



## Guide for Presiders

**Prayer Before Mass:** Five minutes before Mass begins, pray with the other ministers at the baptismal font. For the 7 AM Mass, pray with the ministers in the Sacristy. The prayer may be offered by the Presider or one of the ministers.

**Order of the Entrance Procession:** Server with Incense, if it is used, Processional Cross, Book of the Gospels, (if there is a Baptism, the family follows) then the Presider. At the foot of the steps to the sanctuary, the Server with the Processional Cross and the incense stands to the right of the Presider. All wait at foot of the sanctuary steps while Reader enthrones Book of Gospels. When the reader returns to the bottom of the steps, all bow together except the server carrying the Processional Cross.

The Presider and server(s) enter the sanctuary together. If incense is being used, the server carrying the Processional Cross stands behind the altar toward the center back of the sanctuary while the Presider incenses around the altar. The server carrying the incense stands a few feet behind the altar.

### **During the Mass:**

1. In seasons when praying the *Gloria* is appropriate, the musician will intone the *Gloria* at all Masses.
2. Towards the end of the Gloria a server will bring the Roman Missal to the Presider where he is standing as well as any other time during the Mass when prayers are read from it.
3. After reading the Gospel, enthrone the Book of the Gospels (opened to the passage) to the repository stand in the sanctuary. During the 7 AM Mass, the book of the Gospels is not used.
4. After the collection has been taken, proceed to the base of the steps along with the server to receive the gifts. Receive the basket, hold it, and say a short prayer of thanksgiving before giving it to a server. Take the gifts from the people and give to the server. Offer words of thanks to the people for bringing up the gifts.
5. During Masses with incense, a server will bring the incense to the Presider following the Offertory prayers.
6. At the Agnus Dei (Lamb of God) a server will bring empty bowls and the large pyx (if it is out) to the altar. If it is necessary to get hosts from the tabernacle, tell one of the servers to bring the hosts to the altar. Take the hosts from the server. During the fraction rite, place hosts in the empty bowls and the pyx. Approximately 20 hosts are placed in the pyx for 10:30 am Mass. The hosts in the pyx are used for the choir and any people who need to receive the Eucharist in their pew. Hand the ministers their bowls for distributing the Eucharist. Turn off the altar mic **prior** to the distribution of communion, so that the consolidation of the Eucharist following

communion is not heard throughout the Church. Stand at the base of the steps when distributing the Eucharist. (At the 10:30 am Mass only, an EME is assigned to help distribute in the center aisle with the presider) At all other Masses, the EME distributing on the Blessed Virgin side, joins the Presider at the center aisle when s/he is finished distributing on that side. When all persons have received communion, the Presider consolidates all the bowls on the altar and gives the bowl to the EME, who takes the Blessed Sacrament to the tabernacle. The presider purifies the vessels either at the altar or at the credence table and then returns to the presider chair.

7. Following the final blessing, the server will get the Processional Cross and stand in the sanctuary, along with the server with the thurible. (if it is used) Sometime during the Recessional Hymn proceed to the base of the steps facing the altar. Wait until the final verse of the Hymn before leaving so that the people are encouraged to stay and sing. (Processional Cross, thurible, baptism family, if there is one, Presider)

**Following the Mass:** Please remain, and greet people following as many Masses as possible on weekends. This is appreciated and expected by our people and is a mark of distinction for us.

**Notes:**

**Lighting:** When entering the church from the residence, use the light panel (located on the wall in the priest's sacristy near the PA switch) to activate the lights on the **ENTRY** setting. The Sacristan will turn on the chandelier lights 5 minutes before Mass begins. In the absence of a Sacristan, the Presider will do this.

**Microphone:** The Church has 2 stationary microphones (one at the ambo, and one on the altar, each having its own switch); and one wireless microphone. Use of the wireless microphone is encouraged. Position it on the vestment away from the neck for the best amplification. In order to avoid distortion and an echo effect, be sure that only one microphone switch is on at a time.

**Altar Surface:** Use the altar surface only for the vessels and books needed for the liturgy.

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