

SERVING MISSA CANTATA

One team, two voices, a complete ordinary route

Responses, pronunciation, roles, and actions for servers ages 8–14

1 BEGIN WITH YOUR ROLE

A *Missa Cantata* is a sung Mass without deacon and subdeacon. Write down your assigned role, then turn directly to that role below. Your route runs from the sacristy before Mass until every person and object is accounted for there afterward.

FOR THE SERVER: Before you walk

Point out where you start, the first object you touch, where you wait during the Gospel, and the last object you put away. If you lose your place, do not guess: stop, hold any object safely and still, watch the MC, and rejoin at the next cue you know.

Two voices

MC, A1, and A2 form this model's quiet response team. The choir and people make the public sung responses; join those only when the director assigns you to sing. The priest or MC must settle incense, the entrance, the Epistle singer, Communion, the torch route, and the day's sung parts before rehearsal.

FOR THE SERVER: Choose your role

Turn to the complete route for the role written on your assignment: **MC** (p. 2), **A1** (p. 3), **A2** (p. 4), **TH** (p. 5), **BB** (p. 5), **T1–T4** (p. 6), **CB** (p. 7), or **L** (p. 7). The role sheet is your learner route. The whole-team rehearsal and complete trainer chronology follow it.

- | | |
|----------------------|--|
| 1. Get ready. | Check your objects, line up, process, and land at your named place. |
| 2. Begin. | Serve the foot prayers and the opening chants in your role. |
| 3. Listen. | Follow the Epistle, Gospel, sermon, and Credo routes. |
| 4. Prepare. | Serve the Offertory, incense branch, Lavabo, and <i>Suscipiat</i> as assigned. |
| 5. Adore. | Follow the Preface, torch, Canon, bell, and elevation cues. |
| 6. Receive. | Follow Communion, ablutions, and the book transfer. |
| 7. Finish. | Follow the Postcommunion, dismissal, blessing, and Last Gospel branches. |
| 8. Return. | Form the recession and account for every object in the sacristy. |

2 YOUR ROLE FROM SACRISTY TO SACRISTY

Find the role written on "Today's Mass" and use the page range on the start sheet. Read your short route before opening the complete team reference. Each row follows the eight-scene map. Shorter or optional jobs combine scenes in which you wait. An action ID is your trainer's lookup key; you do not need to memorize it.

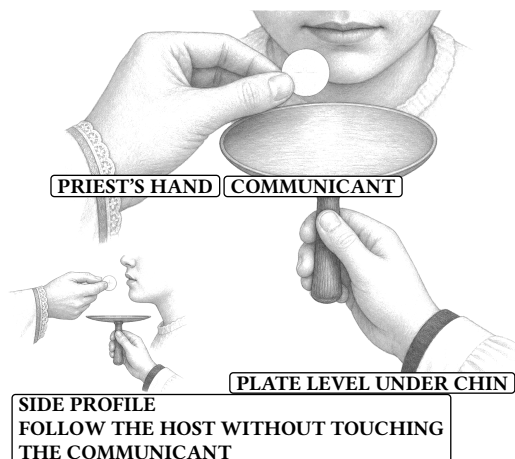
How to read your role route. Read down the scene column. "Wait" means stay at the named place, attentive and still, until the next listed cue. The action IDs take your trainer to the complete team reference when a handoff or branch needs more detail.

MC — master of ceremonies

SCENE	Your route
Every scene	Hands joined when free; follow all-server cues and sing publicly only if assigned. Use your named MC-032 incense duty and taught object reverence. If a cue is missed, stop safely and rejoin at the next known cue (MC-003).
1. Get ready	Check every named object and return place, confirm the roster and branches, and ask each server for his first three jobs. Receive the priest's biretta at the sanctuary, place it at the sedilia, make the arrival reverence, and meet him at the center foot (MC-001, 003–007).
2. Begin	Kneel with A1 and A2 and make the quiet answers and gestures. Clear the center when the priest ascends. On the incense track coordinate the first handoff, incense the priest, and return the thurible to TH. Use the full escort-and-biretta route whenever the priest sits (MC-008–016).
3. Listen	Cue L only on the selected alternate lesson route. Time the Gospel preparation, keep TH and the candle pair from crossing, pass the Gospel thurible between TH and the priest, and coordinate the sermon and Credo seating routes (MC-020–029).
4. Prepare	Clear the Offertory incense route. With incense, cue the Lavabo after the priest is incensed; without incense, cue it when he reaches the Lavabo place. Keep the acolytes' inner lane clear of TH's outer lane, then face TH and bow before and after his one-double incensation of you. Make the quiet <i>Suscipiat</i> with A1 and A2 (MC-032–036).
5. Adore	Cue the torch entry, A1's exact bell signals, and elevation incense. Know whether torches return at MC-041 or remain until MC-048 (MC-037–042).
6. Receive	Cue the Communion bell and plate only if the faithful will receive. Coordinate both ablutions and the applicable torch return; then carry the Missal and stand from the Gospel side to the Epistle side (MC-043–050).
7–8. Finish / return	Cue the day's posture, dismissal, blessing, and Last-Gospel branch. Take the biretta, form the recession, make the final reverence, give the biretta to the priest, and count every person and object in the sacristy (MC-051–057).

A1 ROUTE · continued

SCENE	Your route
ROLE ROUTE A1 — first acolyte, bell, and Communion plate	
SCENE	Your route
Every scene	Hands joined when free; follow all-server cues and sing publicly only if assigned. Use your named MC-032 incense duty and taught object reverence. If a cue is missed, stop safely and rejoin at the next known cue (MC-003).
1. Get ready	Check the wine cruet, towel, bell and pad, Communion plate when needed, your candle stand, and your partner's lane. Receive a lighted candle from the adult, enter single file through the nave immediately before A2, form level only at the stationary arrival, set it at the credence, and go to the foot-prayer place (MC-001, 003–008).
2. Begin	With MC and A2, make every quiet foot-prayer answer and its printed gesture. Remain at base while MC serves the first incensation and sedilia route (MC-008–018).
3. Listen	Stand at base for the chanted Epistle and add no <i>Deo gratias</i> . At the Gospel cue, take your candle with A2, form without crossing TH, stand level at the Gospel, remain upright with the candle at any prescribed Gospel genuflection, then replace the candle with A2 (MC-019, 023–029).
4. Prepare	Take the wine cruet and present it first. For the Lavabo, present and receive the towel while A2 pours water over the priest's fingers. Use the inner credence lane; with A2, face TH and bow before and after your pair's one-double incensation. Make the quiet <i>Suscipiat</i> with MC and A2 (MC-030–034).
5. Adore	Give one Sanctus signal, one warning before the Consecration, and three distinct strokes at each elevation. Keep the bell low and still between signals; kneel at the assigned step (MC-038–042).
6. Receive	If the faithful receive, give the one warning signal, then carry the plate level under each communicant's chin and complete its handoff and return. At the ablutions pour the first wine at MC-048; at MC-049 pour wine while A2 pours water (MC-043–049).
7–8. Finish / return	With MC and A2 make the three quiet Last-Gospel answers when it is said. Take the exit candle with A2, use the assigned object-bearer's final reverence, recess single file through the nave immediately before A2, and set the candle in its sacristy stand for the adult to extinguish (MC-051–057).



ROLE ROUTE

A2 — second acolyte, water, and basin

SCENE	Your route
Every scene	Hands joined when free; follow all-server cues and sing publicly only if assigned. Use your named MC-032 incense duty and taught object reverence. If a cue is missed, stop safely and rejoin at the next known cue (MC-003).
1. Get ready	Check the water cruet, Lavabo basin, your candle stand, and your partner's lane. Receive a lighted candle from the adult, enter single file through the nave immediately after A1, form level only at the stationary arrival, set it at the credence, and go to the foot-prayer place (MC-001, 003–008).
2. Begin	With MC and A1, make every quiet foot-prayer answer and its printed gesture. Remain at base while MC serves the first incensation and sedilia route (MC-008–018).
3. Listen	Stand at base for the chanted Epistle and add no <i>Deo gratias</i> . At the Gospel cue, take your candle with A1, form without crossing TH, stand level at the Gospel, remain upright with the candle at any prescribed Gospel genuflection, then replace the candle with A1 (MC-019, 023–029).
4. Prepare	Take the water cruet and present it after A1's wine. For the Lavabo, hold the basin and pour water over the priest's fingers while A1 handles the towel. Use the inner credence lane; with A1, face TH and bow before and after your pair's one-double incensation. Make the quiet <i>Suscipiat</i> with MC and A1 (MC-030–034).
5. Adore	Kneel at the assigned place for the Canon and elevations. A1, not A2, gives this model's bell signals (MC-038–042).
6. Receive	Bring both cruets with A1 for the ablutions. Wait during A1's first wine ablution; at the second ablution pour water over the priest's fingers while A1 pours wine. Receive and replace the water cruet (MC-043–049).
7–8. Finish / return	With MC and A1 make the three quiet Last-Gospel answers when it is said. Take the exit candle with A1, use the assigned object-bearer's final reverence, recess single file through the nave immediately after A1, and set the candle in its sacristy stand for the adult to extinguish (MC-051–057).

TH ROUTE · continued

SCENE	Your route
ROLE ROUTE TH — thurifer, on the incense track	
SCENE	Your route
Every scene	Hands joined when free; follow all-server cues and sing publicly only if assigned. Use your named MC-032 incense duty and taught object reverence. If a cue is missed, stop safely and rejoin at the next known cue (MC-003).
1. Get ready	Under adult supervision, test the chains and lid and prepare a steady coal. Process with BB in the chosen lead position, then take the thurible to the safe station (MC-002, 004–006).
2. Begin	Bring the open thurible for the first incensation, receive it after incense is imposed, and wait while the altar is incensed. Receive it from MC after he incenses the priest, close it, and return with BB (MC-011–012).
3. Listen	Return for the Gospel, receive the thurible after incense is imposed, lead the formation, and pass it to MC for the book incensation. Receive it back and hold it closed. If the Gospel text requires a genuflection, face the altar and genuflect while holding it closed; then return it to the safe station after the Gospel (MC-022–026).
4. Prepare	Bring the open thurible for the Offertory and receive it from MC after he incenses the priest. Use the outer lane while A1/A2 complete the Lavabo. Then incense, with the stated bows and one double swing for each named individual or pair: MC; A1/A2; BB; T1/T2; T3/T4; optional CB; optional L; then the people. Close and return it (MC-032–033).
5. Adore	Before the Consecration, open the thurible while MC adds unblessed incense from BB's boat. Kneel at the assigned station, incense the Host three times and the chalice three times, then close and return the thurible independently of the torch route (MC-037–040).
6. Receive	Remain at the safe station and follow the applicable all-server posture; do not invent another incense visit (MC-041–050).
7–8. Finish / return	After the Last Gospel, take the closed thurible, use the assigned object-bearer's final reverence, recess single file through the nave immediately before BB, and give it to the adult at the metal-safe station (MC-051–057).

ROLE ROUTE BB — boat bearer, on the incense track	
SCENE	Your route
Every scene	Hands joined when free; follow all-server cues and sing publicly only if assigned. Use your named MC-032 incense duty and taught object reverence. If a cue is missed, stop safely and rejoin at the next known cue (MC-003).
1. Get ready	Check the boat, spoon, route, and safe station with TH. Process single file through the nave immediately after TH, then land at the safe station with the boat (MC-002, 004–006).
2. Begin	At the first incense cue, give the boat to the priest and receive it back. Remain clear while the altar and priest are incensed, then return with TH (MC-011–012).
3. Listen	At the Gospel preparation, give the boat to the priest and receive it back, return it to the safe station, and wait there while TH joins the Gospel formation (MC-022–026).
4. Prepare	At the Offertory, give the boat to the priest and receive it back. Wait clear during the remaining incensations. When TH reaches you as a named recipient, face him and bow before and after the one double swing; then return with TH (MC-032–033).
5. Adore	Before the Consecration, give the boat and spoon to MC and receive them back after he adds unblessed incense. Return the boat to the safe station while TH takes the elevation place (MC-037–040).

BB ROUTE · continued

SCENE	Your route
6. Receive	Remain at the safe station and follow the applicable all-server posture; do not invent another boat handoff (MC-041–050).
7–8. Finish / return	After the Last Gospel, take the boat, use the assigned object-bearer’s final reverence, recess single file through the nave immediately after TH, and give it to the adult at the metal-safe station (MC-051–057).

