

SOLEMN HIGH MASS SERVING CHART

Celebrant	Deacon	Sub-Deacon	M.C.	TH	Ac 1 & 2
Prayers at Foot	On C's right	On C's left	Kneels to right & slightly behind D.	In position	In position
Ascend Altar	Idem	Idem	Meets TH at Ep side & goes up for imposition. Takes boat & gives to D. Note that MC is on TH's L.	Goes up for imposition.	No need to come to get boat from TH.
Incensation	Right, takes boat, after imposition returns to MC who gives to TH. Assists C then descends altar to Ep side bottom to incense C, passes Tb to SD who passes to TH. Lines up diagonally behind C.	Observes from btwn C & D. Assists at left of C. Descends with D to incense C, D passes Tb to SD who passes to TH who is on SD's left at Ep corner, then lines up diagonally behind D.	Passes boat to D, observes, <i>then moves book instead of Ac 1 as at High Mass.*</i> (ASS will go to stand at book, facing people while Ac 2 moves book) <i>MC stands at Ep side at bottom while TH stands at Ep corner to his left.</i> When D & SD descend to incense C, MC stands to R of D who incenses C, then MC goes straight up to Book.	Assists at imposition as usual. but TH returns the boat himself, instead of Ac 2 as at High Mass.*, <i>Stands at Ep corner</i> (ASS, goes to stand behind and to r of D). Receives TH from SD and goes to pos.	
Introit	Lined up diagonally. Inside shoulder to C's outside shoulder.	Lined up diagonally. Inside shoulder to D's outside shoulder.	At Missal stands facing congregation, point out introit. Ensures D & SD line up.	In position.	
Kyrie	Lines up straight	Lines up straight	Signals D & SD to line up straight.		
Gloria	Moves w/ C staying directly behind, goes up to R of C after intonation of Gloria. Follows C to sit etc.	Moves w/ D, staying directly behind, goes up to L of C after intonation of Gloria. Follows C to sit etc.	MC descends to right corner, wait for SMs to descend, then signals gnflxn and leads to sedilia. At end of Gloria signals to rise and return to Center, signals gnflxn.		Acs assist vestment of D & SD in sitting.
Collect	Lines up straight	Lines up straight.	MC goes to Missal, points out collect then goes to meet Ac 1 near credence, gets Evangelorum, holds w/pages to right, goes to SD, bows, gives book.		Ac 1 gives MC Evnglrm, holding pages to L, <i>at corner of sedilia.</i>
Epistle	When SD goes to sing Ep, stands at book, unless C sits, then follows to sit. When SD returns, lines up behind C.	SD receives book from MC, gnflcts in middle, follows MC lead to epistle spot, sings Ep, returns via middle to C to be blessed. Kisses hand then receives blessing, then gives book to MC in plano. Returns to line up behind C.	Leads SD to center (at conclusion of collect) gnflcts and leads to spot for Epistle, standing on SD's left. After, returns to middle, gnflcts, goes to side for SD to be blessed. After blessing, receives book from SD, gives to Ac 1 near credence. Returns to Missal.		Ac 1 goes to corner of sedilia to get Evnglrm from MC, holds book to give back to MC after he signals Grad. etc.
Grad-Tract-All.	D stands behind C follows MCs signals to go to & from sedilia. Upon return to altar, gnflcts, receives Evangelorum from MC and places in middle of altar, then turns to impose incense for Gospel procession. After imposition, kneels down on predella and says the Munda	SD stands behind C goes to sedilia & returns upon MCs signal. As D receives Evangelorum from MC, goes straight to Missal to move to Gospel side, then turns to assist at incensations. As TH leaves and D kneels, descends to pos for Gospel procession. Follows procession.	Points out Grad-Tract-All., goes gets book from Ac 1, returns to C so as to bring SMs to sedilia, then SMs will sit while chants are sung, MC holding book. At approp time signals all up to center, gnflct, then gives Evnglrm to D who ascends to altar, goes to meet TH at side for imposition of incense. After imposition, descends with TH and goes with him to form Gospel	TH meets MC for incensation at bottom of steps Ep side. After imposition, drops Tb and goes in front of Acs to bring them to Altar for Gospel	

