

SERVING SOLEMN MASS

Know your part. Move with the team.

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

START HERE

**1. Find your assigned role. 2. Learn its seven scenes. 3.
Rehearse every handoff with cold, empty practice objects.**

1 CHOOSE YOUR ROLE AND BEGIN

Find the role assigned by the priest or MC and begin its sacristy-to-sacristy route on the next page. Practise one scene at a time: first point out every place and partner, then walk empty-handed, then rehearse each handoff with cold, empty practice objects.

FOR THE SERVER: If you lose your place

Stop, face the altar, hold your object safely, and look to the MC. Do not hurry across the sanctuary to repair a small mistake. The MC will give one quiet signal or let the action continue.

Roles in this guide: MC; thurifer (Th); boat bearer (Bb); first and second acolytes (A1 and A2); four torchbearers (Tb1–Tb4); and an optional processional cross-bearer (Cb).

2 MY ROLE FROM SACRISTY TO SACRISTY

Start here. Your trainer reads the bold scene name; you say the cue, action, finish, and next scene. The SO numbers lead your trainer to the complete team chronology in the appendices; you do not need to learn a different role before beginning your own. Before a live rehearsal, the priest or MC completes the *Today's Mass* preparation sheet in the appendices.

If your trainer prints a role packet, use the printed page range on the preparation sheet. A shared boundary page is intentional when two roles meet on the same page.

FOR THE SERVER: Practise your role in four passes

Pass 1 — point: name every place and partner. **Pass 2 — walk:** move with empty hands. **Pass 3 — hand off:** use cold, empty practice objects and name every giver, receiver, and final place. **Pass 4 — recover:** your trainer withholds one cue; stop, secure the object, face the altar, and look to the MC.

YOUR SEVEN-SCENE MAP

The same seven stops appear on every role sheet. Find the large scene number, then read across: **where you are, which SO actions control the stop, and the question you must answer.**

1	Ready and enter What do I carry, where do I finish, and where is my base?	SO-001–009
2	First incense and lessons When do I move, sit, stand, or wait?	SO-010–017
3	Gospel and Creed Do I join the Gospel group, and what gesture follows the sung cue?	SO-018–029
4	Offertory What object or lane is mine, and who receives each handoff?	SO-030–040
5	Canon and elevations When do torches, incense, and bells begin and finish?	SO-041–049
6	Pax, Communion, ablutions Does my role handle the veil, pax, plate, cruets, or reset?	SO-050–060
7	Ending and recession Which ending is appointed, what do I carry out, and where does it finish?	SO-061–070

FOR THE SERVER: The common track for every role

EVERY SERVER — common track. At the foot prayers, kneel on both knees and make only the gestures named in SO-009; on the Passiontide branch keep *Introibo*, omit Psalm 42 and its *Gloria Patri* bow, and rejoin at *Adiutorium*. Follow the MC's marked standing, sitting, or ferial-kneeling cue through SO-060. At a prescribed Gospel genuflection, free hands genuflect while A1 and A2 remain upright with the candles. Sacred-minister and choir words cue timing, not automatic lay answers; give a public response only when the parish has assigned it.

Use the marked ending in SO-061–070. On the normal or third-Christmas route, follow the role's printed object pickup and final-reverence branch. If *Benedicamus* is appointed, stop after the public *Deo gratias* and use the parish's separate procession sheet. That sheet must name this role's object, place, route, final reverence, and sacristy return. When the procession has ended in the sacristy, rejoin SO-070 for the common reverence and final person-and-object count.

