

OVERVIEW OF SERVERS AT SOLEMN HIGH MASS

MC1

Per notes for MC2 during a *missa cantata*, plus:

- in sacristy: if *Asperges* does not proceed Mass, incense is imposed. During impositions of incense, give boat to D who performs MC1's duties at High Mass (e.g., "*Benedicite, Pater, Reverende*", etc.). After incense is imposed, signal all to bow to processional cross and pronounce "*Procedamus in pace*" as usual.
- during *Processional*, ensure ministers are lined up accordingly:
 - a. **if C is wearing chasuble:** in single file
 - b. **if C is wearing cope:** flanking him, D on C's right and Sd on his left, holding ophreys
- upon arrival at foot, face MC2 until C arrives, then turn towards altar in sync with MC2 with C's arrival
- during C's *Confiteor* make extra bows with D and Sd to C (when C turns and bows to D and Sd for "*et vobis, fratres*" and "*et te, fratres*")
- do not assist sacred ministers (except C) with their albs so signal servers to stand immediately, then meet MC2 in center of foot, gf and go to Epistle-side *in plano* as usual
- during *First Incensation of Altar* take position on 2nd altar step, rearwards of missal (if altar is incensed as freestanding go *in plano*)
- ensure sacred ministers are arranged in a semi-circle for *Introit*, then line up during *Kyrie*
- C and D go *per brevior* to sedilla while Sd chants *Epistle*
- when *Epistle* is concluded, C and D return *per brevior* to missal and await Sd's arrival for blessing; then C reads chant-proper preceding *Gospel*
- C goes to center of predella, while Sd switches missal and D places book on mensa, then imposition of incense for *Gospel* as usual Afterwards, MC1 goes to his Epistle-side missal position (2nd altar step) D kneels and says *Munda Cor Meum*, then stands, picks up book, kneels in front of C and asks for blessing and gives kiss. After blessing, C goes to Epistle-side missal position and faces "Gospel-north". MC1, on 2nd step, steps slightly forward of C (diagonally). When signing for *pericope* or bowing for Holy Name, C and MC1 turn towards tabernacle and perform appropriate action. After *Gospel*, Sd approaches without any reverence, C kisses book, Sd closes it, bows to C, then without any reverence, goes *in plano* on Epistle side to await MC2.
- **SERMON OPTIONS:**
 - a. **If there is a sermon:** descend *in plano* to foot, and signal all to gf. If C gives sermon, accompany him to pulpit. Otherwise, accompany him to sedilla and take your normal sedilla position (facing nave).
 - b. **If there is no sermon:** go to next step:
- **CREDO OPTIONS:**
 - a. **if there is a Credo:** after ministers recite *Credo* at altar, they descend *in plano* and act as C at High Mass. After "*Et homo factus est...*", signal all to stand and gf, then lead all to sedilla. C will sit, and remain with him at sedilla (facing nave). Do nothing while D shows burse to C, but signal bow for "*simul adoratur*" as usual. After *Credo*, signal all return to foot.
 - b. **if there is no Credo:** after C is incensed for *Gospel*, go immediately to credence and retrieve burse, then return to predella and place burse on mensa near tabernacle on Epistle-side. Afterwards, return to your normal High Mass *Offertory* position.
- During *Offertory* incensation, MC1 assists on C's left (Th's position during High Mass); after incensing Gospel-side of altar, **MC1 remains at missal.**

- For *Suscipiat*, D makes response, if not then Sd, and if not, then MC1. MC1 is incensed as usual after Sd.
- During *Preface*, signal D and Sd to ascend to predella at “*Angelis*”, while making room for Sd.
- During *Pax*, MC2 leads Sd to choir to give pax to clergy; upon return to foot, reminds Sd to go to appropriate side of altar:
 - a. **if subdeacon:** Epistle-side to remove pall
 - b. **if straw-subdeacon:** Gospel-side to assist at missal because Sd cannot touch pall
- during *C’s Communion*, ensure D switches with Sd to Epistle-side of predella to open tabernacle, and that both go to their respective predella corners for *Confiteor* which D chants (servers simply kneel on 1st altar step, while making a moderate bow, etc.). Do not signal servers to ascend to predella until after D and Sd have switched sides again for *Faithful’s Domine non sum dignus*.
- during *Ablutions* (after chalice has been washed out), D switches missal back to Epistle-side position, while Sd pall to Gospel-side of altar where he wipes out (if a straw Sd, D does this for him on Epistle-side before switching missal) and re-assembles chalice, returning it to credence and then lining up with C and D.
- after *Ite, missa est* chanted by D, D and Sd take position on 2nd altar step (D right, Sd left) for *Last Blessing*, while MC1 and 2 remain at their normal foot positions. Afterwards, all arise, and Sd goes to *Last Gospel* card and holds it, while D goes to Epistle-side of 2nd altar step.
- If incense was imposed for *Processional* do so also for *Recessional* in front of foot as usual (D receiving boat, etc.).
- ensure ministers are aligned during *Recessional* following same rules given for *Processional*.