	Cor, then rises, takes Evglrm and asks the blessing, then descends to pos in Gospel procession and follows.		procession, picking up Acs, and leading to formation in center. Note that MC and TH maintain their incensation pos, MC to L, TH to R. Execute Gospel procession.	procession. TH maintains incensation pos, to R of MC.	
Gospel - face the singing of the Gospel, making reverences to Cross at holy Name.	Chants Gospel. After Gospel chant, allow SD and Acs to proceed back to Altar, then follow them, then pass through them to the left of THto incense celebrant, then resume position at foot of altar.	After Gospel is sung, SD proceeds straight to C without genflctn, and indicates point to kiss, then descend by way of Ep corner to meet MC in plano, giving book with bows, pausing til C incensed, then going to L pos at foot of altar.	Takes Tb from THand hands to D for impstn of incense. Returns Tb to Th. After Chant of Gospel, allows SD to pass through to C, then leading Acs to start pos. Receive Bk from descending from SD at bottom of steps, Ep. Corner, then pause til C incensed by D, then lead or allow SD to go to his pos at altar steps, MC goes to his pos in Gospel formation, standing behind SD, to Th's L. All return to their places, MC goes to Ep corner to signal SMs next move.	Executes Gospel procession,	Take candles and execute Gospel procession.
Returns to middle after Gospel to descend for sermon or to commence Credo.	Returns to position. If Creed, ascend altar after "Credo" intonation to recite with C.	In position in plano. If Creed, ascend altar after "Credo" intonation to recite with C. Sit for chant to finish, return to altar, gnflct, go with MC to get Chalice. If no Creed, then line-up for Dmns Vbscmm, then gnflct and go with MC to get Chalice. Takes veil off Chalice before taking chalice to altar per breviorum.	If Creed then signal gnflctn for "Et Incarnatus Est", then bring SMs to sedilia for rest of Chant. After C & SD sit, lead D to Credence to take Burse to altar to spread corporal. Signal to return to foot of altar at termination of Credo, then lead SD immediately to Credence to take Chalice. If no Creed, then after Dmns Vbscm, take SD immediately to Credence to take Chalice w/ Burse to Altar per breviorum where C & SD are waiting.		
After Credo, sings Dmns Vbscm and begins Off prayers etc.	Awaits to Right of C while SD gets chalice. While C offers Host, holds Chalice for SD who pours water & wine, hands paten to SD, then offers Chalice with C, saying prayer "Offerimus". Etc. Incenses clergy, then SD, then he is incensed by Th, then he stands in middle behind C until Sanctus.	Brings Chalice to altar, pours wine, holds out water for C to bless before pouring in drop of water. While D purifies and offers Chalice, take paten, wrap in humeral veil and descend to middle.	After bringing SD to altar descends to pos at Ep corner, leaving room for Acs to ascend with cruets. After Acs ascend and move away, go to side meeting THto ascend for the imposition of incense. After imposing as usual cross to C's left to assist at the Incensation stay at book to assist C (SD holding paten cannot do so), do not descend with D & SD to incense C. Will stay to Book by C until towards end of Preface. h	Meet MC on your left, ascend Altar for imposition, descend to replace boat and then go to Ep corner (MC's pos) in order to be ready to meet D for incensations, and to leave room for Acs. When D descends, move to his left, bow, then lead to incense Priests in choir, then SD, then D goes up and incense him then the others as usual.	Ac 1 goes to get book as usual, Ac 2 doesn't need to collect boat as at High Mass, but goes to get water and dish and towel for washing, stands by sedilia, leaving room for SD and MC to later pass by for incensations.
Preface sung as usual	Towards end of Preface ascends to R of C to recite Sanctus. After Sanctus, switches sides, gnflctn in middle and assists at Missal.	Towards end of Preface ascends to L of C to recite Sanctus. After Sanctus descends to pos in plano.	At end of Preface, signals to SMs to go up to recite Sanctus w/ C. Step aside leaving room for Sacred Ministers. After Sanctus, bow to Cross with SD and descend to Gospel corner as SD descends to his spot in	After Sanctus, prepare THfor incensation of altar at Consecration.	Ac 2 goes to TH after Sanctus to help prepare Th.