Master of ceremonies — MC

- Scene 1: Ready and enter — SO-001, 005, 007.** Check every object and route, form the team, receive all three birettas, put them in their marked sedilia places, and return to the middle.
- Scene 2: First incense and lessons — SO-010–017.** Assist the first incense, clear and replace the Missal, then manage the books, seats, and Epistle route. A1 serves the celebrant's and deacon's birettas; A2 serves the subdeacon's.
- Scene 3: Gospel and Creed — SO-019–029.** Cue the Gospel group. At SO-024 remain for the book and take it to the credence while the acolytes use their separate candle-return lane. Keep the deacon's burse lane clear.
- Scene 4: Offertory — SO-030–040.** Signal the start, place the humeral veil, keep the covered-paten lane clear, move the Missal, and protect the concurrent inner Lavabo lane from the outer incense route.
- Scene 5: Canon and elevations — SO-041–049.** Cue torches and bell. At SO-044 receive boat and spoon from Bb, put unblessed incense into Th's open thurible, and return the boat to Bb. Th returns independently at SO-048.
- Scene 6: Pax, Communion, ablutions — SO-050–060.** Clear the paten and fixed pax routes, cue A1's bell-to-plate route when the faithful receive, cue the extended torches at the first wine ablution, and attend the Missal after the credence reset.
- Scene 7: Ending — SO-061–070.** Call the marked ending. On the normal or third-Christmas route, take the birettas at SO-067, form the exit, give the deacon his and the celebrant's and give the subdeacon his, lead the team, and count every person and object before anyone unvests.

EVERY SERVER — common track: use the complete posture, Gospel-gesture, response, ending, procession, and final-count directions on page 2.

Recovery: protect the object and route first; one quiet cue is enough. Never send two servers to repair the same missed action.

Thurifer — Th

- Scene 1: Ready and enter — SO-002, 005–007.** With the trained adult, prepare the thurible and safe station. Enter single file through the nave immediately before Bb, make the rehearsed reverence, and go to the incense station.
- Scene 2: First incense and lessons — SO-010–018.** Serve the blessed first incense at SO-010–011, return the thurible safely, follow the common posture track, then prepare for the Gospel after the Epistle.
- Scene 3: Gospel and Creed — SO-019–025.** Serve the blessed Gospel incense and join the procession without Bb. Hold the closed thurible still; follow the SO-023 genuflection cue, then receive it from the deacon after he incenses the celebrant and return it safely.
- Scene 4: Offertory — SO-030, 035–040.** Serve the blessed incense, use the outer lane while A1/A2 make the Lavabo inside, bow with every named recipient, incense deacon, servers, and people, then complete the turning genuflection and close the thurible.
- Scene 5: Canon and elevations — SO-040–049.** Lead the empty-handed torch party out and return with them. At SO-044 present the open thurible while MC loads the unblessed incense; incense each elevation at SO-046–047. At SO-048 return the closed thurible to its metal-safe station and come back empty-handed, whatever the torchbearers' branch.
- Scene 6: Pax, Communion, and ablutions — SO-050–060.** Follow the complete team track, keep the pax and Communion lanes clear, and return to the assigned base after the credence reset.
- Scene 7: Ending — SO-061–070.** Follow the ending marked on *Today's Mass*. At SO-067–070 lead the normal or third-Christmas recession empty-handed in single file immediately before Bb with the boat; use the free-handed

final-reverence branch and check the thurible only in the sacristy.

EVERY SERVER — common track: use the complete posture, Gospel-gesture, response, ending, procession, and final-count directions on page 2.

This model always has a separate Th and Bb; it has no combined-role route.

Boat bearer — Bb

- Scene 1: Ready and enter — SO-002, 005–007.** Take the boat, enter single file through the nave immediately after Th, make the rehearsed reverence, and go to the incense station.
- Scene 2: First incense — SO-010–011.** Give boat and spoon to the deacon, receive them back, and return the boat to its marked station.
- Scene 3: Gospel — SO-019.** Give boat and spoon to the deacon, receive them back, and return to station or base. Do not join the Gospel procession.
- Scene 4: Offertory — SO-030, 035.** Bring the boat at the MC's signal; give it to the deacon, receive it back, and return it to its station while the incense route continues.
- Scene 5: Elevations — SO-044–047.** Give boat and spoon to MC, not the deacon. Receive them after MC loads Th's open thurible without a blessing, return the boat to its station, and kneel at base.
- Scene 6: Pax through reset — SO-050–060.** Remain at the incense base without the boat, follow the common posture cues, and keep the route clear for the pax, Communion, ablutions, and vessel reset. Retrieve nothing until the marked ending pickup.
- Scene 7: Ending — SO-061–070.** Follow the marked ending until exit pickup. On the normal or third-Christmas route, take the boat, recess single file through the nave immediately after empty-handed Th, remain upright and bow the head at SO-068, then give the boat to the adult at the sacristy metal-safe station.

