

**Acolyte  
Mass Script**

**St. Joseph Church  
Slaton, Tx  
July 16,07**

# THE ORDER OF THE MASS

## I. LITURGY OF THE WORD

### A. Introductory Rites

1. Entrance Procession
2. *Incensation*
3. Sign of the Cross\*
4. Greeting\*
5. *Penitential Rite or Rite of Sprinkling\**
6. *Kyrie\**
7. *Gloria\**
8. Opening Prayer\*

### B. Liturgy of the Word

1. First Reading
2. Responsorial Psalm
3. Second Reading
4. *Incensation*
5. Gospel Acclamation
6. Gospel
7. Homily
8. Profession of Faith (Creed)\*
9. General Intercessions

### B. Eucharistic Prayer

1. Dialogue and Preface\*
2. Holy, Holy, Holy\*
3. Epiclesis\*
4. Institution Narrative\*
5. *Incensation*
6. Memorial Acclamation\*
7. Anamnesis\*
8. Offering
9. Intercessions
- Doxology\*
11. Great Amen\*

### C. Communion Rites

1. Lord's Prayer\*
2. Rite of Peace\*
3. Fraction\*
4. Comingling
5. Lamb of God\*
6. Private Preparation for Communion
7. Invitation to Communion\*
8. Distribution of Eucharist
9. Private Thanksgiving
10. Prayer After Communion\*

## II. LITURGY OF THE EUCHARIST

### A. Offertory Rites

1. Preparation of the Altar
2. Preparation of the Gifts
3. Presentation of the Gifts
4. *Incensation*
5. Washing of Hands
6. Prayer Over The Gifts\*

### D. Concluding Rite

1. *Announcements*
2. Greeting\*
3. Blessing\*
4. Dismissal\*
5. Recessional

### Incense Procedure

**Before Mass:** *light 2 Charcoals in Thurible – Move Thurible and Boat to stand*

1. Altar is incensed after Entrance Procession (Incensor – Priest)
2. Book of the Gospels is incensed (Incensor – Priest or Deacon)

**During Homily:** *Add 1 Charcoal to the Thurible*

3. After Presentation of the gifts, then at Altar
  - a. Gifts on the Altar are incensed (Incensor – Priest)
  - b. Priest is incensed (Incensor – Deacon or Acolyte) 3x3
  - c. Concelebrant is incensed (Incensor – Deacon or Acolyte) 3x3
  - d. Congregation is incensed (Incensor – Deacon or Acolyte)  
1 set of three to (Incensor's) Left, Middle, and Right portion of Congregation

**Before Eucharistic Prayer:** *Add a small amount of Incense*

4. Eucharistic Prayer at Hands and Elevations (Incensor – Acolyte or Server)  
Hands over Hosts 3x3, Precious Blood elevation 3x3, Blessed Sacrament Elevation 3x3

# **1 BEFORE THE MASS**

## **1.1 Arrival and Scheduling**

- 1.1.1 Review weekly e-mail for information regarding MC assignments, Presider and Deacon schedule, and any special instructions.
- 1.1.2 Arrange for substitute, if unable to serve.
- 1.1.3 Arrive at Church at least 45 minutes before scheduled Mass time.
- 1.1.4 Select Alb and place in convenient place.
- 1.1.5 Discuss distribution of Acolyte/MC duties with Acolyte(s)
  - 1.1.5.1 Non-MC Side Servers
  - 1.1.5.2 Bell during Consecration and Elevations
- 1.1.6 Turn on lights and electronic equipment
  - 1.1.6.1 Turn on Surge Protector Remote A B
  - 1.1.6.2 Verify all mics are on (Ambo, Presider, Handheld)

## **1.2 Candles**

- 1.2.1 Check oil level for oil candles (Mark handles this during the week)
- 1.2.2 Ensure Candles at Altar are lit
- 1.2.3 (Easter Season) Ensure Paschal Candle is Lit and by Altar
- 1.2.4 Check for Processional Candles at entrance to Sanctuary

## **1.3 Prepare for Holy Eucharist**

### **1.3.1 Prepare Bread**

- 1.3.1.1 Review number of Reserved Hosts in Tabernacle per Mass specific directions
  - 1.3.1.1.1 Should be approximately 100 for Saturday, 200 for Sunday
- 1.3.1.2 Place small Unconsecrated Hosts in Paten (~100)
- 1.3.1.3 Place large Unconsecrated Host in Paten on top of small Hosts
  - 1.3.1.3.1 Crease large host to facilitate easy breaking for Fr. Boy
- 1.3.1.4 Place Pall on Paten on top of large Unconsecrated Host and small hosts

