



## GESU ROMAN CATHOLIC CHURCH

### **Masters of Ceremonies – Responsibilities**

#### **15 Minutes Before Mass**

Please arrive 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 consecrated hosts in the ciborium (larger metal container that holds the Eucharist inside the tabernacle).

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

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

Prepare Chalices and Wine -

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

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

4 pm Mass

- 3 silver filled with wine + Fr. Marty's large silver chalice empty

9 am Mass

- 3 silver filled with wine + Fr. Marty's large silver chalice empty

11:30 am Mass

- 3 silver filled with wine + Fr. Mary's large silver chalice empty

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

4pm Mass 2 bowls

9am Mass 3 bowls

11:30am Mass 2 bowls

**Purificators** (will go on credence table in the 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 Missal** (prayer 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)

**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.

**Sound system** – make sure that you or one of the lectors turned it on.

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 collect prayer, make sure the server has opened the book to the proper page (usually to the red ribbon) and is ready with the open book to bring it to the priest.

**After the Prayers of the Faithful**, do not sit down. Begin to prepare 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

- empty chalice in the center.
- Place purificators neatly near the chalices
- Take the Missal from the cross bearer's kneeler and place it in the center of the altar open to the prayers of the day (red ribbon).

Return to your place but be attentive if the priest and server need any help bringing 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.)

- At the sign of peace, bring the empty silver bowls to the altar.

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.

After Communion bring the tray for the chalices to the altar. Each of the Ministers of Communion will place a chalice or small ciboria (bowl) on the altar. The priest will slide the empty chalices, bowls and purificators toward you. Place them on the tray. The Minister of Communion or the priest will combine the remaining Eucharistic bread (hosts) and replace them in the tabernacle. As the minister or priest

replaces the Eucharist in the tabernacle, take the tray with the empty chalices and bowls to the credence table and wait there for the priest so that you and the priest union may purify the chalices. You or the priest will pour a little water into a chalice, swish it around and pour it into another chalice. Drink the water and dry the empty chalices. Return to your seat.

### **At the End of Mass**

After Communion the priest will stand for the Prayer After Communion. He will need the Missal. Have the cross bearer bring it to him as at the beginning of Mass when the priest says, "Let us pray."

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.

### **Attendance – Absence**

**It is very important** that you show up when you are scheduled for Mass. The MC is an important duty and it helps the priest and the servers when you are there. When MCs don't show up on a regular

basis it also creates a bad reputation. The parish counts on you being there. Please do your best to keep your commitment to this ministry.

As soon as you know that you can't make it to the Mass that you are assigned to:

1. Call people and try to get a sub
2. Let the priests know so that they can plan setting up. An email or phone call is fine. See the parish website, [www.gesutoledo.org](http://www.gesutoledo.org), for phone numbers and E-mails.

### **Terms Pertaining to Liturgical Ministers**

**Ambo (or lecturn)** – the area where the scriptures are proclaimed during Mass. It is usually a prominent and/or decorated podium raised a bit above the floor level it is placed upon. The Greek root word for ambo refers to an elevation or mountain.

**Body/Blood of Christ –or- Eucharistic Bread/Wine – or - Eucharist –** terms used often interchangeably to describe the Blessed Sacrament under the form of bread or wine.

**Can.** – An abbreviation for the Code of Canon Law, the law that governs the Roman Church, including all its liturgical and temporal practices.

**Chalice (or Communion Cup)** – a cup made generally of some sort of metal that is used to contain and distribute the Blood of Christ during Mass.

**Ciborium (pl. Ciboria)** – a container usually made of precious metal that holds the Eucharist while it is reserved in the tabernacle.

**Host** – portions of unleavened bread used during Mass that the priest consecrates during the Mass to be distributed as Communion.

**Lectionary** – the book containing the scripture readings for Mass

**Missal** – the book containing the prayers and instructions for Mass – it usually has tabs along the side of the pages to make it easier for the priest to find the pages he needs.

**Paten (or Communion Bowl)** – a dish or vessel used to hold the Body of Christ so it can be distributed to people during Mass.

**Purificator** – a small linen napkin used to wipe the rim of the chalice and to dry it after it has been cleansed. Generally a purificator has a small cross stitched into it.

**Purify** – to cleanse a dish (vessel) used in the distribution of Communion. A small amount of water is poured into a paten or communion bowl and then poured carefully into a chalice and consumed. For a chalice if it is empty a small amount of water is poured

into it and it is consumed. If the chalice is not empty and the minister is able s/he should consume the left over Blood of Christ. If s/he is not able, s/he should ask another minister(s) to consume it and then place it on the altar. After this has been done, the communion bowl (paten) or cup (chalice) may be gently washed with warm water (and if available) a very small amount of dish soap.

**Sacramentary** – see Missal.

**Sacrarium** – A small sink in the sacristy (usually with a cover) that is used to dispose of rinse water after the left over elements of the Eucharist have been consumed or water left over once a consecrated host has been dissolved. (cf. Can. 1367).

**Sacristy** – room in a church where vestments and Communion vessels and other supplies used during the celebration of Mass are kept.

**Sanctuary** – the area in a church where the altar is located, also referred to as the Sanctuary.

**Tabernacle** – The large (sometimes decorated) box in which the Body of Christ is contained. It is kept here so it can be taken later to the sick. Because it is contained here, a person should genuflect or make a bow toward the tabernacle when passing by unless this sign of reverence would draw more attention to the person than to the Body of Christ. If you are carrying the Eucharist or any other item, you do not need to genuflect or bow when you pass the tabernacle.