

Solemn Mass Customary
In Ordinary Time, Summer Edition

ETIQUETTE NOTES:

Servers who are not carrying anything else in procession may elect to carry hymnals or to walk empty-handed. Either way, servers in pairs always mirror each other.

When empty-handed, the hands should be folded at waist height in front of you.

The Bishop's Throne is not a bookstand; hymnals, programs, and other printed matter are to be placed on TTs' chairs or on the floor when not in use.

Servers face across chancel *at all times* except when facing the Gospel Book during the reading of the Gospel. When sitting, do not cross your legs.

When counting during Communion, servers should not look *at* the people. Instead, follow the clergy's hands as they distribute the Sacrament.

How to genuflect: Put the *right* knee down and *keep your back vertical!* Only football players bend forward while genuflecting.

How to carry a candle: The *outside* arm is always *down* and *out*.

How to walk and carry a candle at the same time: ALL step off on *left* foot first. Pairs should hold their candles at a level. If there is a height disparity between partners, the taller partner should accommodate the shorter by carrying his/her candle lower. Hold the candle far enough in front of you so that your knees do not knock into it as you walk.

PREPARATION

All servers should be present and vested 15 minutes before Mass. Any server not accounted for by this time will be replaced.

To credence: twin chalices, Aqua & Vino cruets, lavabo bowl & towel; veiled chalice with priest's host and 3 purificators. *Make sure Aqua contains water and Vino contains wine!*

All Saints, High Altar, and footpace candles should already be lit from 9am Mass.

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Fresh water glasses in pulpit and on retable (in front of innermost Epistle-side candle).

Lectionary open to Old Testament lesson on lectern.

Gospel Book and Altar Book in priests' sacristy to be reviewed by clergy.

BCP and Intercessions book in bookstand. Once CEL has set Altar Book, it goes on Missal Stand and Book and Stand are placed on Credence Table.

Copy of Mass Leaflet distributed to ALL to follow Psalm.

If necessary, MC will assign Communion stations.

MC assigns TT to count High Altar and CR to count All Saints.

Silence should be maintained both in sacristy and in hallway prior to Mass.

PROCESSION

ALL enter in procession in the following order:

↓
CEL
D
SD
MC
TT
CM(s)
Verger
A CR A
TH
↓

The procession enters via the North door during the hymn playthrough and proceeds to the chancel the "short way," across the transept and up the choir steps.

TH proceeds to altar steps (see schematic below).

CR enters crucifer's stall, places cross in holder, and faces East (the High Altar).

AA proceed to altar steps (see schematic below).

CM(s) go into choir stalls and face East.

TT proceed to places below altar rail, between the innermost pairs of medallions.

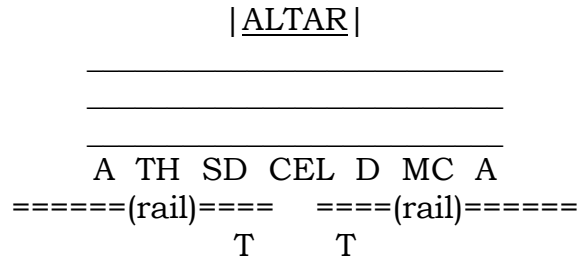
MC goes to left of Epistle-side A.

SD goes to TH's right.

D proceeds to Altar, places Gospel Book in centre, and returns to foot of steps at MC's left.

CEL takes place between SD and D.

Opening lineup at altar steps:



When all are lined up and D has returned from placing Gospel Book, MC cues ALL to genuflect. Following genuflection, CMs, Verger, and CR face across chancel.

MC may take hymnals from SMs. SMs ascend altar steps to footpace, and AA, TH, and MC file to sedilia/credence. TT proceed through far-left opening in altar rail to chairs flanking Bishop's Throne.

Altar is censed during the opening hymn. TH brings thurible up to CEL as soon as TH arrives at credence. TH then retires to credence and waits until D returns thurible after censing CEL. TH exits to smoke sacristy. MC puts Altar Book on Epistle horn of altar.

OPENING ACCLAMATION, COLLECT FOR PURITY, SUMMARY OF THE LAW: SMs line up in *slanted* "I" formation at Epistle horn for Opening Acclamation (ALL make the Sign of the Cross), Collect for Purity, and Summary of the Law.

MC and AA stand in place near credence. TT stand in front of their chairs.

KYRIE ELEISON and *GLORIA IN EXCELSIS*:

After the Summary of the Law, SMs proceed across respective steps to *closed* "I" formation in centre. Congregation sings *Kyrie*.