ROLE ROUTE**T1–T4 — torchbearers**

SCENE	Your route
Every scene	Hands joined when free; follow all-server cues and sing publicly only if assigned. Use your named MC-032 incense duty and taught object reverence. If a cue is missed, stop safely and rejoin at the next known cue (MC-003).
1. Get ready	Check your numbered stand, partner, entrance place, and return branch. Process and recess empty-handed; reach your base place without touching a torch (MC-001, 003–007).
2–4. Begin / listen / prepare	Follow the repeated all-server cues from base. Before the Preface ends, know whether today’s route is ordinary or extended for faithful Communion or a fast day. On the incense track, face TH with your partner and bow before and after your pair’s one-double incensation (MC-008–036).
5. Adore	After the adult lights the four torches, take your assigned one at MC’s cue. Form in pairs, make the taught object-bearer’s reverence, divide evenly, and kneel. Hold the torch with both hands and use only the safe bow cued at each elevation (MC-037–041).
6. Receive	On an ordinary day without faithful Communion, return in pairs after the chalice elevation at MC-041. If the faithful receive, or on a fast day, remain through Communion and the first wine ablution at MC-048. At the applicable cue, return in pairs, set every torch securely, let the adult extinguish it, and return empty-handed to base (MC-041–048).
7–8. Finish / return	Remain empty-handed. At the final reverence, genuflect if the Blessed Sacrament is reserved at this altar and make a profound bow if it is not; then recess single file through the nave in your assigned order and report to the adult only for the tasks named before Mass (MC-051–057).

OPTIONAL ROLE ROUTES

CB — cross-bearer · L — lesson singer

SCENE	CB — when assigned	L — alternate lesson branch
Every scene	Hands joined when free; follow all-server cues and sing publicly only if assigned. Use your named MC-032 incense duty and taught object reverence. If a cue is missed, stop safely and rejoin at the next known cue (MC-003).	Hands joined when free; follow all-server cues and sing publicly only if assigned. Use your named MC-032 incense duty and taught object reverence. If a cue is missed, stop safely and rejoin at the next known cue (MC-003).
1. Get ready	Take the cross from its named stand, carry it upright in the assigned entrance place, use the reverence taught for this object, and set it in its sanctuary stand before going to base (MC-003-006).	Confirm that the marked Epistle book is already on its lectern and that an adult is assigned to recover it after Mass. Process and reach base empty-handed (MC-001, 004-006).
2-6	Follow every free-handed all-server cue from base. If incense is used, face TH and make the bows assigned to you as an individual recipient at MC-032 (MC-008-050).	2. Begin Follow the applicable all-server cues at base (MC-008-018). 3. Listen At MC's cue, go empty-handed to the prepared lectern, make the site's prescribed reverence on the route, chant the Epistle, make the same reverence, and return empty-handed. Add no <i>Deo gratias</i>; leave the book on its lectern for the assigned adult (MC-020). 4-6. Prepare through receive Follow every free-handed all-server cue from base. If incense is used, face TH and make the bows assigned to you as an individual recipient at MC-032 (MC-030-050).
7-8. Finish / return	Take the cross only at MC's exit cue. Keep it upright, use the model's object-bearer head bow at the final reverence, form with A1/A2, recess, and replace it in the named sacristy stand (MC-051-057).	At the final reverence, genuflect if the Blessed Sacrament is reserved at this altar and make a profound bow if it is not. Recess empty-handed, then report that the adult-recovered Epistle book is accounted for (MC-051-057).

FOR THE SERVER: One-minute role check

Without looking, name your starting place, first object, first handoff, Gospel waiting place, elevation job, Communion branch, and final object. If you miss one, practise only that scene again, not the whole Mass. Your trainer may use the action IDs to check the detail.

3 PRACTICE ONE SCENE AT A TIME

1. Point through the eight-scene map and name where your role waits.
2. Walk scenes 1-2 with no objects and no words.
3. Add scenes 3-4, still with no objects; then use cold, empty objects.
4. Add scenes 5-6 and rehearse the ordinary and extended torch cues.
5. Add scenes 7-8, the ending branch chosen on "Today's Mass," and the final reverence assigned to your object or free hands.
6. Add priest and choir cue words. Use safe lighted candles, and then incense, only under the named adult supervision.
7. Run the complete form without prompts. Stop after each scene to repair one mistake, then repeat that scene correctly before moving on.

- ☐ I know today's branch. ☐ I know my first three jobs.
☐ I can name my handoffs. ☐ I can recover by watching the MC.

FOR THE TRAINER: Day and ending branches

At the named ferial Masses, kneel for the Collects at MC-018 and for the Postcommunion at MC-051. From Ash Wednesday through Wednesday of Holy Week, MC-051 also keeps the team kneeling for *Humiliate capita vestra Deo* and the Prayer over the People. The Canon posture runs from the *Sanctus* at MC-038 through the beginning of the Lord's Prayer at

FOR THE TRAINER: Day and ending branches (continued)

MC-042. Ordinary torches return at MC-041; extended torches remain through the first ablution at MC-048. At MC-056, free-handed servers use the reserved/unreserved branch; object-bearers use the model's named head bow while MC delivers the biretta.

A START HERE: TRAINER AND SERVER

FOR THE TRAINER: Use the short path first

In this guide, the trainer is the responsible adult who helps the server practise. The priest or MC decides the liturgical route, and the adult sacristan controls flame and hot charcoal.

First complete "Today's Mass," let the server read the eight-scene map, and turn to the assigned role sheet. Rehearse one scene at a time. Use the complete team reference later only when the MC or trainer needs to check an exact cue, handoff, or branch.

Before practice, an adult must demonstrate the actual church's steps, lanes, object places, and reverences. Live flame, charcoal, the Communion plate, and vessels require the supervision named in this guide.

FOR THE SERVER: Four things to know before you walk

Write down your role. Point out where you start, the first object you touch, where you wait during the Gospel, and the last object you put away. If you lose your place, do not guess: stop, hold any object safely and still, watch the MC, and rejoin at the next cue you know.

FOR THE TRAINER: Print one role packet

Print this start sheet and the assigned role range below. Page numbers are the numbers printed at the foot of the page; a shared boundary page is intentional.

MC 2-2 **BB** 5-6

A1 3-3 **T1-T4** 6-6

A2 4-4 **CB** 7-7

TH 5-5 **L** 7-7

Keep the complete team reference for the MC or trainer. The response course is on printed pages 22-32. For detachable practice, open the separate *Missa Cantata Cue Cards* PDF from the same catalog row. Its integrated response deck is on physical pages 1-8 and its action deck is on pages 9-12; each complete range begins on an odd page.

A.1 TODAY'S MASS

Fill this in with the priest or MC before anyone vests. A blank is an unanswered question, not permission to improvise.

Server and assigned role _____

Route approved by (priest or MC) _____

Practice trainer _____

Incense ☐ yes: TH and BB assigned ☐ no: omit every incense row

Entrance ☐ cross and CB ☐ candle pair without a cross

Epistle ☐ priest sings ☐ assigned L sings from the prepared lectern

Faithful Communion ☐ expected; plate prepared and A1 trained ☐ not expected

Torch condition ☐ no Communion and not a fast day: MC-041 ☐ Communion or fast day: MC-048

Day's sung parts Gloria: ☐ yes ☐ no Credo: ☐ yes ☐ no

Ending / day branch _____

Named base, lanes, and object places _____

A.2 THE WHOLE MASS IN EIGHT SCENES

Use this map to learn where you are in the Mass. Your role sheet tells you what you do inside each scene; the action IDs lead your trainer to the complete team reference when a handoff or branch needs more detail.

1 Get ready

Check the roster and objects, line up, process, land at the named places, and account for the priest's biretta (MC-001–007).

2 Begin

The quiet response team serves the prayers at the foot; the team then follows the Introit, Kyrie, Gloria when appointed, and Collect posture (MC-008–018).

3 Listen

Follow the Epistle route, prepare and serve the Gospel, sit for the sermon if one is given, and take the appointed Credo gestures (MC-019–029).

4 Prepare

Serve wine and water, the selected incense route and Lavabo, and the quiet *Suscipiat* (MC-030–035).

5 Adore

Follow the Preface, bring torches, kneel for the Canon, and use the exact bell and elevation-incense cues (MC-036–042).

6 Receive

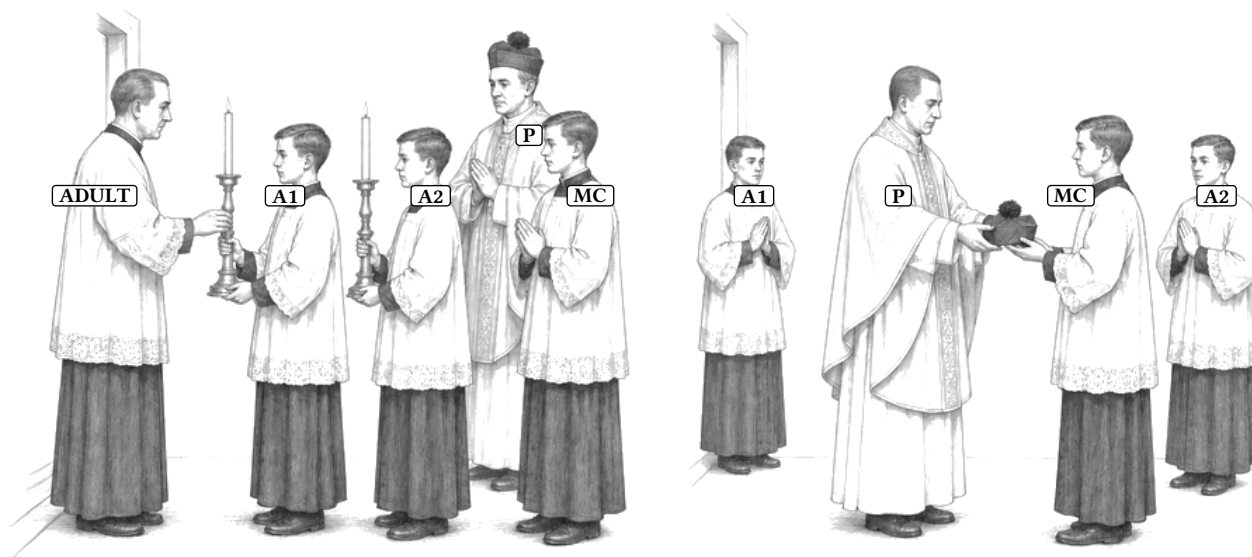
Follow the Lord's Prayer and Agnus Dei; when the faithful receive, use the bell and plate route; then complete both ablutions and the book transfer (MC-043–050).

7 Finish

Take the day's Postcommunion posture and dismissal branch; add the blessing when it belongs and the Last-Gospel route when it is said (MC-051–054).

8 Return

Collect only the named exit objects, make the assigned final reverence, recess, and account for every person and object in the sacristy (MC-055–057).



Two controlled handoffs. *Before the entrance:* the adult lights and gives one candle to each acolyte; MC remains free-handed and the priest retains his biretta. *After the objects are placed at their named local stations:* MC receives the biretta two-handed while A1 and A2 wait empty-handed and keep the centre clear. The drawing does not prescribe the procession order, arrival reverence, distances, or church layout; mark those locally before rehearsal.

B YOUR MISSA CANTATA TEAM

A *Missa Cantata* is a sung Mass without deacon and subdeacon. The priest sings his appointed parts, the schola or choir sings its parts, and the servers carry out the sanctuary work. That means there are two different kinds of answering:

- the designated servers make the quiet minister's answers at the foot of the altar and during the prayers the priest does not sing; and
- the choir and people make the public sung responses. A server joins those only when the director has assigned him to do so.

Three source labels

MISSAL marks a rule stated in the 1962 Missal. MODEL marks the ordinary ceremonial pattern used by this guide, based on the contemporary Fortescue–O'Connell tradition. LOCAL CHOICE marks something the priest or master of ceremonies must settle before rehearsal. Never turn a local choice into a surprise during Mass.

