

# Master of Ceremonies

## Missa Cantata

### Preparation:

- Arrive in the sacristy at least 30 minutes before Mass.
- Ensure that the Sanctuary is properly set up for Sung Mass.
  - Missal ribbons placed correctly, and Missal placed on the altar open to the Introit.
    - Preface
    - Propers of the Mass
    - Commemoration orations if applicable
  - Six altar candles
  - Relics, if applicable
  - Altar cards
    - Ensure that the Lavabo card is to the Epistle Side and the Last Gospel card is to the Gospel Side.
  - Intonation cards are set out.
  - Chant-notated lections and orations are out, if necessary.
- Before Mass, you must take note of and know each of the following details:

Is there a Gloria?	Ordo
Which Mass setting will be sung? Ensure that the intonation card is out, for the Gloria and Ite Missa Est.	Schola
Is there a Credo?	Ordo
Which Credo intonation? Ensure that the intonation card is out.	Schola
Color of vestments?	Ordo
Are there any commemorations?	Ordo
Which preface is being used?	Ordo

- 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 the Celebrant is to rise for the Gospel (this should be done 3<sup>1/2</sup> lines prior to the end of either the Alleluia or Tract, whichever the case may be).<sup>1</sup> **This should be done the evening before.**
- The MC is to help the Celebrant vest (as appropriate).

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

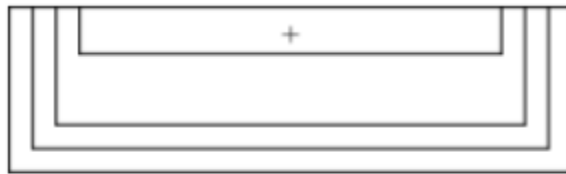
## General Guidelines

- The MC position is right at the foot of the altar *in plano* on the Epistle side, since there is no Subdeacon.



MC

- The MC never sits. His place, when the Celebrant is seated, is in front of the sedilia facing the congregation, but not looking out into the congregation. This is so that he is in position to bow to the Celebrant, to assist, etc.



MC



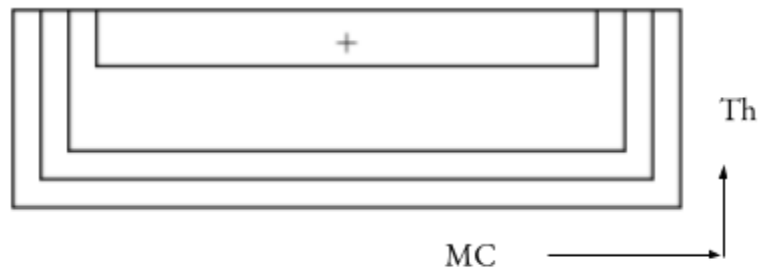
- The MC shall know his duties as well as the duties of all the other servers.
- If necessary, one clap is for genuflections or for standing up, two claps is for kneeling down.<sup>2</sup>
- Normally, the MC holds the intonation cards for the Celebrant as he intones the Gloria or Credo.
- When the MC is in his sanctuary position (picture under first bullet point), the MC shall bow directly forwards not angled towards the tabernacle.
- Blessings:
  - ‘*Jube Domne benedicere*’ is the form of petitioning a blessing from the priest for a person.
  - ‘*Jube Domine benedicere*’ is the form of petitioning a blessing from God directly.
  - ‘*Benedicite Pater Reverende*’ is the form of petitioning a blessing from the priest for an object.

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<sup>2</sup> Do try to avoid snapping your fingers. In most places it is considered to be impolite! A hand gesture is often just as effective.

### Procession and Ceremony:

1. When all are ready in the sacristy, and at the time of the start of Mass, indicate (with a clap) the signal to bow to the crucifix and begin the procession.
  - a. The procession formation is laid out in *General Principles*
  - b. Upon arrival at the main altar
    - i. Take the biretta from the Celebrant with *solita oscula*.
    - ii. Without genuflecting, bring the biretta to the sedilia.
    - iii. Upon returning, signal a genuflection for the priest and to kneel for the servers. You will kneel for the prayers at the foot of the altar.
  
2. Prayers at the Foot of the Altar:
  - a. Respond with the Celebrant for the Prayers at the Foot of the altar in the same manner as Low Mass.
  - b. Upon completion of the prayers:
    - i. Assist the priest in his way up the stairs.
    - ii. Signal to the other servers to stand (and stand, yourself).
    - iii. Approach the Thurifer, where he will hand you the incense boat.