### **1.3.2 Prepare Wine**

- 1.3.2.1 Fill wine Flagon with amount of wine per Mass specific directions
  - 1.3.2.1.1 Saturday: Small Pitcher to Kneck, Sunday: Large Flagon to Handle
- 1.3.2.2 Select appropriate number of Goblets and Purificators (1 per Goblet) for Mass
  - 1.3.2.2.1 Saturday: 2, Sunday: 4
- 1.3.2.3 Place Goblets on tray
- 1.3.2.4 Place water for mingling on tray if space permits, otherwise beside tray
- 1.3.2.5 Place tray on credence table against the wall near the altar
- 1.3.2.6 Place Purificators on Altar where the Goblets will be placed during Offertory Rites

### **1.3.3 Finalize Preparations**

- 1.3.3.1 Inspect Altar
- 1.3.3.2 Place Presider's Chalice, a Purificator, and Corporal on credence table by Altar

- 1.3.3.3 Place Pitcher of Water, Bowl, and Towel (fresh tri-folded) on credence table by Altar
- 1.3.3.4 Place Paten (with hosts), and Pitcher (with wine) on credence table in the rear to be brought forward for presentation of the gifts

## **1.4 Communication**

### **1.4.1 Weekly Intentions/Bulletin**

- 1.4.1.1 Highlighted copy for Deacon's chair (MC if no Deacon)
- 1.4.1.2 Copy for Presider's chair
- 1.4.1.3 Copy with Prayers of the Faithful (clip to page opposite prayers for the day)

### **1.4.2 Microphones**

- 1.4.2.1 Select appropriate microphone and wireless mic pack for Presider
  - 1.4.2.1.1 Check/replace battery. Batteries are dead when red light is on.
- 1.4.2.2 Select appropriate microphone (hand-held) for concelebrant(s), Deacons
  - 1.4.2.2.1 Check/replace battery. Batteries are dead when red light is on.

#### **1.4.2.3 Presider**

- 1.4.2.4 Identify yourself to Presider as scheduled MC
- 1.4.2.5 If Presider is a visiting Priest – offer to explain Parish customs (eg. Gifts Procession, Bells during Eucharistic Prayer, Communion Stations, Combining of Hosts, etc.)
- 1.4.2.6 Review Mass intentions, additional offering, etc.
- 1.4.2.7 Review any special Rite(s) scheduled (e.g. Baptism, RCIA Dismissal, Blessing and Sprinkling, Incense) and any special setup or implements required.
- 1.4.2.8 Does Presider desire the Sacramentary during Penitential Rite, Gloria, Profession of Faith, etc?
- 1.4.2.9 Ask for special instructions.

#### **1.4.3 Deacon**

- 1.4.3.1 If Deacon is assisting Presider, discuss distribution of functions
- 1.4.3.2 Review intentions, additional offering, etc.
- 1.4.3.3 Review any special Rite(s) scheduled (eg. Baptism, RCIA Dismissal, Blessing and Sprinkling, Incense, etc.), and any special setup or implements required.

#### **1.4.4 Other Ministers**

- 1.4.4.1 Altar Servers
  - 1.4.4.1.1 Identify – gather from congregation if necessary
  - 1.4.4.1.2 Introduce yourself
  - 1.4.4.1.3 Make Altar Server assignments – Cross, Candles, Thurible/Boat, Bells
  - 1.4.4.1.4 Remind about postures/hand position/composure while Sitting, Kneeling, Standing
- 1.4.4.2 Lectors – Identify
- 1.4.4.3 Extraordinary Ministers of the Eucharist – Identify
- 1.4.4.4 Cantor – Identify
- 1.4.4.5 Audio/Visual Ministry Technician - Identify
- 1.4.4.6 Ushers – Identify