B.1 THE MODEL ROSTER

MC — master of ceremonies

Knows the complete route, cues the team quietly, assists the priest when assigned, and fixes problems without drawing attention to them. In this model MC handles the biretta, serves the Missal, and transfers the book after the ablutions. The MC is not a second celebrant and does not make large theatrical signals.

A1 and A2 — acolytes

Work as a matched pair. They carry the processional or Gospel candles in this model, serve wine and water, serve the Lavabo, and return every object to its prepared place. A1 is the model bell and Communion-plate server; A2 brings the Lavabo water and basin.

TH and BB — thurifer and boat bearer

Used only on the with-incense track. TH keeps the thurible safe and ready; BB presents the boat. This guide's incense route requires both named servers; it does not include a combined-role shortcut.

T1–T4 — torchbearers

These four servers are part of this guide's core model. They enter empty-handed, receive four lighted torches at the end of the Preface, kneel symmetrically for the sacred action, return the torches in pairs, and recess empty-handed. A team using a different number needs a newly marked roster and route.

CB — cross-bearer, when used

Carries the processional cross upright and steady. Some ordinary entrances have no cross-bearer; this is a LOCAL CHOICE.

L — assigned lesson singer, alternate branch

The priest sings the Epistle in the default model. If another qualified minister is assigned, L uses MC-020 and is added to the roster before vesting.

Why “Today’s Mass” must be completed

General Rubric 426 permits incense at a sung Mass but does not require it at a Missa Cantata; this model assigns both TH and BB when it is used. The model's quiet response team is MC, A1, and A2. A different assignment, the alternate L route, a processional cross, Communion of the faithful, and every church-specific place must be written and rehearsed before vesting. A1 handles the Communion plate only after the required hands-on training.

C MOVE LIKE ONE TEAM

C.1 THE SIX BASIC ACTIONS

Hands joined.	When empty-handed, hold the palms together at the chest, fingers straight and pointing upward. Do not swing the arms.
Head bow.	Bow the head smoothly at the name of Jesus and at the other names or moments taught by the MC. Return without a snap.
Body bow.	Bend from the waist, pause, and rise together. Use it only where this guide or the MC assigns it.
Genuflection.	Stop, keep the body upright, touch the right knee to the floor, rise, and then move. Object-bearers use the reverence assigned to that object; they do not improvise a genuflection while carrying a tall cross, lighted candle, or full thurible.
Turn and walk.	Turn toward the direction of travel. Walk forward, at a prayerful pace. In the entrance and recession, travel single file through the nave; partner positions apply only after the group forms at a station. Never walk backward down steps.
Give and receive.	Present an object at a usable height with its handle ready. Look at the receiver's hands. Release only when the receiver has it.

Reverence depends on what is present

The tabernacle's location, whether the Blessed Sacrament is reserved or exposed, and whether a server is carrying an object can change the proper reverence. The MC must demonstrate the rule in the actual sanctuary. This guide does not replace that site lesson. Lay servers do not add hand or object kisses unless the director expressly teaches the local practice.

When sung words require a genuflection

If the proper text marks sung words for a genuflection, the MC gives the cue and every free-handed server faces the altar and genuflects with the priest. At the Gospel, TH also faces the altar and genuflects while holding the closed thurible; A1 and A2 remain upright while holding their candlesticks. Never guess from a familiar word: follow the proper rubric and the MC. MISSAL: General Rubrics 519 and 521(d).

C.2 INCENSE SAFETY

TH checks the chains, lid, charcoal, spoon, and route before vesting. Hold the thurible away from albs, hair, woodwork, and other people. Never run with it, leave it unattended on a combustible surface, or add charcoal without the adult sacristan's

permission. The MC teaches the number and direction of swings; the young server's first job is safe, steady presentation.

D MC / TRAINER REFERENCE: EVERY ACTION IN ORDER

The following chart preserves the complete model route. A server may use an action ID to check one detail, but the chart is chiefly for the MC and trainer, who must coordinate every person, object, branch, and waiting state.

Before the entrance

Cue / action ID	Who moves	Action and finish state
MC-001 At the credence	MC	Check the Missal on its stand, wine and water cruets, Lavabo basin and towel, bell, the Communion plate when the faithful will receive, and the marked stands for two Gospel candles and four torches. On the alternate lesson branch, place the marked Epistle book on its lectern and assign the adult who will recover it after Mass. Confirm that the priest or sacristan has prepared the chalice on the altar; no young server carries it in this model. Check the biretta place at the sedilia and name each object's pickup and return place. Finish / next: Nothing is merely somewhere nearby.
MC-002 With-incense track	TH / BB	Light charcoal early enough for a steady coal. Test the lid and rehearse the route to the priest. Finish / next: Adult sacristan approves the coal.
MC-003 All vested	MC	Name every role and ask each server for his first three jobs. Check that cassocks, surplices, and shoes are neat. Have each server repeat the missed-cue rule: stop guessing, hold any object safely and still, watch the MC, and rejoin at the next known cue. Finish / next: No whispered role changes in the procession, and no invented recovery route.
MC-004 Objects and line-up	Adult sacristan; all lay servers	The adult lights the two processional candles and gives one to A1 and one to A2; the pair checks equal height. If CB is used, CB takes the cross from its named stand. Then take this single-file model order: TH, BB on the incense branch; CB, A1, A2 when the cross is used, or A1, A2 when it is not; T1, T2, T3, T4; L on the alternate lesson branch; MC; priest. Omitted roles close the gap. Partners form side by side only at their stationary stations. Finish / next: The adult owns every flame handoff. LOCAL CHOICE: the church doorway, nave route, and stationary formation can change spacing.

Cue / action ID	Who moves	Action and finish state
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Entrance and prayers at the foot		
Cue / action ID	Who moves	Action and finish state
MC-005 Sacristy signal	All lay servers	Bow to the cross with the priest as directed, turn together, pass through the doorway one behind another, and begin the procession through the nave without a gap. Finish / next: Hands joined unless carrying an object; travel single file.
MC-006 At the sanctuary	Object-bearers	Stop on the marked arrival line. At the MC's signal make the reverence assigned to the carried object; then A1/A2 set candles at the credence, CB sets the cross in its stand, and TH/BB go to the safe incense station. T1-T4 and L go to their base places. Finish / next: Do not bunch at the center; every object now has a place.
MC-007 At the sanctuary	MC / free-handed servers	When the priest removes the biretta, MC receives it with both hands. Form the rehearsed straight line and make the prescribed reverence with the priest. MC sets the biretta at the sedilia and meets the priest at the center foot; every other free-handed server clears the middle and returns to base. Finish / next: MODEL: no lay server uses ceremonial kisses; the marked arrival line is LOCAL CHOICE.
MC-008 Foot prayers begin	MC / A1 / A2	Kneel in the prepared places and make the quiet answers together, at the priest's pace. Sign yourself at <i>In nomine Patris</i> ; bow the head at <i>Gloria Patri</i> ; then sign yourself again at <i>Adiutorium nostrum</i> . Stay upright during the priest's <i>Confiteor</i> ; turn and bow toward him for <i>Misereatur tui</i> . Bow for your <i>Confiteor</i> , turn toward him at <i>tibi, pater</i> and <i>te, pater</i> , and strike your breast three times at <i>mea culpa</i> . Stay bowed through his <i>Misereatur vestri</i> ; rise upright and sign yourself during <i>Indulgentiam</i> ; then bow slightly through the final versicles. Finish / next: Use the response course for the words. Do not compete with the choir's Introit.
MC-009 At a Mass of the season when Psalm 42 is omitted	MC / A1 / A2	Keep <i>Introibo</i> and its answer, then continue at <i>Adiutorium</i> . Finish / next: MISSAL: where this ordinary route is otherwise applicable, this occurs from Passion Sunday through Holy Thursday. Requiem Mass is excluded from this guide.
MC-010 Priest ascends	MC	Rise at the rehearsed cue, clear the center, and take the marked book-side place. A1/A2, T1-T4, and L remain at base; TH/BB remain at the safe station until the incense cue. Finish / next: A step is never crossed blindly.

Introit through the Collect		
Cue / action ID	Who moves	Action and finish state
MC-011 After the altar kiss, with incense	TH / BB / MC	Approach at the Epistle side. BB gives the boat to the priest and receives it back; TH gives him the open thurible. MC keeps the route clear. After the priest has incensed the altar, MC receives the thurible securely while TH waits at MC's left. Finish / next: MISSAL: the priest follows the Solemn-Mass incensation.
MC-012 First incensation ends	MC / TH / BB	MC and TH make the rehearsed bows; MC incenses the priest with three double swings and gives the thurible to TH. TH closes it and returns with BB and the boat to the safe station. Finish / next: MISSAL: at Missa Cantata the priest is incensed. The giver, receiver, count, and return are this guide's MODEL.
MC-013 No-incense track	All lay servers	Omit every incense row. Take the places assigned for the Introit and Kyrie. Finish / next: Do not imitate an empty hand-off.

Cue / action ID	Who moves	Action and finish state
MC-014 Kyrie is sung	MC	Stand at the book-side place. If the priest goes to the sedilia, escort him by the marked lane, give him the biretta with both hands after he sits, and stand beside the seat. Near the final invocation, receive the biretta, replace it at the sedilia, and return with him. A1/A2 remain at base. Finish / next: MISSAL: the priest may sit while the Kyrie is sung; the lane is LOCAL CHOICE.
MC-015 Gloria intonation	All lay servers	Stand with hands joined when empty. Bow the head at <i>Deo</i> in the intonation and, during the sung text, at <i>Adoramus te, Gratias agimus tibi, Iesu Christe</i> , and <i>Suscipe deprecationem nostram</i> ; sign yourself at the final <i>Cum Sancto Spiritu</i> . Join the public chant only if assigned. Finish / next: Skip the entire Gloria route when it is not appointed.
MC-016 During the sung Gloria	MC	If the priest sits, use the complete MC-014 escort-and-biretta sequence, remain in attendance, and return with him for the final phrase. Finish / next: Skip the whole row when there is no Gloria.
MC-017 <i>Dominus vobiscum</i>	Choir / people; all lay servers	The public sung answer is <i>Et cum spiritu tuo</i> . All servers stand at base, hands joined when empty; they do not add a second answer unless assigned to the public chant. Finish / next: Sung response, not the quiet Low-Mass voice.
MC-018 Collects	Choir / people; all lay servers	The public answer to each appointed conclusion is <i>Amen</i> ; servers sing only if assigned. All stand for the sung greeting. On Sundays and feasts remain standing, hands joined when empty, through the Collects. At ferial Masses of Advent, Lent, and Passiontide, September Ember days, and second- or third-class vigils outside Paschaltide, kneel after the greeting and rise after the final Collect. Finish / next: MISSAL: General Rubric 521 gives the named kneeling branch. More than one Collect occurs only as the day's rubrics allow.