MC signals SD and D to go up to footpace on the words, "Glory be to God on High" (intoned by CEL). SD and D return to places in *closed* "I" at the words "For thou only art Holy..." ALL make the Sign of the Cross during the words "in the glory of God the Father."

SALUTATION and COLLECT OF THE DAY:

Following conclusion of *Gloria in Excelsis*, CEL turns to face the people. D and SD split to left and right ("open I") for the salutation and response, then proceed to *closed* "I" at Epistle horn for chanting of Collect. MC ascends to top side step to point Collect while CEL chants it.

LESSONS and PSALM:

SMs come off steps to sedilia. ALL sit. MC sits next to D. AA sit on either side of credence table. TT sit on either side of Bishop's Throne.

A member of the congregation reads the First Lesson.

A priest leads the reading of the gradual Psalm. Approximately 3 verses before the end of the psalm, SD leaves sedilia, genuflects at gate, turns and goes to lectern for Epistle Lesson. ALL bow for the *Gloria Patri*.

GOSPEL PROCESSION:

After Epistle Lesson, several things happen at once:

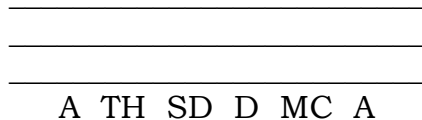
- ALL stand. MC directs AA to pick up candles and TH to enter from smoke sacristy.
- As TH enters from smoke sacristy, AA meet TH at centre for genuflection. AA then split to places in front of both horns of the Altar.
- TH goes to CEL and has incense laid on, then proceeds to lineup between Gospel-side A and SD (see schematic below).
- SD proceeds to High Altar, goes to Epistle Horn, picks up Missal Stand and moves it to left of centre (under the innermost Gospel-side angel). SD then walks down steps and takes place near Gospel-side A, leaving room for TH who most likely isn't there yet.

Once CEL has laid on incense, D goes up side steps to Altar, collects Gospel Book, returns via same path to CEL and genuflects for a blessing.

D and MC join lineup and MC cues genuflection.

Lineup for Gospel Procession

| ALTAR |



The order of the Gospel Procession is as follows:

↓
D
SD
TH
AA
MC

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MC leads procession approximately halfway down centre aisle, turns and faces East. AA take places facing each other across aisle on either side of MC. MC steps out of the way alongside the right-hand A. Th stands beside left-hand A. SD stands between AA facing East.

D places Gospel Book in SD's hands, introduces the Gospel and censes the Book.

Following the chanting, D returns Gospel Book to SD's hands. SD leads returning procession, taking Gospel Book back to CEL (usually at sedilia). Because SD is carrying the Evangel, SD does not genuflect upon returning to chancel but goes directly to CEL.

MC follows SD, leading procession back to altar steps in the following order:



D
TH
AA
MC
↓

Since the procession is one person smaller, servers should line up more tightly at steps so as not to be spread out like a necklace with beads missing. MC cues ALL to genuflect. MC, D, and AA retire to sedilia/credence. TH goes out to smoke sacristy.

SERMON:
ALL sit.

NICENE CREED:
MC gives BCP and Intercessions book to D and cues ALL to stand. SMs go to foot of steps (do NOT genuflect). AA, MC and TT stand at bottom steps on either side. Creed is intoned by CEL and sung by ALL. Following the words "came down from heaven," ALL genuflect through the words "and was made Man." ALL rise. ALL make the Sign of the Cross at the words "the life everlasting."

PRAYERS OF THE PEOPLE and EXHORTATION:
ALL remain standing.

GENERAL CONFSSION and ABSOLUTION:
ALL kneel. *Do not* fuss with cushions unless knees are papier-mâché; the Confession is short.

PEACE:

ALL stand and exchange Peace. SMs genuflect and return to sedilia. MC receives BCP and Intercessions book from D. TT exit via side door to smoke sacristy to collect their torches.

OFFERTORY:

MC may have to prompt TH to enter with TT. TH leads out, followed by TT walking *single file*. TH goes to gate and waits for TT to reach places between innermost medallions at altar rail, then cues genuflection.

TT remain in places as TH goes to CEL to have incense laid on. TH returns to gate and cues genuflection, turns and departs. TH, followed by TT, goes down South (Lady Chapel/Baptistry) aisle to rear of nave to wait for Offertory Procession to assemble.

D goes up to prepare vessels on Altar. SD, CEL and AA sit. D returns to sedilia and he and MC sit.