3. Incensation and Introit:
  - a. Incensation
    - i. Make a low head bow,<sup>3</sup> then approach the Celebrant, ascending the stairs with the Th.
    - ii. Hand the spoon to the Celebrant (with *solita oscula*) and at once say, "*Benedicite Pater Reverende.*"
    - iii. Once the Celebrant has added the incense, receive the spoon back (with *solita oscula*).
    - iv. Receive the thurible from the thurifer and return the boat to him.
    - v. Give the thurible to the Celebrant (with *solita oscula*).
    - vi. Stay to the Celebrant's right while he incenses the altar.
      1. You will need to be familiar with the incensation of the altar and where all of the reverences fall.

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<sup>3</sup> This is a low bow of the head with a slight inclination of the shoulders.

Genuflect
Cross
Genuflect
<i>(Left-side relics (double swing for each))</i>
<i>Genuflect</i>
<i>Right-side relics (double swing for each))</i>
Right side of altar
Genuflect
Left side of altar
Genuflect
Right side of altar

- vii. Hold the elbow of the Celebrant every time he genuflects (with your left hand).
  - 1. Even if the Celebrant bows (due to the Blessed Sacrament not being reserved there), you still genuflect, in which case you would not support his elbow.
- viii. Once the Celebrant has incensed the altar, step down one step and receive the thurible from him (with *solita oscula*).
- ix. Then go all the way down to stand in plano alongside the thurifer.
  - 1. Turning inward toward the Th.
- x. Incense the Celebrant
  - 1. Make a profound bow to the Celebrant in-line with the Th.
  - 2. Incense him with three doubles.
  - 3. Make another profound bow to the Celebrant in-line with the Th.
  - 4. Return the thurible to the thurifer.
- b. Ascend the altar and point to the Introit in the Missal for the Celebrant.
  - i. Sign yourself with the sign of the Cross at the Introit.
  - ii. Bow to the Cross at the Gloria Patri.
- 4. Kyrie
  - a. Answer the Kyrie, standing at the book.
- 5. Gloria
  - a. If necessary, retrieve the intonation card for the Celebrant if needed so that he may intone the Gloria.
    - i. Return the card to the gradine after the intonation.
    - ii. Then return to your sanctuary position.
    - iii. Head bow with the Celebrant and bless yourself with him during the verbal recitation of the Gloria.

- b. After the Gloria has been completed (if the Celebrant decides to sit for the remainder of the sung Gloria):
    - i. Meet the Celebrant at the foot of the altar.
    - ii. Genuflect
    - iii. Return to the sedilia.<sup>4</sup>
    - iv. Remember to bow to the Celebrant and then turn and bow towards the altar for the following parts of the Gloria:
      - 1. “Jesu Christe”
        - a. Both times.
      - 2. “Suscipe deprecationem nostram.”
    - v. At “Cum Sancto Spiritu”
      - 1. Signal to the Celebrant to stand.
      - 2. Receive his biretta (with solita oscula).
      - 3. Walk with him to the foot of the altar.
      - 4. Genuflect.
      - 5. Lift the hem of his alb while he ascends.
      - 6. Go directly to your position by the Missal, by the long way.
6. Collect
- a. Bow to the tabernacle with the Celebrant at the Oremus.
7. Epistle, Gradual, Alleluia/Tract
- a. If the Holy Name is said during the Epistle, bow to the Cross.
  - b. Respond to the end of the Epistle saying, “Deo gratias”.
  - c. When the Celebrant finishes the Gradual and Alleluia/Tract (and Sequence if applicable) return to the sedilia *per brevior*, making the usual actions with his biretta.
  - d. When the Schola has begun to sing the remaining 3<sup>1/2</sup> lines of the Tract or Alleluia, signal to the Celebrant to stand (receive his biretta with solita oscula).<sup>5</sup>
8. Gospel
- a. Gospel Procession
    - i. Go with the Celebrant the long way.<sup>6</sup>
      - 1. Meet the Th in the same manner as the beginning of Mass.
      - 2. Once incense has been imposed, return the boat to the Th.
        - a. Do not give the thurible to the Celebrant.
      - 3. Retrieve the Missal.

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<sup>4</sup> He may genuflect on the predella. If so, genuflect with him and go to the sedilia.

<sup>5</sup> This is just an indication. Some take longer to sing etc, so he may remain seated for longer. The MC should have this organized in his own mind before the ceremony begins.

<sup>6</sup> As is described in 5, b, v, 1-5.

4. Go to the center of the altar (below the lowest step), as indicated below.



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

- ii. Once everyone is here, all genuflect, and put the Missal in the Gospel position, going the short way up.



