At the Eucharist, God’s people come together the hear the word of the Lord, to pray for the world’s needs, to offer the sacrifice of the cross in praise of God and give thanks to God for his creative and saving work, to receive Christ Jesus in Communion and then to be sent forth in the Spirit as disciples of the Gospel.

The week before Mass:
Locate all the music that is scheduled for the upcoming weekend and contact the Liturgy Office if you need anything. Spend time practicing the music. Sometime during the week either call or email the person(s) you are scheduled with to verify whether they are planning to sing as scheduled or if they have switched with someone or found a sub. This is especially beneficial in the summer, when people’s schedules tend to be filled with vacations and other weekend commitments.

Before Mass:
Plan to arrive at least 30 minutes before Mass. Stop by the music area in church or the Working Sacristy (behind the altar) to pick up the Cantor or Accompanist binder. Read through the cover sheet which outlines the entire liturgy. Thirty minutes before Mass the musicians meet in Pastors Hall to practice the music. Be in church and ready at least five minutes before Mass starts.

INTRODUCTORY RITES

Greeting (welcome) – When the ministers are in place and ready, the Presider signals to the cantor from the back of church near the font.

Gathering Song – Keep in mind that the music is accompaniment to the action going on, so when the action is completed (i.e., when everyone is in place), the music should stop. The congregation can be encouraged to sing by:

- gesturing with your arm at the end of the song’s introduction
- initially singing loudly into the microphone, then stepping back a bit so as to not overpower their voices
- taking care to sing the rhythms and pitches exactly as they’re printed, so everyone can sing together accurately

Greeting Penitential Act (“Lord, have mercy…””) – Omitted if there is a baptism during Mass.

Glory to God (omitted during Advent and Lent) – Begin the Gloria after the Penitential Act (which ends with “May almighty God have mercy on us, forgive us our sins, and bring us to everlasting life. Amen.”). During the Easter Season begin the Gloria immediately after the Blessing of the Water. (The Presider sprinkles the congregation with the blessed water during the singing of the Gloria.)

Opening Prayer

LITURGY OF THE WORD

First Reading – usually from the Old Testament
Allow about 30 seconds of silence after the First Reading to let the Word of God settle into people’s minds and hearts.
**Responsorial Psalm** – Taken from the Book of Psalms in the Bible. The congregation sings the refrain and the verses are sung by a cantor. This is the Word of God, so clear diction is critical. The congregation can be encouraged to sing along by:

- well-timed, large gestures
- accompanist playing softer during verses, louder on refrain
- good “teaching” of the refrain when it is initially sung, especially with clear diction

**Second Reading** – usually from the New Testament

*Allow about 30 seconds of silence after the Second Reading.*

**Gospel Acclamation** – always sung. During most of the liturgical year we sing “Alleluia.” However, during Lent we sing another Gospel Acclamation such as “Praise to you, Lord Jesus Christ.” The congregation sings the refrain and the verse is sung by a cantor. Begin the music after 30 seconds of silence or watch to see if the Presider stands. If he does, begin the music right away.

**Gospel** – read by the Priest or Deacon. During the Easter Season the Priest or Deacon sings “The Gospel of the Lord…” Accompanist immediately plays the first chord of the refrain and the congregation sings the Alleluia refrain once.

**Homily**

**Profession of Faith (Nicene Creed)** – omitted if there is a baptism.

**Prayer of the Faithful (Intercessions)** – usually read by Deacon or lector. During Advent and Lent we chant the intercessions a cappella from the ambo (where they read the readings and Gospel).

**Baptism** – If there is a baptism during Mass, it takes place after the Prayer of the Faithful. Immediately after the Presider says, “I baptize you in the name of the Father… and of the Son… and of the Holy Spirit,” the pianist gives the first chord of the Celtic Alleluia and everyone sings the refrain once.

**LITURGY OF THE EUCHARIST**

**Preparation of the Altar and the Gifts** – the gifts of bread and wine are brought forward and the altar is prepared. Music should begin as soon as the congregation is seated or, if there is a baptism, after the congregation’s applause dies down and the Presider begins moving to his place. Watch carefully so that the music stops around the time when Father is washing his hands at the altar (after the bread and wine have been brought forward).

**Eucharistic Prayer**

**Holy** – After the priest washes his hands, the congregation stands for the preface (“The Lord be with you…”). Toward the end of the prayer the priest says something like: “Through Christ the choirs of angels and all the saints praise and worship your glory. May our voices blend with theirs as they acclaim…” Immediately begin the Holy.

**Mystery of Faith (“We proclaim your death…” or other form)** – After the priest elevates the wine, he says, “Do this in memory of me,” and then bows or genuflects. Once he is standing again, give him the musical cue for singing, “The mystery of faith…” or wait for him to chant it, then immediately begin the Mystery of Faith.

**Amen** – At the end of the Eucharistic Prayer, as the priest raises the bread and wine, give him the musical cue for singing, “Through him, and with him, and in him…” or wait for him to chant it. If there is a Deacon present, wait until Father hands him the cup and then raises the bread. Then immediately begin the Amen.

**Communion Rite**

**The Lord’s Prayer**

**Sign of Peace**
**Breaking of the Bread (Lamb of God)** – begin as the congregation is finishing the sign of peace and the Presider is at the altar. Sing three verses:
- Lamb of God… have mercy on us.
- Lamb of God… have mercy on us.
- Lamb of God… grant us peace.

**Communion** – begin the communion song as soon as the priest consumes (eats) his host. Music should continue until all have received communion and the ciborium (the vessel containing the leftover consecrated hosts) has been returned to the tabernacle.

**Prayer after Communion**

**CONCLUDING RITE**

**Announcements**

**Blessing**

**Dismissal** (“Go in peace…”)

**Song of Sending Forth** – As soon as the congregation responds “Thanks be to God,” begin the Song of Sending Forth. The music is accompaniment to the action going on, so when the action is completed (i.e., when the entire procession has left the church), the singing should stop. Use good judgment, however; if the congregation is singing enthusiastically and if Mass hasn’t been too long (i.e., no baptisms, special blessings, etc.), feel free to sing yet another verse after the procession has exited.

**Postlude** – If desired, the pianist may play another verse or two of the Song of Sending Forth as the congregation is leaving church. Take care not to play too loudly, as the cantor microphone picks up the piano and the sound is piped into the Gathering Space.