## **1.5 Set Books**

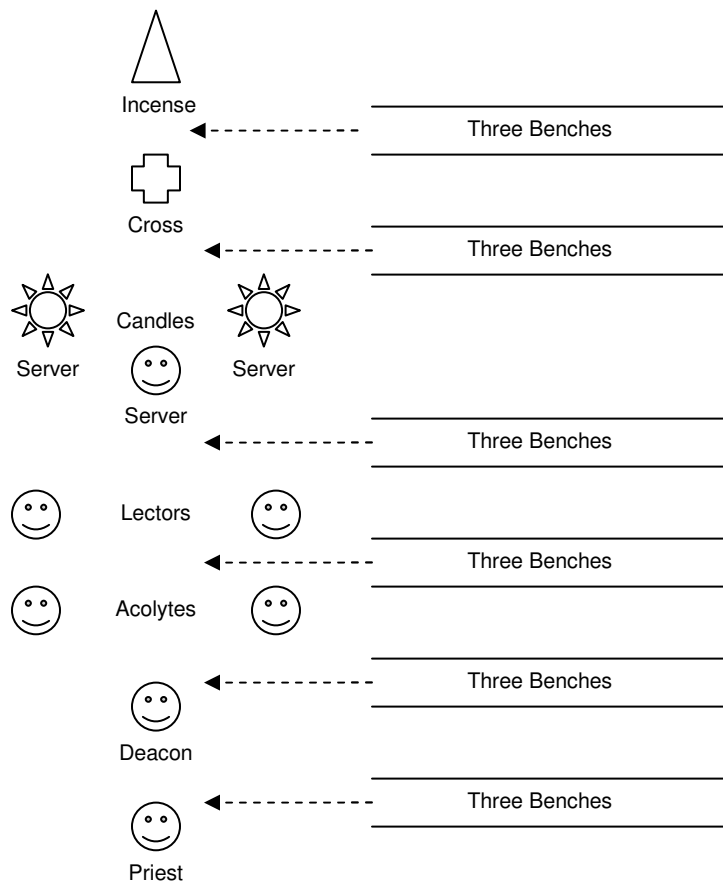
- 1.5.1 Sacramentary Opening Prayer (1<sup>st</sup> green ribbon), Preface (2<sup>nd</sup> green ribbon)
- 1.5.2 Lectionary – Appropriate readings for the day

- 1.5.3 Book of The Gospels – Appropriate reading for the day
- 1.5.4 Present “Presider (Script) Book” for Presider’s review (eg. Special Rites, RCIA Dismissal, Intercessions, Announcements)

## 1.6 Final Preparations

- 1.6.1 Attempt to control congestion/disruptions in Vesting Sacristy while Presider and Deacon are vesting/praying
- 1.6.2 Watch the clock – remind Presider (eg. five (5) minutes before schedule Mass time) when it is time to leave Vesting Sacristy for Minister’s (Priest, Deacon, Acolytes, Lectors, Servers) Prayer Circle.
- 1.6.3 Arrange persons in sequence for Entrance Procession (Altar Server with Cross, Altar Servers, Others, Lectors, Acolytes, Deacon, Celebrant(s))

### Procession Order and Spacing



## **2 INTRODUCTORY RITES**

### **2.1 Entrance Procession**

- 2.1.1 Give Altar Server, carrying Processional Cross, the cue to begin Entrance Procession
- 2.1.2 Take position in Entrance Possession
- 2.1.3 Maintain 3-Bench separation
- 2.1.4 Altar Servers place cross and candles in their places, reverence the altar, and proceed to places (continuous movement. They do not stop in front to bow before approaching the Altar)
- 2.1.5 Acolytes bow at the first step and Go immediately to the MC's chair – remain standing
- 2.1.6 Be prepared to direct Altar Server to take Sacramentary and assume position in front of Presider
- 2.1.7 Ordinarily - At 'Gloria'
- 2.1.8 Easter – At 'I confess'
- 2.1.9 Sit when Presider sits

## **3 Liturgy of the Word**

### **3.1 1st and 2nd Readings** MC Prepare for readings just incase there is not a lecture

- 3.1.1 Acolytes sit while the readings take place.
- 3.1.2 When the 2<sup>nd</sup> Reading Finishes, put the Lectionary on the shelf in the Ambo before the Gospel Reading

### **3.2 Gospel Reading –**

- 3.2.1 When Presider stands, stand and face Deacon/Presider at Ambo
- 3.2.2 Direct Altar Servers with candles to take the candles, step back from the Altar so the Deacon/Priest can take the Book of the Gospels from the Altar, then lead the Deacon/Priest to the Ambo.
- 3.2.3 Remind Altar servers to pass in front of the Ambo, not behind it, and to stand approximately an arm's length away from the Ambo, with the Candles as straight (vertically) as possible.