## 9. Gospel

- a. Upon arrival at the above Gospel position, leave the Missal on the Gospel side, facing 'liturgical north' and stand immediately in front of the pillar.
- b. When the Celebrant signs himself, take the thurible from the thurifer and go around to the Celebrant's right.
- c. After the Celebrant blesses himself, hand the thurible to the Celebrant with *solita oscula*.
- d. Bow with him, and then receive the thurible from him with *solita oscula*.
- e. If Our Lord's Holy Name is said within the first two lines, remain on the right side of the Celebrant, bow and then give the thurible back to the thurifer and remain at the Celebrant's left. If the Holy Name is not said within the first two lines, leave right away and return the thurible to the thurifer.
- f. At the completion of the Gospel
  - (Pre-1955)
    - i. Descend from the altar toward the thurifer
    - ii. Receive the thurible from the thurifer and incense the Priest with three double swings.
    - iii. After returning the thurible, ascend the altar and move the Missal to the 'Canon' position, then go to the center (by going around the long way), genuflect with the acolytes and thurifer (and Celebrant if there is a sermon), and go to your normal position on the Epistle side.

10. Creed (if applicable)

- a. As the Celebrant recites the Creed, remember to bow, genuflect, and bless yourself with him.
  - i. Kneel with the Celebrant when he descends the altar at the '*Et Incarnatus est*'.
  - ii. Then stand, genuflect, and then return to the sedilia.
    1. Give him the biretta with *solita oscula*.
  - iii. Indicate to the Celebrant to bow at "simul adoratur".
- b. Signal to the Celebrant to stand at "Et vitam venturi saeculi".
  - i. Approach the altar, genuflect, then go to your normal position *in plano* on the Epistle side.

11. Offertory

- a. Chalice Veil
  - i. After the Celebrant says "Oremus"
  - ii. Ascend the altar via the Epistle side
  - iii. Take the chalice veil from the Celebrant.
  - iv. Fold the chalice veil with a triple fold, and leave it on the Epistle side of the altar, then return to your normal position at the foot of the altar.
- b. Incense
  - i. When the acolytes depart with the cruets
  - ii. Receive the boat from the thurifer and proceed the same as in step 3, listed above. Exceptions being:
    1. Preceding the list after 3,a,iv,1, add:

Incense oblata  
Genuflect
  - iii. Incense the Celebrant as in 3,a,x
  - iv. Return the thurible to the thurifer
  - v. Genuflect in the center with the thurifer
  - vi. Going the long way, ascend to the MC position by the Missal
  - vii. Get incensed by the thurifer
- c. After the Lavabo, the Celebrant will return to the centre and say "Orate Fratres...".
  - i. Respond with the *Suscipiat* and point to the Secret
- d. Turn the pages of the Missal to the Preface at the completion of the Secret.
  - i. Remain standing at the altar after the *Sanctus*, and continue turning the pages for the Celebrant.

## 12. Canon

\*Throughout all of this, turn the pages of the Missal as necessary.\*

- a. Memento of the Living
  - i. Step back (turning by your right) at an angle to the Gospel corner of the pedella and bow when the Celebrant folds his hands.
  - ii. Return to your position at the Celebrant's left when he opens his hands.
- b. Consecration
  - i. When the Celebrant reaches the *Qui pridie* (where he wipes his fingers on the corporal)
    1. Signal for the servers to kneel.
    2. Kneel to the left of the Celebrant.
    3. Slightly lift the chasuble at each elevation.
    4. Once he has finished the last genuflection after the elevation of the Precious Blood, signal for all the servers to rise.
    5. Return to your MC spot by the Missal.
- c. Memento of the Dead
  - i. Same as the Memento of the Living.
- d. Genuflect with the Celebrant when he removes the pall for the *per Ipsum* and after he replaces it after the *per Ipsum*.

## 13. Pax and Agnus Dei

- a. Genuflect with the Celebrant when he removes the pall.
  - i. After the Celebrant says the '*Pax Domini*', genuflect with him.
  - ii. Rise, and leave the altar toward the Gospel side.
  - iii. Signal for the servers to kneel.
  - iv. Kneel, yourself, on the first step, facing the Epistle side.

## 14. Communion of Priest and Faithful

- a. Indicate all to rise after the Celebrant consumes the Sacred Host.
- b. Meet at the foot of the altar in the following order:

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

- c. Once all have arrived,
  - i. Signal for all to genuflect.
  - ii. Ascend to the predella and kneel there.
  - iii. Once the Celebrant has consumed the Precious Blood, profoundly bow (while still kneeling) and all say the *Confiteor*.
  - iv. You will receive the paten as you will be the last in line.
  - v. After receiving Communion, rise, and stand to the Celebrant's right.