MC2

Per notes for MC2 during a *missa cantata*, plus:

- upon arrival at foot, gf at center, go to place and face across sanctuary until C arrives, and turn in sync with MC1 when he does, then gf again on MC1’s signal (*cum ratione accommodatione*)
- extra bows towards C during *Confiteor*
- when kneeling next to sacred ministers, do not assist with alb
 - a. **if there is a Gloria:** after *Gloria*, upon arriving at foot and gfing with ministers, without any further gf, go immediately towards credence, meeting Ac1 halfway there, where you retrieve Epistles-Gospels book from him with bows; then go to next step.
 - b. **if there is no Gloria:** during recitation of *Kyrie* by C and ministers, go towards credence (gfing along way) and meet Ac2 halfway, retrieving Epistles-Gospels book from him with bows; then go to next step.
- give *Epistolary* to Sd during *Collect* and led Sd to reading position, having waited for conclusion (if Holy Name is mentioned). Then lead Sd to C to receive blessing. Keep book during chants preceding *Gospel*.
- after cue for chant-proper and gf at foot, (while simultaneously reminding Sd to switch missal to *Gospel* position) give *Evangelarium* to D; then meet Th and Acolytes at credence as usual. When proceeding to *Gospel* position in chancel, switch sides with Th along way. Bow to book, then turn towards C and signal signing of cross for *pericope* first, then take thurible and give to D. After incensation of book (if Holy Name occurs within first 10 seconds) keep thurible, bow to book and signal C for Holy Name, and then return thurible to Th. After *Gospel*, ensure D remains in place, then give thurible to D, and bow with D before and after. All return to foot, switching sides with Th as before, followed by Acolytes (who do not switch sides) and D proceeding *last*. Upon arrival at foot, **retrieve book immediately from Sd** with bows, then (if MC1 is not with group), signal all to gf.
- **SERMON OPTIONS:**

- c. **If there is a sermon:** after gfing, lead D and Sd to sedilla and if necessary assist them with their vestments. Afterwards, return book to Ac1 (who takes to sacristy) and take your normal position at sedilla (facing back sanctuary wall).
 - d. **If there is no sermon:** go to next step:
- **CREDO OPTIONS:**
 - c. **if there is a *Credo*:** (retaining book) after ministers recite *Credo* at altar, they will descend *in plano* and act as C at High Mass. After “*Et homo factus est...*”, signal all to stand and gf, then lead all to sedilla. C will sit, then lead D to credence for burse (putting book down, or giving it away to an acolyte), and go to altar *per longiorum*, ensuring D stops and bows (MC2 joins bow) to C along way (if you pass in front of C). If necessary, turn and bow (alerting D too) for “*simul adoratur*” while returning *per longiorum* to sedilla. After *Credo*, all return to foot.
 - d. **if there is no *Credo*:** upon arrival at foot, after gfing, with book in hand go up immediately to Sd’s right, signal gf, and lead him to credence for *Offertory*; it may be necessary to prompt him].
 - after “*Oremus*” for *Offertory* antiphon, lead Sd to credence for chalice, assisting Sd with humeral veil. If extra ciborium present, MC2 takes to altar in Sd’s wake.
 - during *Pater noster*, MC2 ensures that Ac1 lines up at Epistle-side corner, gfs in sync with D and Sd, ascends to predella, retrieves humeral veil, descends *in plano*, gfs and takes veil to sacristy.
 - during *Pax*, MC2 leads Sd to choir to give pax to clergy; upon return to foot, reminds Sd to go to appropriate side of altar :
 - a. **if subdeacon:** Epistle-side to remove pall
 - b. **if straw-subdeacon:** Gospel-side to assist at missal because Sd cannot touch pall
 - during *Ablutions*, ensure that Ac1 retrieves cruets as at *Offertory*, and Ac2 retrieves chalice veil, gfing in center of foot in sync with D and Sd, then taking veil *per longiore*m to Sd who is re-assembling chalice. If ciborium needs to be removed from altar, Ac2 should do this.