			middle.		
Consecration.	At Quam oblationem D goes to Ep side to assist at Consecration by lifting Pall at right times.	When D kneels, SD kneels on first step in middle.	MC kneels when D kneels.	TH incenses BI, Scrmnt as usual.	Ac1 kneel when D kneels. Ac 1 rings the bells as usual.
Nobis Quoque Peccatoribus	D gnflects and goes to Ep side to assist at Chalice. After Oremus for Pater noster, at “audemus dicere” goes down to middle pos on 2 nd step.		At this, the MC goes up to replace D as D switches sides, MC gnflects w/ D upon arrival at Altar and then assists at Missal. At “audemus dicere” signal D to go to pos on 2 nd step.	Returns Tb as usual after Pater Noster.	
Pater Noster	Towards end of Pater Noster, “dimitte nobis” D goes up to R of C to receive Paten from SD and assist at Chalice.	Towards end of Pater Noster SD goes up to give up Paten, then descends to spot in middle in plano.	At words “dimitte nobis” signal D & SD to ascend on Ep side to drop off Paten.	TH drops Tb off in Sacristy and returns to his pos.	Ac 1 goes up to get humeral veil from SD.
Agnus Dei	After reciting with C, kneels during first prayer, rises, kisses altar, turns to receive pax from C. Goes down and gives Pax to SD then ascends to L of C.	Awaits Pax from D, goes to give Pax to any clergy, returns to R of C at Altar.	MC stays by Missal, turns page for Agnus Dei, genuflects at same time as SD does at bottom, then goes to his Gospel corner pos. If there are priests are in choir, then lead the SD to them to give them the Pax. If not, then stay in your pos.		
Communion	Switch w/SD after uncovers Chalice. Open Tabernacle when C ready, take out Ciboria, step back to corner & chant Confiteor. Upon return, replace Ciboria and close tabernacle. Switch sides w/ SD.	Uncovers Chalice after C’s communion, then switches sides with C. Assist at communion. (If straw SD, doesn’t switch pall, but moves book. D stays on R and administers cruets) Swith sides with D.	When C consumes Host, signal servers to altar for Communion as usual. Go up to predella when for communion after D & SD switch sides (or just before Dmne non sum). Kneels in front of sedilia during communion.	TH doesn’t get paten (unless another Priest will give out comm.)	
Ablutions – Communion – Post-Cmmun Dismissal	D moves Missal, then drops to pos on 2 nd step behind C. D chants Ite Missa Est.	SD brings pall to Gospel side, then purifys Chalice, then SD brings Chalice to Credence. SD then lines up behind D.	When C closes door, signal all to rise and begin Ablution operations. Goes to Ep side pos. Go to book after D moves it to Epistle side. Turn to propers and point them out to C. After pointing out Comm. PostComm, close Missal, take chant cue card for D to sing Ite Missa Est. Hold for him if nec. If not go to Ep corner position. At Last Gospel, signal servers to line up for procession, get Birettas for SMs. Signal genuflection and departure at proper time.	TH follows MC instruction. For more solemn feasts, imposition of incense.	Ac1 brings cruet tray to SD: NB Ac1 do not move missal, D & SD switch missal, but Ac 2 brings veil & gnflects w/ SD as he goes to L side to purify the Chalice. Leave veil on altar at Gospel side. If there is a Ciborium on altar, Ac 1 needs to go with Ac 2 and bring it back to Credence when SD brings Chalice to credence. Follow MC instructions for usual recessional.

SOLEMN HIGH MASS WITH ASSISTANT PRIEST

CELEBRANT	ASSISTANT PRIEST	DEACON	SUBDEACON	MC	
	General pple: assists C at Missal				
Asperges	Does nothing. Goes to Ep side and kneels.				
Prayers at foot	To C's R	To C's L	To D's L		
Incensation	Remains on Floor, moves Missal			Doesn't move Missal.	Ac 2 Doesn't move missal.
Introit	Assists at Missal.			Stays at Ep pos	
Gloria	At C's right but leaving space for D to C's imm R. After Genuflect, go to seat, separate from 3 SMs and slightly turned toward C.				
Epistle	As return to altar assist at book. When SD come for blessing, move out of the way, then take Missal to Gospel side.		Doesn't move Missal.		
Gospel	Stand on top step at L of C, bows w/ C. Assists at Missal Gospel side.				
Creed	As Gloria.				
Incensation	When C incenses cross, remove Missal	Incenses AP after clergy in Choir.		NB for Th: D incenses AP after clergy in choir.	Ac2 doesn't move missal.
Canon	Leave room at Sanctus for SD to come to C's L. At Consecration kneel to C's L and hold up Chasuble. Assist at Missal until Pax Domini, then leave room for SD for Agnus Dei.				