- vi. Let the rest of the servers descend and genuflect to the Blessed Sacrament.
- vii. You will hold the paten under the chins of the communicants for the remaining of the distribution.
  - 1. Bear in mind that particles may be on the paten. If walking long distances, use your left hand to block the wind from the surface of the paten.
  - 2. Keep it level to the floor.
  - 3. Hold it directly under the chin of the communicant (not too low), without moving it. The Celebrant should hold the ciborium close enough to where you can simply hold the servers' paten in its spot without having to "track" underneath the Host.
- d. Once Holy Communion is totally distributed
  - i. The Celebrant will take the paten from you.
  - ii. Assist his ascent up the stairs by lifting the hem of his alb.
  - iii. Kneel at the MC sanctuary position (not the "Canon position") on the first step until the tabernacle is locked.
  - iv. Once the tabernacle door is locked, signal all in the sanctuary to rise.
  - v. Remain standing directly at the foot of the altar. Do not back up to give space for ACs to cross in front of you, they should pass behind you.

15. Communion/Postcommunion:

- a. When AC<sup>1</sup> crosses the centre with the Missal, follow him to the Epistle side. Turn the pages of the Missal back to the propers.
  - i. Point out the Communion Prayer to the Celebrant.
  - ii. After the *Dominus vobiscum*, bow to the tabernacle with the Celebrant at the *Oremus*, then point out the Postcommunion prayer.
  - iii. Close the book after the completion of the Postcommunion prayer (i.e. after the Celebrant finishes the conclusion in its entirety: '*per omnia saecula saeculorum*').
- b. If necessary, retrieve the intonation card for the Celebrant (*Ite Missa est*)
  - i. Return the intonation card to the gradine, then return to your normal position.
  - ii. After the *Deo Gratias* is finished being sung<sup>7</sup>, signal (double clap) all to kneel for the final blessing (MC kneels on first step).
  - iii. All rise for the Last Gospel, face the Gospel side.

16. Last Gospel

- a. Sign yourself and make the responses for the Last Gospel, "Gloria tibi Domine" and "Deo gratias".

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<sup>7</sup> Or similar; at least signal (double clap) before he begins the '*Benedicat vos...*'.

- b. Genuflect with the Celebrant at “Et Verbum caro factum est”.
- c. When Celebrant completes the Last Gospel
  - i. Make the response.
  - ii. Signal for all of the servers to line up.
  - iii. Retrieve the biretta.
  - iv. Meet the celebrant in the center at the foot of the altar.
  - v. Signal the genuflection.
  - vi. Hand the Celebrant the biretta.
  - vii. Turn around and recess.

17. Recession and Arrival at the Sacristy:

- a. Make the following dialogue with the Celebrant.

<p style="text-align: center;">Prosit → <b>Bow to the cross.</b> <b>Pro omnibus et singulis.</b> <b>Everyone kneel.</b> <b>Jube domne, benedicere.</b> Benedictio Dei omnipotentis, Patris, et Filii, et Spiritus Sancti descendat super vos et maneat semper. Amen.</p>
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- b. Assist the Celebrant with unvesting and cleaning up.

# Pre-Mass Checklist

Master of Ceremonies

## Items

- Credence
  - Cruets
  - Bowl
  - Towel
  - Readings
  - Bells
- Incense
  - Thurible coals
  - Boat
  - Extra coal
- Altar
  - Chalice (a Subdeacon or higher must assemble)
    - Purificator
    - Paten
    - Host
    - Pall
    - Veil
    - Burse
    - Corporal
    - Paten
    - Chalice veil
  - Altar cards
  - Relics
  - Missal
  - Tabernacle key
  - Cue cards
    - Prayers at the foot
    - Gloria
    - Collect
    - Epistle
    - Gospel
    - Credo
    - Postcommunion
    - Incense Blessing

- Ite
- Candles lit
- Asperges
  - Bucket
  - Sprinkler
  - Prayer card
  - Blessed water
- Vestments
  - Amice
  - Alb
  - Cincture
  - Stole
  - Maniple
  - Chasuble

### **To Know**

- Everything from the Ordo
  - Mass Propers
  - Commemoration
  - Color
  - Gloria?
  - Credo?
  - Penitential Kneeling?
  - Special Communicantes?