Th

Per notes for MC2 during a *missa cantata*, plus:

- during *First Incensation* of altar, perform as usual, except after giving away thurible to D, descend *in plano* and wait on Epistle-side. When D descends with thurible, go slightly behind and to his right and join in bows while he incenses C, after which, retrieve thurible from D.
- for *Gospel* action, usual box formation (if possible, otherwise, *recta linea*) with D and Sd at foot. Proceed shoulder to shoulder with MC2 to *Gospel* position in chancel while switching sides behind MC2 along way to end up on MC2’s left. Also, pair off to leave sufficient room in center and face MC2 until D arrives; when D arrives, turn in sync with MC2 to face Acolytes. During *Gospel* action, make bows with D and MC2 before and after incensing, but bow only straight ahead if Holy Name comes up during *Gospel*. After *Gospel* is read, remain in place, but turn to face C, while giving thurible to MC2 (behind D). Bow before and after while D incense C, then retrieve thurible (behind D) from MC2 and return to foot as before.
- during *Offertory* incensation, as before for *First Incensation*, except await *in plano* at foot on Epistle-side (*i.e.*, as you would with MC1 at High Mass) for D. When D descends with thurible, make bows in sync with him (D keeps thurible), turn inwards with him and accompany him:
 - a. **if there are clergy in choir:** to center of foot (behind Sd), gf with him, and then accompany him on his left to chancel, there making all bows in sync with him. If D must cross to opposite side of chancel, gf with him as he crosses center, all the while remaining on his left. Then go to option “b” below:

- b. **if there are no clergy in choir:** to near center of foot on Epistle-side and facing Sd, and make bows in sync with D while he incenses Sd.

Retrieve thurible from D, await until he ascends to 2nd altar step, incense D with 2 doubles, then incense servers as usual, starting with MC1 (who is on predella as usual).

- Just before *Communion*, do not retrieve Communion Plate (as paten will be used by D), unless another priest will distribute Communion in conjunction with C.

Ac1

Per notes for MC2 during a *missa cantata*, plus:

- Immediately after *Gloria* [**OPTION: if no *Gloria*, this is done during *Kyrie***] retrieve book of Epistles-Gospels from credence and wait there. Meet MC2 halfway and give him book with bows then return
- For *Gospel* action, usual box formation (if possible, otherwise, *recta linea*) with D and Sd at foot, then proceed shoulder to shoulder with Ac2 to *Gospel* position in chancel, pairing off to leave sufficient room in center and facing Ac2 until Sd arrives with book; when Sd arrives, turn in sync with him to face D, MC2 and Th. During *Gospel* action, do not make any reverences (principle of accompanying an image of Christ; *i.e.*, *Gospel*). After *Gospel* is read, remain in place until D incenses C, then return to foot as before, with D trailing behind.
- At *Offertory*, Ac1 presents cruets alone and on cruet tray. Take tray to altar immediately, put it down, then bow to ministers and uncap cruets (putting stoppers on tray). After water has been taken, cap cruets, bow to ministers, then return cruets to credence. *Lavabo* is performed as usual with Ac2
- After bowing for “*Oremus*” for *Pater noster*, go to Epistle-corner of foot, and gf on MC1’s signal (who is on predella) with D and Sd (who are lined up behind C on their respective steps). Ascend to predella, retrieve humeral veil from Sd, then return *in plano*, gf and put humeral veil in sacristy, gfing again before leaving sanctuary.
- After *Communion*, go to credence with Ac2 and retrieve and present cruets as for *Offertory*. Afterwards, meet Ac2 at foot and change over Communion Rail cloth as usual.

Ac1

Per notes for MC2 during a *missa cantata*, plus:

- For *Gospel* action, usual box formation (if possible, otherwise, *recta linea*) with D and Sd at foot, then proceed shoulder to shoulder with Ac1 to *Gospel* position in chancel, pairing off to leave sufficient room in center and facing Ac1 until Sd arrives with book; when Sd arrives, turn in sync with him to face D, MC2 and Th. During *Gospel* action, do not make any reverences (principle of accompanying an image of Christ; *i.e.*, *Gospel*). After *Gospel* is read, remain in place until D incense C, then return to foot as before, with D trailing behind.
- At *Offertory*, remain at your stool while Ac1 presents cruets alone. However, perform *Lavabo* with Ac1 as usual.
- After *Communion*, go as usual to credence with Ac1, except retrieve chalice veil, ensuring emblem always faces nave. Go to center of foot (leaving room for Sd to stand in front of you) and gf in sync with D and Sd (who are switching missal and pall), then go *per longiorum* to Gospel-side of predella and lay chalice veil on altar as usual. If a ciborium needs to be removed (this can be done with bare hands as it is not consecrated, wearing gloves, or even with ciborium veil), retrieve this immediately and return it to credence. Do not assist Sd with re-assembling chalice, because you need to meet Ac1 at foot and change over Communion Rail cloth as usual.