Cue / action ID	Who moves	Action and finish state
Epistle, Gospel, and Creed		
Cue / action ID	Who moves	Action and finish state
MC-019 Epistle — priest sings	All lay servers	Stand at base, hands joined when empty, and listen. Do not add the Low-Mass <i>Deo gratias</i> after the chanted lesson. Finish / next: This is the guide's default lesson route.
MC-020 Epistle — L sings	L / MC	At the MC's cue, L goes empty-handed from base to the prepared lectern, makes the site's prescribed reverence on the route, sings the Epistle, makes the same reverence, and returns to base. MC cues but does not shadow him; the marked book remains on the lectern until the named adult recovers it after the concluding sacristy reverence at MC-057. Finish / next: MISSAL: a minister may sing the Epistle. This alternate must be selected before vesting.
MC-021 Gradual / Alleluia / Tract	MC	If the priest sits, MC escorts him by the MC-014 lane and returns with him at the agreed cue before the Gospel preparation. Every other server stands at base, hands joined when empty. Finish / next: Do not guess from the length of the chant.
MC-022 Gospel preparation, with incense	TH / BB / MC	At the MC's cue, TH and BB come from the safe station to the Epistle side. BB gives the boat to the priest and receives it back; TH gives him the open thurible and receives it after he has put in and blessed incense. BB returns the boat to the safe station. TH and MC go to the center for the Gospel movement. Finish / next: The complete out-and-back handoff is part of the incense branch.
MC-023 Gospel candles	A1 / A2	Take the two lighted candles from their credence stands together, go to the center, make the prescribed object-bearer's reverence, turn together, and go level to the marked Gospel-side places. Finish / next: MODEL: the candle pair flanks the Gospel-side altar book.
MC-024 Gospel movement	MC / TH / A1 / A2	The Missal remains on its Gospel-side altar stand. Form without crossing paths: TH ahead if used, A1 and A2 level with their candles, and MC beside the book. Face the book and hold still. Finish / next: No incense: omit TH; the candle pair and MC keep the same route.
MC-025 Gospel title and text	Choir / people; all lay servers	The public answer is <i>Gloria tibi, Domine</i> . Free-handed servers make the three small signs of the Cross; candle-bearers keep the candles upright. On the incense track, TH gives the thurible to MC, MC gives it to the priest, then MC receives it and returns it to TH after the book is incensed. TH holds it closed at the marked place. If a Gospel word requires a genuflection, MC, TH, and every other free-handed server face the altar and genuflect with the priest; A1 and A2 remain upright with the candlesticks. Finish / next: MISSAL: General Rubric 519 supplies the positive genuflection and the candle-acolyte exception. Servers sing only if assigned to the public response.
MC-026 Gospel ends	TH / A1 / A2 / MC	Do not add the Low-Mass <i>Laus tibi, Christe</i> after the chanted Gospel. A1 and A2 return the candles to their credence stands together. On the incense track TH returns the closed thurible to its safe station; MC clears the route and all return to base. Finish / next: The priest is not incensed after he sings the Gospel.
MC-027 Sermon, if given	All lay servers	At the MC's cue, go empty-handed to the named server bench and sit. At the closing cue, stand together and return to base, leaving the center clear. Finish / next: Rejoin MC-028 when a Credo follows; otherwise rejoin MC-030.
MC-028 Credo and <i>Et incarnatus est</i>	All lay servers	Join the chant only if assigned. Bow the head at <i>Iesum Christum</i> and <i>simul adoratur</i> . When <i>Et incarnatus est</i> is sung, follow the rehearsed branch: if the priest is standing, genuflect with him; if he is seated, make a profound head bow. At the three Christmas Masses and the Annunciation, all kneel. Finish / next: MISSAL: General Rubrics 518–519. MC pre-cues the branch. Free-handed servers sign themselves at <i>Et vitam venturi saeculi</i> .

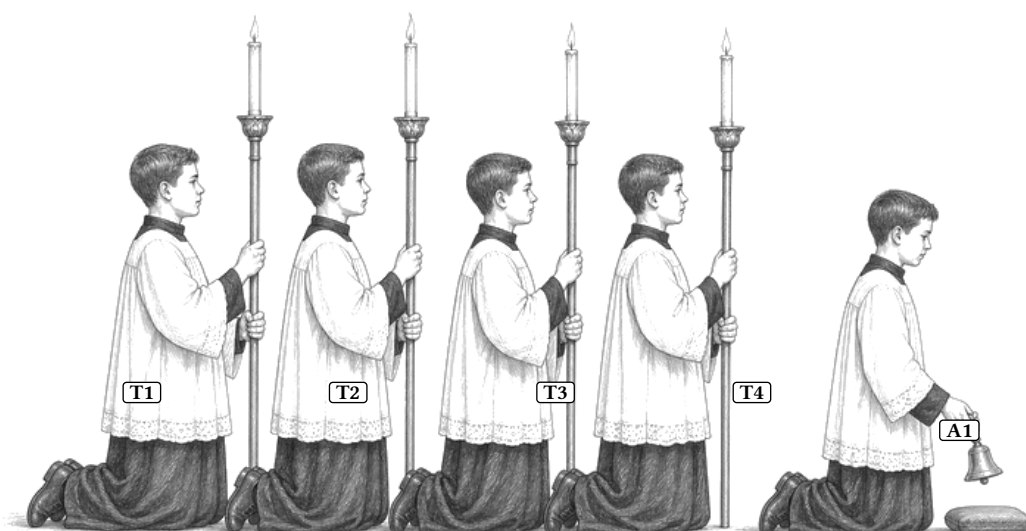
Cue / action ID	Who moves	Action and finish state
MC-029 During the Credo	MC	If the priest sits, use the full MC-014 escort-and-biretta sequence and remain beside the sedilia. At the final phrase, return with him. Every other server remains at base and follows MC-028. Finish / next: Skip if there is no Credo.



Gospel-side stations. At the parish cue, A1 and A2 take the assigned places flanking the altar book and remain stationary with their candles throughout the Gospel; P chants at the book. This panel shows the incense-omitted route; on the incense route MC attends and TH waits outward with the closed thurible. The drawing identifies roles; use the parish's marked distances.

Cue / action ID	Who moves	Action and finish state
Offertory		
Cue / action ID	Who moves	Action and finish state
MC-030 Offertory begins	A1 / A2	Go together from base to the credence. A1 takes the wine cruet; A2 takes the water cruet. With handles ready for the receiver, go side by side to the marked Epistle-side handoff point. Finish / next: Do not reverse cruets or sides.
MC-031 Wine and water	A1 / A2	A1 gives wine to the priest and receives it back; then A2 gives water and receives it back. Make the prescribed reverence together and return both cruets to their marked credence places. Finish / next: The same giver receives the same cruet.
MC-032 Offertory incense begins	TH / BB / MC; all other lay servers	TH and BB approach the Epistle side. BB gives the boat to the priest and receives it back; TH gives the open thurible. After the gifts and altar are incensed, MC receives the thurible, incenses the priest with three double swings, and gives it to TH. As soon as the priest has been incensed, A1 and A2 begin MC-033 on the inner credence lane while TH uses the outer lane. This core model has no clergy seated in choir; if clergy are present, the MC must supply their rank and count on a separate sheet before rehearsal. After A1 and A2 return, TH uses one double swing for each recipient or pair in this complete model roster, in order: MC; A1 and A2 as a pair; BB; T1 with T2; T3 with T4; then optional CB and L separately. Each recipient or pair faces TH and bows before and after. TH then incenses the people with three double swings—center, Gospel side, Epistle side—closes the thurible, and returns with BB to the safe station. Finish / next: MISSAL: incense is permitted; the priest, ministers, and people are incensed. The complete no-clergy roster order, counts, pairs, and noncollision lanes are this guide's declared MODEL.
MC-033 Priest reaches the Lavabo place	A1 / A2	On the incense track, begin as soon as the priest has been incensed, while TH continues the remaining MC-032 incensations. On the no-incense track, begin at MC's cue when the priest comes to the Epistle-side Lavabo place after preparing the chalice. A2 holds the basin and pours water over the priest's fingers; A1 presents and receives the towel. Bow together and return the set by the inner credence lane before TH reaches the server-recipient line. If delayed, hold clear and let TH wait; never cross his outer route. Finish / next: MISSAL: the priest washes after the offering and, when incense is used, after he has been incensed. The two cues are explicit.
MC-034 <i>Orate, fratres</i>	MC / A1 / A2	Wait until the priest has finished the invitation and turned back, then say <i>Suscipiat Dominus</i> together and clearly. Finish / next: This is not sung.
MC-035 Secret conclusion	Choir / people; all lay servers	The public answer is <i>Amen</i> . All servers stand at base, hands joined when empty; they sing only if assigned. Finish / next: Responses are in the course below.

Preface, Canon, and elevations

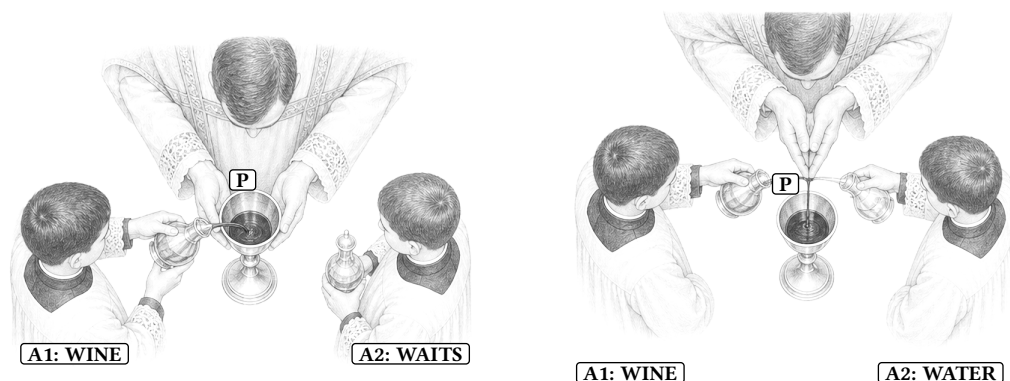


Stable elevation service (MC-037–041). T1–T4 kneel at the four locally marked places and hold their torches upright with both hands. A1 kneels separately, gives only the controlled bell signals at MC-039, and replaces the bell on its pad after the chalice-elevation group. The drawing fixes neither spacing nor architecture and does not show the optional incense branch.

Cue / action ID	Who moves	Action and finish state
MC-036 Preface dialogue	Choir / people; all lay servers	The public responses are <i>Et cum spiritu tuo</i> , <i>Habemus ad Dominum</i> , and <i>Dignum et iustum est</i> . All servers stand; at <i>Gratias agamus Domino Deo nostro</i> , free-handed servers bow the head. Sing only if assigned and use the chant tone, not the sound-spelling rhythm. Finish / next: T1–T4 remain at base until the end-of-Preface cue.
MC-037 End of Preface	MC / adult sacristan / T1–T4	The adult sacristan lights four torches at their marked stands. At MC’s cue, T1–T4 each take the assigned torch, form two pairs, go to the center by the marked lane, make the prescribed object-bearer’s reverence together, divide evenly, and kneel at their four marked places. Finish / next: MODEL: four torches and this route; live-flame work remains under adult supervision.
MC-038 Sanctus and Canon	All lay servers; A1	At the opening <i>Sanctus</i> , A1 gives this model’s one short bell signal, sets the bell on its marked pad, and kneels at the assigned step. All other non-torch servers kneel at their marked places; T1–T4 are already kneeling with torches. Finish / next: MISSAL: the small bell is rung at the <i>Sanctus</i> ; one short signal and the exact stations are the declared MODEL.
MC-039 Before Consecration and at elevations	A1	Shortly before the Consecration, give one warning signal at the MC’s visual cue. At the Host elevation ring three distinct strokes; repeat three at the chalice elevation. Keep the bell low and still between signals and replace it on its pad after the second group. Finish / next: MISSAL: a warning signal is given shortly before the Consecration, and each elevation has three strokes or a continuous ring. This guide selects three distinct strokes.

Cue / action ID	Who moves	Action and finish state
MC-040 Before and at each elevation, with incense	TH / BB / MC	At MC's cue before the Consecration, TH opens thethurible and BB gives the boat and spoon to MC. MC puts in incense without a blessing and gives the boat back to BB. BB returns it to the safe station; TH takes the marked Epistle-side place and kneels. TH incenses the Host three times at its elevation and the chalice three times at its elevation, then closes thethurible and returns it to the safe station. Finish / next: MISSALsupplies the unblessed incense and three incensations at each elevation; the exact handoff and station are this guide's MODEL.
MC-041 Each elevation	All lay servers	Look toward the altar prayerfully. Bow when the MC cues, then return upright together. After the chalice elevation and the priest's final genuflection, the ordinary no-Communion torch branch rises at MC's cue and completes its paired return to the four stands. Each torch is set securely, the adult extinguishes it, and T1-T4 return empty-handed to base; the extended Communion or fast-day branch remains kneeling. Finish / next: The ordinary departure happens here; the extended branch finishes at MC-048. No extra signals or movements.
MC-042 Canon doxology	Choir / people; all lay servers	The public answer is <i>Amen</i> . After that answer, as the Lord's Prayer begins, non-torch servers rise and stand at base, hands joined when empty. Only T1-T4 on the extended Communion or fast-day branch remain kneeling with torches until MC-048; the ordinary branch is already empty-handed at base. Finish / next: Servers sing only if assigned. The Canon posture begun at MC-038 has now reached the <i>Pater noster</i> .

Communion



Two ablutions (MC-048-049; MODEL). First, A1 pours wine into the priest-held chalice while A2 waits with water. Then A1 pours wine and A2 pours water over the priest's fingers into the chalice. Exact standing points and pouring signals are LOCAL.