### **3.3 Homily – Sit**

### **3.4 Following the Homily, when Presider stands**

- 3.4.1 Be prepared for any scheduled Rite(s) – “Presider's (Script) Book” (eg. RCIA Dismissal, Baptism, etc.)
- 3.4.2 Cue Altar Server, guide him/her to position in front of Presider

### **3.5 Profession of Faith – Stand**

### **3.6 General Intercessions – Stand**

- 3.6.1 Normally lead by the Deacon

3.6.2 If no Deacon is present, MC leads General Intercessions

3.6.2.1 During the Creed, at “One, Holy, **Catholic**“, is the cue to stand and prepare for Prayers of the Faithful

3.6.2.2 Presider begins

3.6.2.3 Read each of the intercessions, leading the congregation after each with “Lord, Hear our Prayer”

3.6.2.4 Finish with prayer for those who are sick and in care centers, Troops and their families, Now let us add our own prayers in the silence of our hearts.

3.6.2.5 Presider Finishes

## **4 Offertory Rites**

### **4.1 Preparation of the altar** (Servers do not step on the Altar step)

#### **4.1.1 If there is a Deacon**

- 4.1.1.1 Accept Book Stand (for Book of the Gospel) from Deacon, place on Credence table by Altar
- 4.1.1.2 Direct Altar Server to hand Deacon the Sacramentary
- 4.1.1.3 Oversee Altar Server as they take Chalice, Purificator, and Corporal from credence table by Altar, and hand it to Deacon
- 4.1.1.4 Oversee Altar Server as they take Tray with Goblets and Water Cruet to Deacon

#### **4.1.2 If there is no Deacon**

- 4.1.2.1 Take Book Stand (for Book of the Gospel) from Altar, place on Credence table by Altar (Give to Altar Server, if Present)
- 4.1.2.2 Place Sacramentary on Altar; open to Prayer Page (green ribbon) (Accept from Altar Server, if Present)
- 4.1.2.3 Place Corporal on Altar (creases opening up to catch crumbs)
- 4.1.2.4 Place Chalice and Purificator on Altar (Accept from Altar Server, if Present)
- 4.1.2.5 Place Goblets and Water Cruet on Altar (Accept from Altar Server, if Present)

### **4.2 Preparation of the Gifts**

- 4.2.1 After Prayers of the faithful, Direct Altar Servers to get candles and stand in front of the Altar until Ushers bow
- 4.2.2 Direct Altar Servers to follow behind the Ushers approximately 3 benches, then process forward with the gifts after collection
- 4.2.3 Sit during remainder of Collection

### **4.3 Presentation of the Gifts**

- 4.3.1 Watch for Presider's cue to stand and go to receive the Gifts (being processed)
- 4.3.2 Altar Servers assist Presider in carrying Gifts to Altar
- 4.3.3 Place Bread and Wine on Altar - remove top(s) of Wine Decanter(s) and remove from Altar
- 4.3.4 Place Collection on floor before Altar

#### **4.3.5 With a Deacon**

- 4.3.5.1 Deacon pours one drop of water into the wine.
- 4.3.5.2 Deacon pours wine into Chalice and Goblets. Deacon moves goblets to their places.
- 4.3.5.3 Altar Server receives Water cruet and empty Wine vessels (from the Acolyte at the Altar, if possible), does not step on the Altar step, and returns them to the Credence table by the altar

#### **4.3.6 Without a Deacon (Standard)**

- 4.3.6.1 Presider pours one drop of water into the wine
- 4.3.6.2 Presider pours wine into Chalice and Goblets

4.3.6.3 MC moves goblets to their places

4.3.6.4 Take Water cruet and empty Wine vessels from the Altar, and return them to the Credence table by the altar (via Altar Server, if present)

## **4.4 Washing of Hands**

4.4.1 Altar Server 1 pours water over hands of Presider into bowl

4.4.2 Altar Server 2 presents and receives towel

**4.4.3 All Stand** when Washing of Hands is complete and during **Prayer over the Gifts.**

## **5 Eucharistic Prayer**

### **5.1 Dialog and Preface – stand**

5.1.1 If there is a concelebrant, hand him the hand-held mic for his part of the Eucharistic Prayer

### **5.2 Holy Holy Holy**

5.2.1 Direct Altar Servers to move down in front of Altar

5.2.2 Kneel

### **5.3 Epiclesis**

5.3.1 Be alert to confirm subtly to the Altar Server or Acolyte responsible for ringing the hand bells when Holy Spirit is invoked.