When Offertory Procession is ready, MC cues ALL to stand. SMs, led by SD, go to gate and genuflect, then turn and wait for the gifts. \

TH leads Offertory Procession up centre aisle, followed by TT, Verger, and Processors:

↓
Processors
Verger
TT
TH
↓

MC cues TH, TT, and Processors to genuflect after the gifts have been received and SMs have turned back to face Altar. TT remain in places at altar rail, while TH enters through far-right opening and proceeds to credence.

SMs take offerings to Altar. MC goes up to Epistle horn [with water cruet] and receives bason from SD. [MC may assign an A to carry the water cruet and retrieve it after chalice has been mixed.]

When SMs are ready to cense, MC and TH go up to Altar together, MC on TH's left. MC removes Altar Book and goes down to stand on pavement near Sacrament House during censing.

MC returns Altar Book to Altar as D begins to cense CEL. MC remains on Gospel side on pavement until sanctuary censing has been completed and TH goes down to choir.

MC returns to Epistle side, genuflecting at centre, arranges cushions on bottom step for AA and TH, and bids AA to their places. Order (from left to right): A A TH MC.

SALUTATION and *SURSUM CORDA*:

ALL remain standing.

PREFACE:

At the words "Therefore with Angels ... " MC signals SD and D to go up to footpace.

SANCTUS and *BENEDICTUS*:

ALL remain standing. MC, TH and AA bow with SMs for the first few phrases of the *Sanctus* (watch SMs for cues). TT do *not* bow. ALL make the Sign of the Cross at the words "Blessed is He who comes ... ".

PRAYER OF CONSECRATION:

MC signals ALL to kneel. After the words, "until His coming again," SD and D kneel on either side of CEL for the Dominical Words. Following the elevation of the Chalice and CEL's second genuflection, SD and D rise.

LORD'S PRAYER, FRACTION, and PRAYER OF HUMBLE ACCESS:

ALL remain kneeling.

AGNUS DEI:

As *Agnus Dei* begins, MC signals ALL to stand. AA retire to places at credence. TH goes to centre and cues TT to genuflect before exiting. TH and TT exit to smoke sacristy. TT put up candles and return to places by Bishop's Throne. Downstage A places chalices on the Altar, then takes place at credence.

INVITATION TO COMMUNION and COMMUNION:

ALL remain standing in places for Invitation and Communion.

TH comes out to altar rail to receive Communion, then may retire to an empty choir stall for the rest of the Mass.

During Communion, TT and CR count as directed. MC and AA are watchful and prepared to give any kind of assistance needed. MC may mark final hymn in hymnals for Recessional.

ABLUTIONS:

MC brings water cruet up to Altar and signals AA to stand at Epistle horn and receive cleansed vessels (ciborium, flagon, and extra chalices).

Upstage A receives veiled Mass chalice from SD at bottom of steps. SD takes place in closed "I" at Epistle horn.

POSTCOMMUNION PRAYER

AA and TT kneel on bottom step at either side. *Do not* fuss with cushions unless knees are papier-mâché.

MC ascends to top side step while CEL leads Post-Communion Prayer. At conclusion of prayer, MC takes missal stand down to credence table and kneels for Blessing and Dismissal.

BLESSING and DISMISSAL

ALL remain kneeling. SMs go to centre and as CEL turns, spread into open "I" and kneel on steps. CEL blesses people and bids dismissal. D rises and sings Dismissal. ALL respond, then rise.

MC cues AA to pick up candles and join CR at bottom of steps. AA exit gate *without* genuflecting and face East on either side of CR. CMs and Verger face East in their stalls.

All others line up on pavement:

| ALTAR |

T SD D MC T

MC may distribute hymnals; MC cues ALL to genuflect on first word of hymn. *A CR A do not genuflect.* Altar party then turns and faces West.

RECESSIONAL

The order of the departing Procession is as follows:

↓
CEL
D
SD
MC
TT
TH
CM(s)
Verger
A CR A
↓

Exeunt omnes down centre aisle. Servers and clergy retire to Baptistry and gather around font.

IN BAPTISTRY:

CEL leads a final prayer. SD departs (via Parish House hallway and smoke sacristy entrance) to retrieve veiled chalice from High Altar.

Servers with nothing else to carry receive vestments from clergy.

AFTER MASS CLEANUP:

MC supervises cleanup including lectern, pulpit, All Saints, Lady Chapel, and High Altar. Sermon text goes to priests' sacristy desk; all vessels and water

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glasses go to work sacristy; all candles extinguished; credence table cleared; blue cover cloths placed on all altars; sanctuary left in perfect order. TT and CR give their counts to MC to record in register along with attendance figure (on slip from offering bason). MC is responsible for counting Communions of servers.

Ite, missa est!