EVERY SERVER — common track: use the complete posture, Gospel-gesture, response, ending, procession, and final-count directions on page 2.

Offer the boat only at the named preparation; after every handoff, know its next station before moving.

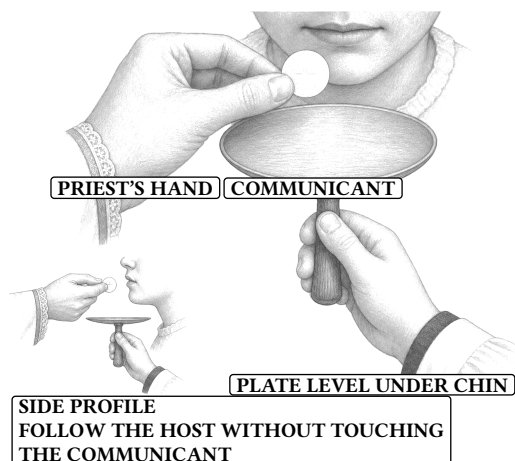
First acolyte — A1

- Scene 1: Ready and enter — SO-003, 005–009.** Take the right-hand candle from the adult, enter single file through the nave immediately before A2, form beside A2 only at the stationary arrival, place it at the credence at SO-008, and go to base for the foot prayers.
- Scene 2: First incense and lessons — SO-013–017.** Serve the celebrant's and deacon's birettas in the printed order and help with the seat route; A2 serves the subdeacon's.
- Scene 3: Gospel and Creed — SO-020–024, 027–029.** Carry the Gospel candle with A2, remain upright if a Gospel word requires a genuflection, and return by the candle lane. Use the same celebrant-and-deacon biretta assignment during the Creed; verify veil and cruets after the seat return.
- Scene 4: Offertory — SO-030, 032, 037–039.** Bring the cruets and follow the subdeacon at SO-032. As soon as the celebrant is incensed, serve the Lavabo towel by the inner lane and return before Th incenses you.
- Scene 5: Canon and elevations — SO-043, 045–047.** Give the model's one Sanctus signal, one warning signal, and three distinct strokes at each elevation. A continuous elevation ring is permitted, but it is not this guide's default.
- Scene 6: Pax, Communion, ablutions — SO-050–058.** Receive and fold the humeral veil. Receive the pax from the subdeacon, answer *Et cum spiritu tuo*, then give it to A2 by the printed form. If the faithful receive, give the warning, set down the bell, serve the plate, and give it directly to the celebrant for the fragment check. Give both cruets to the subdeacon at SO-057; receive both after the second ablution at SO-058 and return them.
- Scene 7: Ending — SO-066–070.** On the normal route genuflect empty-handed at SO-066 and take the candle; on the third-Christmas route take it at SO-067 after the blessing. Use the object-bearer's head bow at SO-068, recess single file through the nave immediately before A2, and place the candle in its stand.

EVERY SERVER — common track: use the complete posture, Gospel-gesture, response, ending, procession, and final-count directions on page 2.

Never leave the Communion plate or a cruet without its named receiver.

A1 Communion-paten safety.



Second acolyte — A2

- Scene 1: Ready and enter — SO-003, 005–009.** Take the left-hand candle from the adult, enter single file through the nave immediately after A1, form beside A1 only at the stationary arrival, place it at the credence at SO-008, and go to base for the foot prayers.
- Scene 2: First incense and lessons — SO-013–017.** Serve only the subdeacon's biretta and help with the seat route; A1 serves the celebrant's and deacon's.
- Scene 3: Gospel and Creed — SO-020–024, 027–029.** Carry the Gospel candle with A1, remain upright if a Gospel word requires a genuflection, and return by the candle lane. Use the same subdeacon-biretta assignment during the Creed; verify veil and cruets after the seat return.
- Scene 4: Offertory — SO-030, 033, 037–039.** Receive and fold the chalice veil. As soon as the celebrant is incensed, serve water and basin by the inner Lavabo lane and return before Th incenses you.
- Scene 5: Canon and elevations — SO-041–049.** Follow the complete team posture and gesture track; keep the credence route clear for A1's bells and the torch party.
- Scene 6: Pax through reset — SO-053, 059–060.** Receive the pax directly from A1, answer *Et cum spiritu tuo*, and end the lay-server chain. Carry the folded chalice veil to the Gospel side at SO-059; at SO-060 stay clear while the subdeacon takes the prepared chalice to the credence, then help A1 reset the other objects.
- Scene 7: Ending — SO-066–070.** On the normal route genuflect empty-handed at SO-066 and take the candle; on the third-Christmas route take it at SO-067 after the blessing. Use the object-bearer's head bow at SO-068, recess single file through the nave immediately after A1, and place the candle in its stand.