Cue / action ID	Who moves	Action and finish state
MC-043 Lord's Prayer	Choir / people; all lay servers	The public response is <i>Sed libera nos a malo</i> ; the later conclusion receives <i>Amen</i> . Non-torch servers stand at base, hands joined when empty; extended T1-T4 remain kneeling and hold the torches upright; the ordinary torch branch stands empty-handed at base. Finish / next: Do not turn the full <i>Pater noster</i> into a server response.
MC-044 <i>Pax Domini</i>	Choir / people; all lay servers	The public answer is <i>Et cum spiritu tuo</i> . Servers keep the MC-043 posture and do not add another reply unless assigned to the chant. Finish / next: This core model does not add a server pax route.

Cue / action ID	Who moves	Action and finish state
MC-045 Agnus Dei and priest's Communion	All lay servers	During the three sung invocations, each free-handed server makes one breast strike; torchbearers still holding torches keep both hands on them. At the MC's cue all non-torch servers kneel. Make the two rehearsed body bows at the priest's reception of the Host and Precious Blood; object-bearers make only the safe inclination taught for their object. Finish / next: Join the chant only if assigned. Requiem is outside this ordinary route.
MC-046 Before faithful Communion	A1; all other lay servers	If the faithful will receive, A1 gives one short warning signal at the MC's cue, sets the bell on its pad, and then prepares for the plate pickup. Every other server kneels; T1-T4 keep the torches. There is no second <i>Confiteor</i>, <i>Misereatur</i>, or <i>Indulgentiam</i>: the printed rite goes directly to <i>Ecce Agnus Dei</i>. Finish / next: MISSAL: <i>Ritus servandus</i> X.6. Skip the whole row when no one else receives.
MC-047 Faithful Communion	A1	At the MC's cue, take the Communion plate from its prepared place. Accompany the priest on the rehearsed side, keep the plate level under each communicant's chin, and watch the Host rather than the line. After the last communicant, carry it level to the altar and give it to the priest for the required fragment check and transfer; receive the cleared plate only when he releases it, then return it upright to its marked credence place. Alert the priest at once if anything falls. Finish / next: MISSAL: the plate is used beneath communicants and any fragments are placed in the chalice. The priest's side and approach lane are LOCAL CHOICE; this job requires hands-on adult training.
MC-048 First ablution and extended torch return	A1 / A2; T1-T4 / adult sacristan	A1 and A2 bring both cruets to the Epistle-side handoff point. A1 pours the first wine into the chalice. The ordinary no-Communion torch branch already returned at MC-041. If the faithful received, or on a fast day, T1-T4 have remained through Communion; after this first ablution, at the MC cue they rise, turn, make the prescribed object-bearer's reverence, and return in pairs to the four named torch stands. Set each torch securely; the adult sacristan extinguishes it. The second ablution may continue without waiting for their sacristy round trip. Finish / next: Do not leave one torch alone. The fast-day extension and first-ablution departure apply the Solemn-Mass baseline as this guide's MODEL.
MC-049 Second ablution	A1 / A2	Remain at the handoff point after MC-048. A1 pours wine and A2 pours water over the priest's fingers into the chalice. Receive the cruets, bow together, and return both to their marked credence places. Finish / next: Move quietly while the Communion chant continues.
MC-050 Book transfer	MC	After the ablutions, take the Missal and its stand from the Gospel side of the altar, check that the center is clear, carry both with two hands across the front route, make the prescribed reverence, and set them on the Epistle side at the Introit angle. Return to the book-side place. Finish / next: MISSAL: the minister transfers the book after the ablutions. This model binds the task to MC.

Postcommunion, Last Gospel, and recession

Cue / action ID	Who moves	Action and finish state
MC-051 Postcommunion and Prayer over the People	Choir / people; A1 / A2; all other lay servers	The public responses are <i>Et cum spiritu tuo</i> and <i>Amen</i>; servers sing only if assigned. All stand for the sung greeting. On Sundays and feasts remain standing, hands joined, for the Postcommunion. At ferial Masses of Advent, Lent, and Passiontide, September Ember days, and second- or third-class vigils outside Paschaltide, kneel after the greeting for the Postcommunion. On a ferial Mass from Ash Wednesday through Wednesday of Holy Week, when this ordinary route is otherwise applicable, remain kneeling while the priest sings <i>Humiliate capita vestra Deo</i> and the Prayer over the People; answer its conclusion only if assigned, then rise for the final greeting. A1 and A2 confirm that exit objects remain stable before returning to base. Finish / next: MISSAL: General Rubric 521 and <i>Ritus servandus</i> XI.2 govern the named posture and Prayer-over- the-People branch. Do not pack anything still needed.
MC-052 Dismissal	Choir / people; all lay servers	For the normal <i>Ite, missa est</i>, the public response is <i>Deo gratias</i>; at a Mass of the season within the Easter octave, both add <i>alleluia</i> twice. When a procession is to follow, <i>Benedicamus Domino</i> receives <i>Deo gratias</i>; skip MC-053–054 and use the separate procession sheet. Servers stand at base and sing only if assigned. Finish / next: Requiem is outside this ordinary guide.
MC-053 Blessing	Choir / people; all lay servers	On the normal ending, all servers kneel together at MC’s cue and sign themselves as the priest blesses. The public answer is <i>Amen</i>; servers sing it only if assigned. Rise together afterward. Finish / next: MISSAL: <i>Benedicamus Domino</i> has no blessing.
MC-054 Last Gospel	MC / A1 / A2; all other lay servers	On the normal route, MC, A1, and A2 make the quiet answers <i>Et cum spiritu tuo</i>, <i>Gloria tibi, Domine</i>, and finally <i>Deo gratias</i>. All free-handed servers make the three small signs of the Cross at the title and genuflect with the priest at <i>Et Verbum caro factum est</i>. At the third Mass of Christmas, the Last Gospel is omitted: go directly to MC-055. Finish / next: Other proper or omitted Last-Gospel cases belong to their edition-checked special sheet.
MC-055 Form the recession	MC / TH / BB / CB / A1 / A2 / T1–T4 / L	After the Last Gospel, or at the omission cue, MC checks the center and takes the priest’s biretta from its marked sedilia place, holding it flat with both hands. On the incense branch TH takes the closed thurible and BB the boat; CB takes the cross when used; A1 and A2 take the two candles; T1–T4 and L remain empty-handed with hands joined. Form the same single-file order used at MC-004; use the locally marked paired formation only for the stationary reverence. Finish / next: The priest’s biretta and every entrance object have now rejoined the exit chain. The adult sacristan has confirmed whether charcoal remains live.
MC-056 Final reverence and recession	All lay servers	At MC’s signal, free-handed T1–T4 and L genuflect if the Blessed Sacrament is reserved at this altar and make a profound bow if it is not. This model keeps MC, TH, BB, CB, A1, and A2 upright with their objects and assigns them a head bow. MC then gives the biretta to the priest with both hands. Turn in the rehearsed direction without crossing, then recess in the same order and spacing as the entrance, one behind another through the nave and sacristy doorway. Finish / next: MISSAL: <i>Ritus servandus</i> XII.6 supplies the reserved/ unreserved branch. MODEL: the exact object-safe bows and biretta handoff.
MC-057 In the sacristy	All lay servers / adult sacristan	Form the same straight line and make the customary concluding reverence with the priest. TH and BB give the thurible and boat to the adult at the metal-safe station; A1 and A2 set candles in their stands; CB sets the cross in its stand; T1–T4 help only with the objects named before Mass. On the alternate lesson branch the assigned adult now recovers the Epistle book from its lectern and returns it to its named sacristy place while L reports that it is accounted for. The adult handles live charcoal and extinguishes flames. Report any damage or mistake honestly. Finish / next: Serving ends when every person and object is accounted for.

E BRANCH CARD: KNOW WHAT CHANGES

Ordinary branches covered here	
No incense.	Omit TH, BB, every incensation, and every incense hand-off.
No Gloria/Credo.	Skip the corresponding intonation, seating, and return rows.
Psalm 42 omitted.	Keep the opening <i>Introibo</i> exchange and continue at <i>Adiutorium</i> ; do not omit the whole foot-prayer course unless General Rubric 424 applies.
Requiem.	This form is outside the guide. Psalm 42, the Agnus Dei text, dismissal, blessing, and some ceremonial actions differ. Rehearse from an edition-checked Requiem sheet.
Easter dismissal.	At a Mass of the season within the Easter octave, the prescribed dismissal and response add <i>alleluia</i> twice.

Special rites need their own sheet

The Asperges, Candlemas, Ash Wednesday, Palm Sunday, Holy Week, Rogation processions, Nuptial Mass, funerals and absolution, Mass before the Blessed Sacrament exposed, pontifical functions, and Communion outside the ordinary route are not compressed into this chart. The MC must supply the proper edition-checked supplement.

F FIVE LATIN SOUNDS TO LEARN FIRST

This guide follows the Roman pronunciation taught in the 1961 *Liber Usualis*, section IX, pp. xxxv–xxxix. It is a broad learner model, not a claim that every competent singer has the same fine accent. Give every vowel its full sound, keep every syllable, and make the stressed syllable firm without doubling it.

FOR THE SERVER: Say these five sounds

a = ah e = eh i = ee o = oh u = oo

Point to each one and say it three times. Then try *Amen*: AH-mehn. Capitals show the strong syllable; they are not extra letters to say.

Letter	Learner sound	IPA	Reminder
a	ah	/a/	as in <i>father</i>
e	eh	/e/	as in <i>red</i> ; never <i>ee</i>
i, y	ee	/i/	as in <i>machine</i>
o	oh	/o/	one pure vowel
u	oo	/u/	as in <i>rule</i>
ae, oe	eh	/e/	one sound; this guide prints <i>ae/oe</i> , not ligatures
au	ow	/au/	let both vowel sounds be heard in one syllable

TRAINER REFERENCE

The rest of this page is for the trainer who checks the server's sounds. The server may begin Lesson 1 after learning the five vowels above.

- **c** before *e, ae, oe, i, y* is *ch*; otherwise it is *k*. **ch** is *k*.
- **g** before those front vowels is English *j*; otherwise it is hard *g*.
- **sc** before a front vowel is *sh*; **gn** is one softened *ny* sound.
- **ti** before another vowel is normally *tsee*; it stays *tee* after *s, x, or t*.
- **qu** before a vowel is *kw*. Consonantal **i/j** is English *y*.
- **h** is silent here; **th** is *t*; **x** is *ks*; **z** is *dz*.
- Tap or lightly roll **r**. Let doubled consonants be heard: *peccatis* is not the same as a word with one *c*.
- Use a clear *s*. Between vowels it may be lightly softened; the IPA keeps /s/ so this is not mistaken for a new spelling rule.

In a learner line, hyphens show syllables and CAPITALS show stress. In a sound line, ch, j, sh, ny, tsee, kw, y have their usual meanings in the key above. The trainer's IPA table later in the guide is the more exact check; it uses /r/ for a tapped or lightly trilled r, /ʃ/ for sh, /tʃ/ for ch, and /dʒ/ for English j.

G LEARN THE RESPONSES IN SIX SHORT LESSONS

FOR THE TRAINER: Choose the server's practice track first

MC, A1, and A2 learn the quiet altar answers. Other servers first learn the words marked "listen and do not join." Learn a choir/public answer only if the server is separately assigned to sing with those voices.

ID note. In this response course, A1–A22 are response-bank IDs. In the role sections, A1 and A2 mean the first and second acolytes.

For **SAY QUIETLY**, the assigned quiet-team server gives the response. For **LISTEN**, the server says "listen" during practice but remains silent at Mass. Practise a sung response only with a choir assignment. Stop after five to ten minutes. Do not require the next lesson until the printed jobs work in a mixed order.

G.1 LESSON 1: THREE ANSWERS THAT RETURN OFTEN

FOR THE SERVER: Today's goal

Recognize the cue and perform the printed job for A9, A13, or A15 without guessing.

☐ job ☐ cue ☐ assigned words

FOR THE SERVER: A9 — Amen

YOUR JOB FOLLOW THE VOICE MAP. The quiet team says its rows; the choir sings its rows; other servers listen.

HEAR V. An audible prayer ending or the blessing calls for *Amen*.

RESPONSE R. *Amen*.