5.3.2 Ringing should be loud and prolonged (e.g. 5 Seconds)

### **5.4 Institutional Narrative**

5.4.1 Be alert to confirm subtly to the Altar Server or Acolyte responsible for ringing the hand bells when the Blessed Sacrament and Sacred Blood are elevated

5.4.2 Ringing should be loud, and in a set of three distinct sets of three rings (or three seconds) each. If Incense is used, the ringing should be coordinated with the incensation

### **5.5 Great Amen – Stand upon completion**

## **6 Communion Rites**

### **6.1 Lord's Prayer**

6.1.1 Standing, Hands Facing away, and slightly up, very slightly wider than the shoulders

### **6.2 Rite of Peace**

6.2.1 Accept/Return Sign of Peace from Celebrant, if offered

6.2.2 MC retrieves Reserved Blessed Sacrament from Tabernacle

6.2.3 Genuflect after opening Tabernacle

6.2.4 Carry Ciborium just above eye level, and place upon Altar

6.2.5 MC and Acolyte Move to stand behind and to either side of the Presider

### **6.3 (After) Lamb of God**

6.3.1 Signal Altar Servers to Kneel

6.3.2 Signal Extraordinary Ministers of the Eucharist to come forward

6.3.3 MC/Acolyte move to stand directly behind Presider

## **6.4 Distribution of Eucharist**

6.4.1 Before Presider moves to Front, Presider, Concelebrant(s), Deacon, MC/Acolyte, then Extraordinary Ministers of the Eucharist receive the Eucharist (signal Extraordinary Ministers of the Eucharist to come forward).

6.4.2 During Communion, take Sacramentary from Altar, return to Credence table by Altar (via Altar Server if Possible)

6.4.3 Place water upon altar for purification

6.4.4 Remove Presider's personal effects (glasses) from the Altar

6.4.5 Return to seat, and stand until Distribution of Eucharist is complete.

6.4.6 Direct Extraordinary Ministers of the Eucharist to place empty vessels on Credence table by Altar, cover with Purificators, and return to their seats

6.4.7 Presider places Reserved Hosts in Ciborium

6.4.8 MC returns Ciborium to Tabernacle while Presider purifies vessels.

6.4.8.1 Carry just above eye level

6.4.8.2 Genuflect after placing Ciborium in Tabernacle, and before closing Tabernacle door

6.4.9 Sit when Presider sits

## **6.5 Prayer After Communion**

6.5.1 Upon Presider's cue, stand and direct Altar Server (with Sacramentary) to stand in front of Presider

6.5.2 Direct Altar Servers to stand during prayer

6.5.3 Sit upon completion of Prayer.

## **7 Concluding Rite**

### **7.1 Announcements**

7.1.1 If Deacon is present, Deacon delivers announcements

7.1.2 Without a Deacon, deliver announcements from wireless mic

7.1.3 If there is a second collection, it should be announced and taken up at this time. MC or Deacon go to front of Altar and receive the second collection and place on Altar step.

### **7.2 Dismissal**

7.2.1 Ensure recession order matches procession order  
(Cross/Candles/Servers/Lectors/Acolytes/Deacon/Presider)

## **8 AFTER THE MASS**

8.1 Greet departing community, be available to offer assistance or answer questions

- 8.2 Direct an Altar Server to extinguish candles
- 8.3 Thank Altar Servers, provide feedback on service
- 8.4 Ask if Presider desires assistance (mic, Chasuble, etc)
- 8.5 Take everything from Credence table to Sacristy
- 8.6 Remove and Hang Alb
- 8.7 MC Purify any Vessels not yet purified
- 8.8 Return Vessels, Purificators, Chalice, Paten to storage location
- 8.9 If there is another mass immediately following – remain until MC for the next Mass has arrived
- 8.10 If there is not another mass immediately following – Turn off lights and electronic equipment
  - 8.10.1 Remote D, Turn off Surge Protector

### **8.11 Collection**

- 8.11.1 The collection is counted and placed in bank bags
- 8.11.2 An acolyte should assist with delivery to Darris's house or Mercy Center (806.632.5662). Contact Mark Muerer (806.828.6767) if unsure

### **8.11.3 Never handle delivery of monies alone**