HIGH MASS DUTIES LIST

BEFORE MASS

Master of Ceremonies

30 minutes before Mass:

- consult *Ordo* for missal setup and special rubrics
- set missal ribbons and review layout of propers, etc.
- consult *Liber* for pre-Gospel chants for sedilia cue time
- [if necessary, determine *Kyriale* modes and review-prepare intonation card]
- ensure altar and chalice have been prepared correctly
- [if there is an *Asperges*, ensure card is prepared at foot and aspersory in sacristy]
- supervise servers and ensure silence and order

10 minutes before Mass:

- lead servers in Guild prayers as a group at the foot
- then assist C to vest

5 minutes before Mass:

- arrange servers in processional formation

Thurifer

20 minutes before Mass:

- prepare charcoals and thurible items
- [if there is a **Boatbearer**, he fills the boat]

5 minutes before Mass:

- If there is not an *Asperges*: line up bearing thurible
- If there is an *Asperges*: line up bearing aspersory*

*presumably the sacristan will already have this prepared; if not Ac1 can fulfill this duty.

Acolytes

15 minutes before Mass:

Ac1:

- check processional candles to ensure they are tall enough
- assist MC in coordinating servers as necessary

Ac2:

- prepare credence items
- [if no Cb, set out stools for acolytes and open gate]

After prayers:

Ac1: light altar candles

Ac2: light processional candles

- both then pick up candles and flank Cb

Crossbearer

15 minutes before Mass:

- open gate
- put out cross stand
- set out stools for acolytes and Cb

5 minutes before Mass:

- retrieve cross and line up in sacristy

Torchbearers

15 minutes before Mass:

- check torches and set out stools for Tbs

5 minutes before Mass:

- line up in sacristy per pairs

AFTER MASS

Master of Ceremonies

1. Immediately after Mass, lead servers in Guild prayers as a group at the foot
2. Line servers up in sacristy; complement and make corrections as needed [this follow-up instruction is very important for improving the serving standards in every chapter]
3. Charge and supervise servers with duties
    - [if no sacristan, MC removes, polishes and puts away sacred vessels, and all vestments]

Thurifer

- dispose of spent charcoals, scrape out firepot and put away all thurible items
- clean preparation area
- [if there is **Boatbearer**, he puts away the incense, cleans and puts away the boat and spoon, and assists Th as necessary; **if no Bb**, a **Torchbearer** should assist Th]

Acolytes

Ac1 (takes care of altar):

- extinguish altar candles
- remove missal and cover altar with vesperale cloth [unless Mass follows]
- remove altar cards [these should not be stored on the altar]
- put processional candles away
- act as surplice clerk after dismissal, ensuring all surplices are hung orderly

Ac2 (takes care of credence):

- wash, dry and put away the cruets and dish
- act as cassock clerk after dismissal, ensuring all cassocks are hung orderly

Crossbearer

- close gate
- put away cross and stand
- put away stools for acolytes and Cb

Torchbearers

- put away stools for Tbs

Master of Ceremonies

After duties have been completed:

4. Line servers up again, and inspect sanctuary and sacristy to ensure all has been done satisfactorily
5. If so, permit all to remove their medals, cassocks and surplices; after which servers line up again
6. Ensure all vesture is hung orderly, then dismiss servers as a group