LATIN CHUNKS A-men

SAY IT LIKE AH-mehn

MEANING Truly; so be it.

FOR THE SERVER: A13 — Greeting and peace answer

YOUR JOB FOLLOW THE VOICE MAP. The quiet team says its rows, the choir sings its rows, and a pax recipient answers quietly.

HEAR V. A greeting such as *Dominus vobiscum* or *Pax vobis*.

RESPONSE R. *Et cum spiritu tuo*.

LATIN CHUNKS Et cum SPI-ri-tu TU-o

SAY IT LIKE eht koom SPEE-ree-too TOO-oh

MEANING And with your spirit.

FOR THE SERVER: A15 — Thanks to God

YOUR JOB FOLLOW THE VOICE MAP. The quiet team says its rows; the choir sings its rows; other servers listen.

HEAR V. A read Epistle or Last Gospel ends, or the dismissal is *Ite, missa est* or *Benedicamus Domino*.

RESPONSE R. *Deo gratias*.

LATIN CHUNKS DE-o GRA-ti-as

SAY IT LIKE DEH-oh GRAH-tsee-ahs

MEANING Thanks be to God.

G.2 LESSON 2: GOSPEL AND PREFACE GATES

FOR THE SERVER: Today's goal

Keep the Gospel pair separate from the two Preface answers and the end of the Pater noster; say or listen exactly as the printed job directs.

☐ job ☐ cue ☐ assigned words

FOR THE SERVER: A16 — At the Gospel announcement

YOUR JOB FOLLOW THE VOICE MAP. The quiet team says its rows; the choir sings its rows; other servers listen.

HEAR V. *Sequentia or Initium sancti Evangelii secundum N.*

RESPONSE R. *Gloria tibi, Domine.*

LATIN CHUNKS GLO-ri-a TI-bi, DO-mi-ne

SAY IT LIKE GLOH-ree-ah TEE-bee, DOH-mee-neh

MEANING Glory to you, O Lord.

FOR THE SERVER: A17 — After a Gospel read at Low Mass

YOUR JOB LISTEN—DO NOT JOIN after a chanted Gospel.

HEAR V. A Gospel read in the Low-Mass manner ends.

RESPONSE R. *Laus tibi, Christe.*

LATIN CHUNKS Laus TI-bi, CHRIS-te

SAY IT LIKE lows TEE-bee, KREES-teh

MEANING Praise to you, O Christ.

FOR THE SERVER: A19 — After Sursum corda

YOUR JOB SING ONLY IF ASSIGNED. Otherwise: **LISTEN.**

HEAR V. *Sursum corda.*

RESPONSE R. *Habemus ad Dominum.*

LATIN CHUNKS ha-BE-mus ad DO-mi-num

SAY IT LIKE ah-BEH-moos ahd DOH-mee-noom

MEANING We have lifted them to the Lord.

FOR THE SERVER: A20 — After Gratias agamus

YOUR JOB SING ONLY IF ASSIGNED. Otherwise: **LISTEN.**

HEAR V. *Gratias agamus Domino Deo nostro.*

RESPONSE R. *Dignum et iustum est.*

LATIN CHUNKS DIG-num et IUS-tum est

SAY IT LIKE DEE-nyoom eht YOOS-toom ehst

MEANING It is right and just.

FOR THE SERVER: A21 — End of the Pater noster

YOUR JOB SING ONLY IF ASSIGNED. Otherwise: **LISTEN.**

HEAR V. *Et ne nos inducas in tentationem.*

RESPONSE R. *Sed libera nos a malo.*

LATIN CHUNKS Sed LI-be-ra nos a MA-lo

SAY IT LIKE seh-d LEE-beh-rah nohs ah MAH-loh

MEANING But deliver us from evil.

G.3 LESSON 3: SHORT OPENING ANSWERS

FOR THE SERVER: Today's goal

Recognize five short cues from the prayers at the foot without using Mass order as a crutch; speak only when the printed job assigns the response.

☐ job ☐ cue ☐ assigned words

FOR THE SERVER: A1 — Opening antiphon answer

YOUR JOB MC/A1/A2: SAY QUIETLY. Other servers: LISTEN.

HEAR V. *Introibo ad altare Dei.*

RESPONSE R. *Ad Deum qui laetificat iuventutem meam.*

LATIN CHUNKS ad DE-um qui lae-TI-fi-cat iu-ven-TU-tem ME-am

SAY IT LIKE ahd DEH-oom kwee leh-TEE-fee-kaht yoo-vehn-TOO-tehm MEH-ahm

MEANING To God, who gives joy to my youth.

FOR THE SERVER: A6 — After Adiutorium nostrum

YOUR JOB MC/A1/A2: SAY QUIETLY. Other servers: LISTEN.

HEAR V. *Adiutorium nostrum in nomine Domini.*

RESPONSE R. *Qui fecit caelum et terram.*

LATIN CHUNKS qui FE-cit CAE-lum et TER-ram

SAY IT LIKE kwee FEH-cheet CHEH-loom eht TEHR-rahm

MEANING Who made heaven and earth.

FOR THE SERVER: A10 — After Deus, tu conversus

YOUR JOB MC/A1/A2: SAY QUIETLY. Other servers: LISTEN.

HEAR V. *Deus, tu conversus vivificabis nos.*

RESPONSE R. *Et plebs tua laetabitur in te.*

LATIN CHUNKS Et plebs TU-a lae-TA-bi-tur in te

SAY IT LIKE eht plehbs TOO-ah leh-TAH-bee-toor een teh

MEANING And your people will rejoice in you.

FOR THE SERVER: A11 — After Ostende nobis

YOUR JOB MC/A1/A2: SAY QUIETLY. Other servers: LISTEN.

HEAR V. *Ostende nobis, Domine, misericordiam tuam.*

RESPONSE R. *Et salutare tuum da nobis.*

LATIN CHUNKS Et sa-lu-TA-re TU-um da NO-bis

SAY IT LIKE eht sah-loo-TAH-reh TOO-oom dah NOH-bees

MEANING And grant us your salvation.

FOR THE SERVER: A12 — After Domine, exaudi

YOUR JOB MC/A1/A2: SAY QUIETLY. Other servers: LISTEN.

HEAR V. *Domine, exaudi orationem meam.*

RESPONSE R. *Et clamor meus ad te veniat.*

LATIN CHUNKS Et CLA-mor ME-us ad te VE-ni-at

SAY IT LIKE eht KLAH-mor MEH-oos ahd teh VEH-nee-aht

MEANING And let my cry come to you.

G.4 LESSON 4: THE PSALM CHAIN

FOR THE SERVER: Today's goal

Build each assigned answer from its final phrase backward; otherwise recognize the words and practise listening. Then mix all four cues.

☐ job ☐ cue ☐ assigned words

FOR THE SERVER: A2 — First psalm answer

YOUR JOB MC/A1/A2: SAY QUIETLY. Other servers: LISTEN.

HEAR V. The psalm verse ending *erue me*.

RESPONSE R. *Quia tu es, Deus, fortitudo mea: quare me repulisti, et quare tristis incedo, dum affligit me inimicus?*

LATIN CHUNKS QUI-a tu es, DE-us, for-ti-TU-do ME-a: QUA-re me re-pu-LI-sti, et QUA-re TRIS-tis in-CE-do, dum af-FLI-git me i-ni-MI-cus?

SAY IT LIKE KWEE-ah too ehs, DEH-oos, for-tee-TOO-doh MEH-ah: KWAH-reh meh reh-poo-LEE-stee, eht KWAH-reh TREES-tees een-CHEH-doh, doom ahf-FLEE-jeet meh ee-nee-MEE-koos?

MEANING You are my strength; why am I cast off and sad while the enemy troubles me?

FOR THE SERVER: A3 — Second psalm answer

YOUR JOB MC/A1/A2: SAY QUIETLY. Other servers: LISTEN.

HEAR V. The psalm verse ending *tabernacula tua*.

RESPONSE R. *Et introibo ad altare Dei: ad Deum qui laetificat iuventutem meam.*

LATIN CHUNKS Et in-tro-I-bo ad al-TA-re DE-i: ad DE-um qui lae-TI-fi-cat iu-ven-TU-tem ME-am

SAY IT LIKE eht een-troh-EE-boh ahd ahl-TAH-reh DEH-ee: ahd DEH-oom kwee leh-TEE-fee-kaht yoo-vehn-TOO-tehm MEH-ahm

MEANING And I will go to God's altar, to God who gives joy to my youth.

FOR THE SERVER: A4 — Third psalm answer

YOUR JOB MC/A1/A2: SAY QUIETLY. Other servers: LISTEN.

HEAR V. The psalm verse ending *quare conturbas me?*

RESPONSE R. *Spera in Deo, quoniam adhuc confitebor illi: salutare vultus mei, et Deus meus.*

LATIN CHUNKS SPE-ra in DE-o, QUO-ni-am AD-huc con-fi-TE-bor IL-li: sa-lu-TA-re VUL-tus ME-i, et DE-us ME-us

SAY IT LIKE SPEH-rah een DEH-oh, KWOH-nee-ahm AHD-ook kohn-fee-TEH-bor EEL-lee: sah-loo-TAH-reh VOOL-toos MEH-ee, eht DEH-oos MEH-oos

MEANING Hope in God; I shall praise him, my salvation and my God.

FOR THE SERVER: A5 — Psalm doxology answer

YOUR JOB MC/A1/A2: SAY QUIETLY. Other servers: LISTEN.

HEAR V. *Gloria Patri, et Filio, et Spiritui Sancto.*

RESPONSE R. *Sicut erat in principio, et nunc, et semper: et in saecula saeculorum. Amen.*

LATIN CHUNKS SI-cut E-rat in prin-CI-pi-o, et nunc, et SEM-per: et in SAE-cu-la sae-cu-LO-rum. A-men

SAY IT LIKE SEE-koot EH-raht een preen-CHEE-pee-oh, eht noonk, eht SEHM-pehr: eht een SEH-koo-lah seh-koo-LOH-room. AH-mehn

MEANING As it was in the beginning, is now, and always will be, for ages of ages. Amen.

G.5 LESSON 5: THE THREE LONG ANSWERS

FOR THE SERVER: Today's goal

Learn one sense-sized piece at a time. If the response is assigned to you, join the pieces only after each can be said correctly by itself.

☐ job ☐ cue ☐ assigned words

FOR THE SERVER: A7 — After the priest's Confiteor

YOUR JOB MC/A1/A2: SAY QUIETLY. Other servers: LISTEN.

HEAR V. The priest finishes his *Confiteor*.

RESPONSE R. *Misereatur tui omnipotens Deus, et, dimissis peccatis tuis, perducatur te ad vitam aeternam.*

LATIN CHUNKS mi-se-re-A-tur TU-i om-NI-po-tens DE-us, et, di-MIS-sis pec-CA-tis TU-is, per-DU-cat te ad VI-tam ae-TER-nam

SAY IT LIKE mee-seh-reh-AH-toor TOO-ee ohm-NEE-poh-tehns DEH-oos, eht, dee-MEES-sees pehk-KAH-tees TOO-ees, pehr-DOO-kaht teh ahd VEE-tahm eh-TEHR-nahm

MEANING May almighty God have mercy on you, forgive your sins, and bring you to everlasting life.

FOR THE SERVER: A8 — The ministers' Confiteor

YOUR JOB MC/A1/A2: SAY QUIETLY. Other servers: LISTEN.

HEAR V. It is time for the ministers' *Confiteor*.

