the bells three times, (each time the Celebrant says, “*Sanctus*”)

B. AC1 shall ring the bells once when the Celebrant says, “*Hanc Igitur*” (This is when the Celebrant spreads his hands over the chalice)

C.  ACs & Crucifer shall kneel when the D kneels for the consecration

 D.  Elevation of The Blessed Sacrament and The Precious Blood:

- AC1 shall ring the bells at the moment of the first genuflection, the elevation (3 rings for the elevation), and at the second genuflection, for both consecrations

- All rise after the Celebrant’s second genuflection after the consecration of The Precious Blood

5) Pater Noster

A. When the Celebrant says, *“Dimitte Nobis”*, AC1 will approach the altar, genuflect, go to take the humeral veil from the SD (at the epistle side of the altar), then, after he has the humeral veil, he will descend the steps, turn and genuflect with the SD before returning the veil to the cope stand behind the altar

6) AC1 rings the bell each time the Celebrant says, *“Domine, non sum dignus”*, before receiving communion

7) ACs and Crucifer shall receive the “*Pax*”, then kneel at the MC’s signal

8) Receiving Communion

A.  After the Celebrant receives the Precious Blood, all rise (with the MC) and follow the thurifer to the front of the altar to prepare to receive communion

 - First genuflect, then kneel

 - After the SD and D receive communion, rise on the signal from the MC

 - Ascend to the footpace and kneel

- Receive communion, then rise, descend to the foot of the altar (*in plano*), then genuflect and return to seats

9) After the distribution of communion, rise once the Celebrant locks the tabernacle door

 A.   AC1 immediately takes the cruets (with dish) to the altar for ablutions

- After the cruets are returned to the dish, AC1 removes the cruets from the altar and places them on the credence table, then returns to his seat

B.  AC2 immediately takes the chalice veil from the credence, then stands to the right of the MC

 - AC2 waits for the D to remove the Missal from the gospel side

- When the D descends with the Missal, AC2 crosses behind the MC and genuflects behind the SD, who is in line with the D

- AC2 shall proceed to the gospel side with the chalice veil, by going around the bottom step

 - AC2 shall help the SD “build” the chalice assisting with the burse and chalice veil

- Once the chalice is “built”, AC2 shall take the ciborium, if any, and proceed to the credence table with the SD, genuflecting behind the SD when crossing the front of the altar

10) During the Last Gospel, retrieve the processional candles and crucifix

 A.  ACs shall go to the center of the sanctuary with the Crucifer in the center

- Remember that when the ministers, MC, and thurifer genuflect during the Last Gospel you will not genuflect with them             - At the signal from the MC for the last genuflection make a simple head bow, then turn inwards towards the Crucifer, and process out of the sanctuary

11) Follow the thurifer to form the line up in the statio hall - After the bows have been completed follow the thurifer down the hall and into the sacristy - Upon arrival in the sacristy, stand on either side of the Crucifer - Receive the blessing (remain standing), then assist the Deacon, and Subdeacon to unvest