

June, 2008

Thank You !

I want to sincerely thank you for the ministry you offer to Blessed Trinity Parish as a cantor. Leading the community in song and prayerful worship is a wonderful way of serving in Jesus' name. It's a particularly important ministry because it helps the congregation offer praise and thanks to God. I don't often get the chance to personally say how grateful I am that you regularly share your talent with the people of Blessed Trinity, but I truly appreciate your service.

We've been through a lot of changes during the year I've been pastor here and at St. John Evangelist in Kohler. But now we have our new Mass schedule and people are coming to the particular service that best meets their needs. It's time for us to have some new guidelines for Mass, and you'll find the new **Ministry of Cantor Guidelines** with this letter.

I ask you to **pay special attention** to the parts that are in **bold** type. They will help assure prayerful and uniform cantoring. Especially important is **arriving half an hour before Mass begins** so you can practice your music and be aware of any last minute things to be done.


There are **Two Major Changes** I'd like to bring to your attention:

- You will **RECITE**, not sing, the verses of the **Responsorial Psalm**, but **SING** the **Alleluia verse**;
- Please leave the **PODIUM LIGHT ON** throughout the Mass.

Please review the guidelines and come prepared to follow them at the next Mass you lead. There will be a printed copy of the **Guidelines** in the choir area. Please refer to that at the start of Mass.

Thank you for your kind attention to this, and I'll be happy to speak with you about any of the guidelines you may question. And **thanks again** for all you do to make Blessed Trinity's worship prayerful and beautiful.

Sincerely,


Fr. Bob Lotz

THE MINISTRY OF CANTOR

Thank you for leading the music at Mass today. You have a very important role in the worship service and the people need to be able to rely on you to lead them in song. Please smile and appear friendly and confident as you lead the community. Make eye contact with the congregation.

Know when you are scheduled to cantor and be there when you are assigned. If you cannot be there, **it is your responsibility to find a replacement from the cantor list.** Then inform Beth at eahoegger@charter.net or **467-6685**.

Please dress appropriately: do not wear faded or ripped jeans, flip-flops, bare midriffs, logo tee shirts, etc. You are leading a worship service, so please act with decorum and respect. If you *must* have water with you, please drink discretely by **turning away** from the congregation. **Do not** bring water to the podium.

Prepare ahead by taping the hymns, psalms and order of the Mass the week before so you can practice. There is a tape recorder at church; just bring a tape and Beth will play the songs so you can practice.

Please arrive **at least ½ hour before Mass begins for a final rehearsal of what you will be doing and to warm up your voice. Do not assume you can learn the responsorial refrains at the last minute. Your music should be practiced throughout the week so there are no surprises at the last minute. YOU WILL READ ALOUD AND NOT SING THE VERSES OF THE RESPONSORIAL PSALM.**

A microphone will be set up for you in the choir area for your use when you are not at the podium. Please sing **directly into the microphones at close range, especially at the podium microphone.** Be familiar with on/off switches for microphones in the choir area **and be aware that shifting papers and paging through hymnals can be heard through the microphone system.**

You will need the missalette, green binder and psalm book. Follow the format for cantors in the green binder to keep uniformity week after week and among cantors.

Be ready for each part of the Mass and **be at the proper place** from which to sing. **Opening Hymn, Gloria, Responsorial Psalm, Alleluia and Closing Hymn are done at the podium. Eucharistic Acclamations and other hymns are led from the choir area. Announce all hymn numbers and titles.**

CANTOR'S GUIDE TO THE MASS

Before Mass

- Watch for Celebrant to be ready to start Mass. Fr. Bob will wave; guest celebrants may simply need you to alert congregation to gathering hymn.

Gathering Hymn

- **Take hymnal and psalm book to podium.**
- Greet the people: "Good morning/afternoon. Welcome to Blessed Trinity Parish. Please stand and join us in our gathering hymn, _____, number, _____."
- Sing enough verses until celebrant is at chair.
- **After hymn is finished go to chair near podium, do not go back to choir area until Gospel has been proclaimed.**

Greeting and Penitential Rite

- **Go to podium for Gloria** (Sprinkling Rite during Eastertide).

Prayer & First Reading – Standing/sitting in chair near podium

Psalm

- **Go to podium after first reading.** Sing solo refrain after introduction; congregation repeats. RECITE (do not sing) VERSES. Sing refrain after each verse.

Second Reading – Sitting in chair near podium

Gospel Acclamation

- **At podium, lead Gospel Acclamation.** Sing once after introduction; congregation repeats. SING VERSE. All repeat refrain.
- **Return to choir area after Gospel is proclaimed.**

Homily, Profession of Faith, General Intercessions – Sitting/standing in choir area

Offertory

- **Announce offertory hymn from choir area.** "Please join us in our offertory hymn, _____, number, _____."

Liturgy of the Eucharist

- **Lead Eucharistic Acclamations from choir area.**
 - Holy, Holy, Memorial Acclamation, Amen
- **During Rite of Peace, go to podium with hymnal or green binder to lead Lamb of God.** Start as celebrant returns to altar. Use as many verses as needed until celebrant completes filling chalices.
- **Stand with Eucharistic ministers and receive Communion. Return to choir area to lead Communion hymn(s).**

Communion Hymn

- **Announce Communion hymn from choir area.** "Please join us in our Communion hymn, _____, number, _____."

Announcements, Communion Prayer, Final Blessing and Dismissal

Recessional Hymn

- **Announce recessional hymn from podium.** "Please join us in our recessional hymn, _____, number, _____." Sing at least until ministers are at back of church.

Thank you for leading the congregation in song today. It is appreciated.