COMPLETE RESPONSE R. *Confiteor Deo omnipotenti, beatae Mariae semper Virgini, beato Michaeli Archangelo, beato Ioanni Baptistae, sanctis Apostolis Petro et Paulo, omnibus Sanctis, et tibi, pater: quia peccavi nimis cogitatione, verbo et opere: mea culpa, mea culpa, mea maxima culpa. Ideo precor beatam Mariam semper Virginem, beatum Michaellem Archangelum, beatum Ioannem Baptistam, sanctos Apostolos Petrum et Paulum, omnes Sanctos, et te, pater, orare pro me ad Dominum Deum nostrum.*

LEARN IT IN THREE PARTS

1. I confess. *Confiteor Deo omnipotenti, beatae Mariae semper Virgini, beato Michaeli Archangelo, beato Ioanni Baptistae, sanctis Apostolis Petro et Paulo, omnibus Sanctis, et tibi, pater:*

LATIN CHUNKS con-FI-te-or DE-o om-ni-po-TEN-ti, be-A-tae Ma-RI-ae SEM-per VIR-gi-ni, be-A-to Mi-cha-E-li Ar-CHAN-ge-lo, be-A-to lo-AN-ni Bap-TIS-tae, SANC-tis A-POS-to-lis PE-tro et PAU-lo, OM-ni-bus SANC-tis, et TI-bi, PA-ter:

SAY IT LIKE kohn-FEE-teh-or DEH-oh ohm-nee-poh-TEHN-tee, beh-AH-teh mah-REE-eh SEHM-pehr VEER-jee-nee, beh-AH-toh mee-kah-EH-lee ahr-KAHN-jeh-loh, beh-AH-toh yoh-AHN-nee bahp-TEES-teh, SAHNK-tees ah-POHS-toh-lees PEH-troh eht POW-loh, OHM-nee-boos SAHNK-tees, eht TEE-bee, PAH-tehr

MEANING I confess to almighty God, the saints, and you, Father.

2. Because I sinned, I begin to ask. *quia peccavi nimis cogitatione, verbo et opere: mea culpa, mea culpa, mea maxima culpa. Ideo precor beatam Mariam semper Virginem,*

LATIN CHUNKS QUI-a pec-CA-vi NI-mis co-gi-ta-ti-O-ne, VER-bo et O-pe-re: ME-a CUL-pa, ME-a CUL-pa, ME-a MAX-i-ma CUL-pa. I-de-o PRE-cor be-A-tam Ma-RI-am SEM-per VIR-gi-nem,

SAY IT LIKE KWEE-ah pehk-KAH-vee NEE-mes koh-jee-tah-tsee-OH-neh, VEHR-boh eht OH-peh-reh: MEH-ah KOOL-pah, MEH-ah KOOL-pah, MEH-ah MAHK-see-mah KOOL-pah. EE-deh-oh PREH-kor beh-AH-tahm mah-REE-ahm SEHM-pehr VEER-jee-nehm

MEANING I confess my fault and ask Mary to pray.

3. I finish the petition. *beatum Michaellem Archangelum, beatum Ioannem Baptistam, sanctos Apostolos Petrum et Paulum, omnes Sanctos, et te, pater, orare pro me ad Dominum Deum nostrum.*

LATIN CHUNKS be-A-tum Mi-cha-E-lem Ar-CHAN-ge-lum, be-A-tum lo-AN-nem Bap-TIS-tam, SANC-tos A-POS-to-los PE-trum et PAU-lum, OM-nes SANC-tos, et te, PA-ter, o-RA-re pro me ad DO-mi-num DE-um NOS-trum.

SAY IT LIKE beh-AH-toom mee-kah-EH-lehm ahr-KAHN-jeh-loom, beh-AH-toom yoh-AHN-nehm bahp-TEES-tahm, SAHNK-tohs ah-POHS-toh-lohs PEH-troom eht POW-loom, OHM-nehs SAHNK-tohs, eht teh, PAH-tehr, oh-RAH-reh proh meh ahd DOH-mee-noom DEH-oom NOHS-troom

MEANING I ask Michael, the other saints, and you, Father, to pray for me.

FOR THE SERVER: A18 — At Orate, fratres

YOUR JOB MC/A1/A2: SAY QUIETLY. Other servers: LISTEN.

HEAR V. The priest finishes *Orate, fratres*.

RESPONSE R. *Suscipiat Dominus sacrificium de manibus tuis ad laudem et gloriam nominis sui, ad utilitatem quoque nostram, totiusque Ecclesiae suae sanctae.*

LATIN CHUNKS su-SCI-pi-at DO-mi-nus sa-cri-FI-ci-um de MA-ni-bus TU-is ad LAU-dem et GLO-ri-am NO-mi-nis SU-i, ad u-ti-li-TA-tem QUO-que NOS-tram, TO-ti-us-que Ec-CLE-si-ae SU-ae SANC-tae

SAY IT LIKE soo-SHEE-pee-aht DOH-mee-noos sah-kree-FEE-chee-oom deh MAH-nee-boos TOO-ees ahd LOW-dehm eht GLOH-ree-ahm NOH-mee-nees SOO-ee, ahd oo-tee-lee-TAH-tehm KWOH-kweh NOHS-trahm, TOH-tsee-oos-kweh ehk-KLEH-see-eh SOO-eh SAHNK-teh

MEANING May the Lord receive the sacrifice from your hands for his glory and for the good of us and of his holy Church.

G.6 LESSON 6: KYRIE AND THE SPECIAL DISMISSAL

FOR THE SERVER: Today's goal

Know who supplies the Kyrie in this form and recognize when the longer Easter dismissal replaces ordinary A15.

☐ job ☐ cue ☐ assigned words

FOR THE SERVER: A14 — Kyrie and Christe

YOUR JOB SING ONLY IF ASSIGNED. Otherwise: LISTEN.

HEAR V. The ninefold *Kyrie/Christe*.

RESPONSE R. *Kyrie, eleison. Christe, eleison.*

LATIN CHUNKS KY-ri-e, e-LE-i-son. CHRIS-te, e-LE-i-son.

SAY IT LIKE KEE-ree-eh, eh-LEH-ee-sohn. KREES-teh, eh-LEH-ee-sohn.

MEANING Lord, have mercy. Christ, have mercy.

FOR THE SERVER: A22 — dismissal at a Mass of the season in the Easter octave

YOUR JOB SING ONLY IF ASSIGNED. Otherwise: LISTEN.

HEAR V. The Easter-octave dismissal ends *alleluia, alleluia*.

RESPONSE R. *Deo gratias, alleluia, alleluia.*

LATIN CHUNKS DE-o GRA-ti-as, al-le-LU-ia, al-le-LU-ia

SAY IT LIKE DEH-oh GRAH-tsee-ahs, ahl-leh-LOO-yah, ahl-leh-LOO-yah

MEANING Thanks be to God, alleluia, alleluia.

H PUT THE ANSWERS IN MASS ORDER

Use this section for cue-and-role practice. In each row, the first column is what you hear or where you are; the bank ID points to the matching lesson box, where the line marked “Response” gives the words to say. The “Who answers” column tells you whether those words belong to your role. Hyphens, capitalized stress, the English-looking sound line, IPA, and the short meaning are teaching helps; they are never added to the liturgical words. The meanings are brief glosses, not translations to recite at Mass.

FOR THE TRAINER: Use the “Who answers” column

At Missa Cantata, MC/A1/A2 supply the quiet altar dialogue. The appointed choir or congregation supplies the outward sung answers. A server joins a sung answer only when separately assigned to do so. Follow the celebrant and master of ceremonies; never begin merely because an answer appears on the page.

Voice key

QT = MC/A1/A2 say quietly while other servers listen; **CH** = choir or people sing while servers listen unless assigned; **PR** = the pax recipient answers quietly; **NR** = no response.

What is deliberately not in the response bank

The 1962 *Ordo Missae* does not appoint a second Confiteor immediately before the Communion of the faithful. It also gives the threefold *Domine, non sum dignus* at that point to the celebrant, not to the server, and the communicant does not add an answer to the priest's Communion formula. Those words are therefore not trained here as server responses. The Leonine Prayers are prayers after Low Mass, not part of the Order of Mass, and are outside all three guides.

H.1 SEQUENCE MAP: PRAYERS AT THE FOOT OF THE ALTAR

Where the ordinary Order taught here is otherwise applicable, the psalm and its repeated antiphon are omitted in Masses of the season from the First Sunday of the Passion through Holy Thursday inclusive. In those Masses, answer the first *Introibo*, then go directly to *Adiutorium nostrum*. Other special rites can omit more of the opening prayers; follow the proper book and the master of ceremonies.

What you hear or where you are	Bank	Who answers
<i>In nomine Patris, et Filii, et Spiritus Sancti. Amen.</i>	–	NR
<i>Introibo ad altare Dei.</i>	A1	QT
After <i>Iudica me, Deus, ... erue me.</i>	A2	QT
After <i>Emitte lucem tuam, ... tabernacula tua.</i>	A3	QT
After <i>Confitebor tibi in cithara, ... conturbas me?</i>	A4	QT
<i>Gloria Patri, et Filio, et Spiritui Sancto.</i>	A5	QT
The repeated <i>Introibo ad altare Dei.</i>	A1	QT
<i>Adiutorium nostrum in nomine Domini.</i>	A6	QT
After the priest's <i>Confiteor</i>	A7	QT
The ministers' <i>Confiteor</i>	A8	QT
<i>Misereatur vestri ... vitam aeternam.</i>	A9	QT
<i>Indulgentiam, absolutionem ... Dominus.</i>	A9	QT
<i>Deus, tu conversus vivificabis nos.</i>	A10	QT
<i>Ostende nobis, Domine, misericordiam tuam.</i>	A11	QT
<i>Domine, exaudi orationem meam.</i>	A12	QT
<i>Dominus vobiscum.</i>	A13	QT

H.2 SEQUENCE MAP: FROM THE KYRIE THROUGH THE LAST GOSPEL

What you hear or where you are	Bank	Who answers
Ninefold <i>Kyrie/Christe</i>	A14	CH
Greeting before the Collect; <i>Dominus vobiscum</i> (or a bishop's <i>Pax vobis</i>)	A13	CH
Audible conclusion of each appointed Collect	A9	CH
End of an Epistle read in the Low-Mass manner	A15	NR
Gospel greeting, <i>Dominus vobiscum</i>	A13	CH
<i>Sequentia</i> or <i>Initium sancti Evangelii secundum N.</i>	A16	CH
End of a Gospel read in the Low-Mass manner	A17	NR
Offertory greeting, <i>Dominus vobiscum</i>	A13	CH
<i>Orate, fratres ... Deum Patrem omnipotentem.</i>	A18	QT
Audible conclusion of the last Secret, <i>Per omnia saecula saeculorum</i>	A9	CH
Preface greeting, <i>Dominus vobiscum</i>	A13	CH

What you hear or where you are	Bank	Who answers
<i>Sursum corda.</i>	A19	CH
<i>Gratias agamus Domino Deo nostro.</i>	A20	CH
Canon conclusion, <i>Per omnia saecula saeculorum</i>	A9	CH
End of the Pater noster, <i>Et ne nos inducas in tentationem.</i>	A21	CH
Embolism conclusion, <i>Per omnia saecula saeculorum</i>	A9	CH
<i>Pax Domini sit semper vobiscum.</i>	A13	CH
If the pax is actually given: <i>Pax tecum.</i>	A13	PR
Postcommunion greeting, <i>Dominus vobiscum</i>	A13	CH
Audible conclusion of each appointed Postcommunion	A9	CH
Audible conclusion of the Prayer over the People, when appointed	A9	CH
Final greeting, <i>Dominus vobiscum</i>	A13	CH
<i>Ite, missa est.</i>	A15	CH
At a Mass of the season within the Easter octave: <i>Ite, missa est, alleluia, alleluia.</i>	A22	CH
If a liturgical procession follows: <i>Benedicamus Domino</i> ; no blessing or Last Gospel follows in this branch	A15	CH
Blessing, <i>Pater, et Filius, et Spiritus Sanctus.</i>	A9	CH
Last Gospel greeting, if the Last Gospel is said	A13	QT
<i>Initium sancti Evangelii secundum Ioannem.</i>	A16	QT
End of the Last Gospel	A15	QT

Whenever A18 is spoken or practised, its words are *de manibus tuis*. The Missal's alternative *de manibus meis* is for the priest only when he must supply the response himself; it is not a server variant. If the Last Gospel is omitted by its proper rubric, there are no Last-Gospel answers. The Last Gospel is omitted at the third Mass of Christmas. Other proper or omitted cases require their own edition-checked lesson.

Do not confuse a sung part with a server answer

At a sung Mass the Introit, Gradual or Tract or Alleluia, Offertory, and Communion are proper chants. The Gloria and Credo, when appointed, and the Sanctus–Benedictus and Agnus Dei are complete Ordinary chants. The Kyrie is shown in A14 because its ninefold alternation is also used at Low Mass.

