

Gesu

Masters of Ceremonies - Responsibilities

Before Mass:

*Please arrive about **15 minutes before** Mass begins. Put a check by your name or write your name in if you are a "sub."*

The following items should be prepared and left on the counter in the sacristy for the server to put out on the table.

Prepare bread –

Check the tabernacle to see if there are many hosts in the ciborium (larger metal container that holds the Eucharist inside the tabernacle).

If the ciborium is nearly empty (less than half full): **put one bag of small hosts and one large host in the large bowl for hosts to be used at Mass by the priest.**

If the ciborium is full (over half full): **put about a half bag of small hosts and one large host in the large bowl to be used at Mass by the priest.**

Large glass or silver bowl for Fr. Cryan
Medium gold bowl for Fr. Shaun

Prepare Chalices and Wine -

Fill one container with wine that will go on the offertory table in the middle of the church.

Tall cruet full for Fr. Cryan
Glass pitcher with handle with a small amount of wine for Fr. Shaun

Fill silver chalices **1/3 full of wine** – put on serving tray and place on table in sanctuary:

4pm Mass

- Three silver filled with wine + Fr. Cryan's large silver chalice empty
- Four silver filled with wine + Fr. Shaun's gold chalice empty

9am Mass

- Five silver filled with wine + Fr. Cryan's large silver chalice empty
- Six silver filled with wine + Fr. Shaun's gold chalice empty

11:30am Mass

- Three silver filled with wine + Fr. Cryan's large silver chalice empty
- Four silver filled with wine + Fr. Shaun's gold chalice empty

Small bowls for hosts (will go on table in sanctuary) –

4pm Mass	2 bowls
9am Mass	5 bowls
11:30am Mass	2 bowls

Purificators (will go on table in sanctuary) –

Put out as many purificators as you put out chalices.

One small cruet of water (will go on table in sanctuary)

Glass bowl, water, towel for washing the priest's hands

Tabernacle key – placed in tabernacle door.

Set Sacramentary (book with tabs) to the proper prayers of the day (using red ribbon) and put it at the cross bearer's kneeler.

Example – 15th Sunday of Ordinary Time (check the Ordo)

Put plastic book stand in the center of the altar closer to the side the priest stands at. (You will remove this during the Mass when you set up the altar.)

Be sure servers have decided upon their assigned roles (cross, light bearers).

Look for a sub if one of the servers doesn't show up.

Join the priest at the back of the church.

During Mass

Process in, walking on the right of the priest.

When all are standing at the foot of the altar say, in a moderately loud voice, "Let us bow." After everyone bows, go up the stairs and go to the chair next to the cross bearer, closest to the priest.

When it comes time for the opening prayer, make sure the server has opened the book to the proper page (proper color ribbon) and is ready with the open book to bring it to the priest.

After the Prayers of the Faithful, the MC sets the altar:

- Remove plastic book stand from the altar
- Place all chalices neatly on the altar: filled chalices to the right of the altar's center and empty chalice in the center.
- Place purificators neatly near the chalices
- Take the Sacramentary from the cross bearer's kneeler and place it to the left of the altar's center open to the prayers of the day (red ribbon).

Return to your place but be attentive if the priest needs any help bring up gifts, etc.

Make sure the cross bearer brings the water for the priest to mix with the wine, and that the server comes back to wash the priest's hands. (Sometimes they forget.)

Receive Communion as normal.

If you see that there is a Minister of Communion missing and help is needed distributing Communion, you may help distribute Communion if you are a Minister of Communion at Gesu or your high school. This is rare, but if you can help out, it's great that you do.

At the end of Mass:

When the priest goes to kiss the altar before going to the bottom of the steps, leave your place and go to the floor and stand next to the priest. The priest may or may not bow to the altar before leaving. It is not necessary to say anything at this time.

Process out with the priest and servers walking out this time on the priest's left as you are leaving.

When you arrive at the back of the church you are finished. If you go back to the sacristy, please check and see if anyone needs help putting things away and cleaning up.

Other Notes:

Attire

Women – slacks or a skirt with a blouse

Men – collar button down shirt with tie and dress pants, sport jacket optional

*Please do not wear flip-flops.
Please do not wear shorts or sleeveless shirts.
Please do not wear gym shoes.*

In the summer months a polo shirt is acceptable with dress pants.

If you are filling in as a last minute sub, check to see you're dressed neatly enough (not wearing jeans, etc.).

It's always good to come to Sunday Mass expecting to be the MC even if you're not scheduled in case you're drafted to help at the last minute.

Getting a substitute

Please call, E-mail or Facebook another MC to secure a substitute if you cannot make the Mass you're assigned to.