These complete chants are not short cue-and-answer responses, so this bank does not reproduce them. A server sings them only when assigned to the choir or participating congregation; at Low Mass, never add a choir part as a server answer.

I PRACTICE AND PROVE IT

Practice for five to ten quiet minutes. One person reads only the cue; the learner carries out the printed job without looking. During practice, saying “listen” proves recognition of a silent-at-Mass cue. A stage is mastered when two scrambled rounds have the correct job at every cue, with a short break between them. For assigned responses, correct words come first; steady pace and clean pronunciation come next.

Stage 1: Three anchors. A9 *Amen*; A13 *Et cum spiritu tuo*; A15 *Deo gratias*.

☐ job ☐ cue ☐ assigned words

Stage 2: Gospel and Preface gates. Add A16, A17, A19, A20, and A21. Mix their cues so that similar short answers do not become guesses.

☐ job ☐ cue ☐ assigned words

Stage 3: Short foot-prayer answers. Add A1, A6, and A10–A12. Drill once with and once without the psalm.

☐ job ☐ cue ☐ assigned words

Stage 4: The psalm chain. Learn A2–A5 one clause at a time. Say the last clause first, add the clause before it, and build backward until the whole answer is secure.

☐ job ☐ cue ☐ assigned words

Stage 5: The long answers. Learn A7, A8, and A18 in sense-sized chunks. For A8, use the four hooks: “I confess”; “because I sinned”; “therefore I ask”; “pray for me.” Join chunks only after each is accurate.

☐ job ☐ cue ☐ assigned words

Stage 6: Patterns and variants. Drill A14’s ninefold alternation, then ordinary, Easter-octave Mass-of-the-season, and procession dismissals. Finish with one complete run in the voice plan of the form you will serve.

☐ job ☐ cue ☐ assigned words

Four drills that work Echo, cover, respond: hear a phrase, repeat it three times, cover it, then carry out the printed job at the cue. Build backward: master the final phrase, then attach the phrase before it. This prevents endings from fading away. First-letter rescue: write only the first letter of each word; use it once, then remove it. Wrong-cue check: mix <i>Dominus vobiscum</i>, <i>Sursum corda</i>, and <i>Ite, missa est</i>. A response is learned only when the cue selects the right job.
Mastery includes recovery In the final shuffled check, the trainer deliberately includes one cue the learner is likely to miss. If the answer does not begin within three seconds, the learner says “again,” listens to the cue once more, and answers without opening the guide. If the second attempt is wrong, the trainer gives the bank ID, the learner corrects the complete response, and that cue returns after three unrelated cards. Pass when two scrambled rounds are accurate and every miss is recovered by the delayed repeat.

J QUICK ROUTE BY RESPONSE ID

Use this only after learning the bank. A trainer calls the cue; the learner finds the right ID from memory and performs its job. An assigned speaker says the complete response; a listening server says “listen” during practice and remains silent at Mass.

Mass stage	Response route
Foot prayers	A1, A2, A3, A4, A5, A1, A6, A7, A8, A9, A9, A10, A11, A12, A13
Kyrie through Gospel	A14; then A13 and A9 at the prayers; A15 after a read Epistle; A13 and A16 before the Gospel; A17 only after a read Gospel
Offertory and Preface	A13, A18, A9, A13, A19, A20
Canon and Communion	A9, A21, A9, A13
Postcommunion and ending	A13, A9; add A9 for a Prayer over the People when appointed; then A13 and either A15 or A22 according to the dismissal; blessing A9 only after the <i>Ite</i> branch
Last Gospel, when said	A13, A16, A15

Sung-reading checkpoint At Missa Cantata or Solemn Mass, do not add A15 after a chanted Epistle and do not add A17 after a chanted Gospel. Follow the form-specific voice table.
Ending checkpoint If <i>Benedicamus Domino</i> announces a procession, answer A15; there is no blessing or Last Gospel. The third Mass of Christmas has no Last Gospel; omit its final A13, A16, and A15.

K TRAINER PRONUNCIATION CHECK

The learner boxes give marked Latin and a plain-language sound line. This compact key keeps the more technical broad IPA with the trainer. It is a desk check, not an oral certification; a competent human listener must still hear the learner.

ID	Broad IPA for the complete response
A1	/ad 'de.um kwi le'ti.fi.kat ju.ven'tu.tem 'me.am/
A2	/'kwi.a tu es 'de.us for.ti'tu.do 'me.a 'kwa.re me re.pu'li.sti et 'kwa.re 'tris.tis in'tfe.do dum affli.dʒit me i.ni'mi.kus/
A3	/et in.tro'i.bo ad al'ta.re 'de.i ad 'de.um kwi le'ti.fi.kat ju.ven'tu.tem 'me.am/
A4	/'spe.ra in 'de.o 'kwo.ni.am 'ad.uk kon.fi'te.bor 'il.li sa.lu'ta.re 'vul.tus 'me.i et 'de.us 'me.us/
A5	/'si.kut 'e.rat in prin'tfi.pi.o et nunk et 'sem.per et in 'se.ku.la se.ku'lo.rum 'a.men/
A6	/kwi 'fe.tʃit 'tfe.lum et 'ter.ram/
A7	/mi.se.re'a.tur 'tu.i om'ni.po.tens 'de.us et di'mis.sis pek'ka.tis 'tu.is per'du.kat te ad 'vi.tam e'ter.nam/
A8	/kon'fi.te.or 'de.o om.ni.po'ten.ti be'a.te ma'ri.e 'sem.per 'vir.dʒi.ni be'a.to mi.ka'e.li ar'kan.dʒe.lo be'a.to jo'an.ni bap'tis.te 'saɲ.ktis a'pos.to.lis 'pe.tro et 'pau.lo 'om.ni.bus 'saɲ.ktis et 'ti.bi 'pa.ter 'kwi.a pek'ka.vi 'ni.mis ko.dʒi.ta.tsi'o.ne 'ver.bo et 'o.pe.re 'me.a 'kul.pa 'me.a 'kul.pa 'me.a 'mak.si.ma 'kul.pa 'i.de.o 'pre.kor be'a.tam ma'ri.am 'sem.per 'vir.dʒi.nem be'a.tum mi.ka'e.lem ar'kan.dʒe.lum be'a.tum jo'an.nem bap'tis.tam 'saɲ.ktos a'pos.to.los 'pe.trum et 'pau.lum 'om.nes 'saɲ.ktos et te 'pa.ter o'ra.re pro me ad 'do.mi.num 'de.um 'nos.trum/
A9	/'a.men/
A10	/et plebs 'tu.a le'ta.bi.tur in te/
A11	/et sa.lu'ta.re 'tu.um da 'no.bis/
A12	/et 'kla.mor 'me.us ad te 've.ni.at/
A13	/et kum 'spi.ri.tu 'tu.o/
A14	/'ki.ri.e e'le.i.son 'kri.ste e'le.i.son/
A15	/'de.o 'gra.tsi.as/
A16	/'glo.ri.a 'ti.bi 'do.mi.ne/
A17	/laus 'ti.bi 'kri.ste/
A18	/su'fi.pi.at 'do.mi.nus sa.kri'fi.tʃi.um de 'ma.ni.bus 'tu.is ad 'lau.dem et 'glo.ri.am 'no.mi.nis 'su.i ad u.ti.li'ta.tem 'kwo.kwe 'nos.tram 'to.tsi.us.kwe ek'kle.si.e 'su.e 'saɲ.kte/
A19	/a'be.mus ad 'do.mi.num/
A20	/'di.jum et 'jus.tum est/
A21	/sed 'li.be.ra nos a 'ma.lo/
A22	/'de.o 'gra.tsi.as al.le'lu.ja al.le'lu.ja/

L USE THE SEPARATE PRACTICE CARDS

The detachable cards are now kept in the matching cards-only companion, so this training guide stays short and easy to navigate. Open *Missa Cantata Cue Cards* from the same catalog row as this guide.

Print the companion

Print on US-letter paper, in portrait orientation, at actual size, two-sided, with **long-edge binding**. Keep each front/back pair in order. Every back sheet reverses each row left-to-right so it aligns after the long-edge turn. Cut on the box borders. The integrated response deck is on physical pages 1–8. The action deck is on physical pages 9–12. Print all twelve pages for both decks, or print either complete range by itself. Both ranges begin on odd pages.

Choose the server's job before practice

MC, A1, and A2 give the quiet altar answers in this model. Choir or people give public sung answers; other servers listen unless assigned. No answer follows a chanted reading. Cards omit this key. In practice, say *listen* for a cue that requires silence at Mass.

Practise the complete cue

Every cue is printed in full. Because the appointed Epistle and Gospel change with the day, R15 and R17 use complete examples from the Fifth Sunday after Pentecost and label them as examples. For a particular Mass, the trainer may also practise the complete final sentence or verse from that day's Missal; never replace it with only the last few words.

Deck order. The 24 integrated response cards follow the six lesson groups. Each back joins the canonical response, marked Latin chunks, plain-language sound line, and short meaning. Broad IPA remains in this guide's trainer key. The twelve action cards follow and rehearse the assigned route.

Text basis. Latin was collated from the 1962 *Missale Romanum*, *Ritus servandus* III–VII and X–XIII and *Ordo Missae*, printed pp. 216–328. Pronunciation follows the 1961 *Liber Usualis*, *Rules for Interpretation*, IX. Sound spellings, glosses, staging, and card design are teaching aids.

M SCOPE, EDITION, AND QUALIFICATIONS

Form. *Missa Cantata*: sung Mass without deacon and subdeacon, according to the Order and rubrics of the 1962 Roman Missal.

Training boundary. The guide accounts for the complete ordinary route of its declared roster, with separate public-sung and quiet-minister voice tracks and explicit with-incense and without-incense branches. Special rites require their own sheets.

Roster and model. The core model uses an MC, two acolytes, and four torchbearers. The with-incense branch requires a separate thurifer and boat bearer; a cross-bearer is added when the selected entrance uses a cross, and an assigned lesson singer is added only on that alternate branch. MC, A1, and A2 form the quiet response team. No object or duty disappears when an optional role is omitted: the corresponding branch is omitted or its reassignment is written before vesting.

Text and pronunciation. The Latin response sequence is collated to the 1962 Vatican typical Missal. The printed house form expands the ligatures *ae* and *oe*; stress marks and syllable divisions appear only on separately labeled learner lines. The pronunciation course teaches the Roman-style ecclesiastical Latin described in the 1961 *Liber Usualis*. Its broad IPA, sound spelling, memory aids, and short English meanings are original editorial layers. They are not chant notation or an English ritual translation. For sung delivery, the appointed chant and the choir director control melody, rhythm, and phrasing.

Edition limits. This ordinary route excludes the Asperges, processions, Candlemas, Ash Wednesday, Palm Sunday, Holy Week, Rogation rites, Nuptial and Requiem ceremonies, funerals and absolutions, Mass before the Blessed Sacrament exposed, pontifical functions, Benediction, and Communion outside Mass. Compact branch warnings do not teach those functions. The Leonine prayers are outside Mass and are not included. The printed 1962 Communion rite has no second *Confiteor*.

Authority and training. This is a study and rehearsal aid, not an official liturgical book, parish directive, certificate of competence, or statement of present authorization. The priest and master of ceremonies govern the actual function. A young server needs supervised, site-specific practice before handling flames, hot charcoal, vessels, a Communion plate, or unfamiliar steps.

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N References

- *Missale Romanum*, editio typica (Typis Polyglottis Vaticanis, 1962), especially the General Rubrics, *Ritus servandus*, and *Ordo Missae*; page-image facsimile: <https://media.churchmusicassociation.org/pdf/missale62.pdf>.
- Sacred Congregation of Rites, *De musica sacra et sacra liturgia*, 3 September 1958, AAS 50 (1958), 630–663, especially nn. 24–27 and 31–32: <https://www.vatican.va/archive/aas/documents/AAS-50-1958-ocr.pdf>.
- *Liber Usualis* (Solesmes, 1961), English introduction, section IX, pp. xxxv–xxxix.
- A. Fortescue and J. B. O’Connell, *The Ceremonies of the Roman Rite Described*, 12th revised edition (1962), names the selected ceremonial family. The directly read 1917 edition and the Archconfraternity of Saint Stephen’s 2022 handbook were used only as subordinate traffic and discrepancy controls; the 1962 Missal overrides both.

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