EVERY SERVER — common track: use the complete posture, Gospel-gesture, response, ending, procession, and final-count directions on page 2.

Match A1 at stationary candle formations; travel single file and check the path before carrying the folded veil.

Torchbearers — Tb1–Tb4

- Scene 1:** **Ready and enter — SO-004–009.** Enter single file through the nave in order Tb1–Tb4 with hands joined; the torches remain at their prepared station. Form the stationary pairs only after arrival. Go to base for the foot prayers.
- Scenes 2–4:** **Lessons through Offertory — SO-012–040.** Follow the complete team track. When Th incenses the servers, bow with the named recipient group. At SO-040 follow Th to the sacristy empty-handed.
- Scene 5:** **Canon and elevations — SO-041–047.** The adult lights and gives one torch to each bearer. Return behind Th, genuflect in one line, kneel at the four marked places, and hold every torch upright and equally high at both elevations.
- Scenes 5–6:** **Take today's branch — SO-048 or SO-057.** On an ordinary non-fast day without faithful Communion, leave after the chalice elevation at SO-048. If the faithful receive or it is a fast day, remain through the first wine ablution and leave at SO-057. Put the torches on the four named stands for the adult to receive and extinguish; return empty-handed to base. Th's return is separate.
- Scene 7:** **Ending — SO-061–070.** Follow the marked ending, join the normal or third-Christmas recession empty-handed in single-file order, make the free-handed final reverence, and confirm all four torches at SO-070.

EVERY SERVER — common track: use the complete posture, Gospel-gesture, response, ending, procession, and final-count directions on page 2.

The MC marks the departure branch before Mass; never decide it while holding a lighted torch.

Optional cross-bearer — Cb

- Scene 1:** **Ready and enter — SO-004–008.** Take the cross, enter between A1 and A2, remain upright while carrying it at the arrival, and place it in its stand before going to base.
- Scenes 2–6:** **During Mass — SO-009–060.** Follow the complete team posture and gesture track from the assigned base place. The cross stays in its stand unless the parish has assigned another explicit duty.
- Scene 7:** **Ending — SO-061–070.** Follow the marked ending. On the normal route genuflect empty-handed at SO-066 and take the cross; on the third-Christmas route take it at SO-067 after the blessing. Remain upright and make the assigned head bow at SO-068, lead between the candle acolytes after Th and Bb, and return the cross securely in the sacristy.

EVERY SERVER — common track: use the complete posture, Gospel-gesture, response, ending, procession, and final-count directions on page 2.

Never genuflect or try to bow the processional cross while carrying it. When Cb is absent, A1 and A2 form a candle pair only while stationary and retain their successive single-file places whenever travelling.

FOR THE SERVER: Partner check before the team chronology

Name the giver, receiver, and final place for every object in your route. If any answer is *someone* or *somewhere*, return to that scene with the MC before joining the full team rehearsal.

A PREPARATION AND ORIENTATION REFERENCE

The personal role routes at the front of the guide are the server's starting place. This appendix supplies the trainer's preparation forms, fuller orientation, movement vocabulary, and complete team chronology when a cue or handoff needs more detail.

FOR THE TRAINER: Use this guide in four short steps

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.

1. **Ask the priest or MC to mark today's route.** The trainer follows the completed route and does not choose a rubric, sanctuary route, or flame assignment.
2. **Choose one role.** Write the server's role, partner, base place, and objects in the box below; then turn to *My Role from Sacristy to Sacristy*.
3. **Practise safely.** Walk the seven scenes with empty hands, then with cold and empty practice objects. Use flame, charcoal, vessels, and the Communion plate only in the guide's supervised rehearsal.
4. **Join the team.** When the personal route is steady, use the numbered chronology for a scene-by-scene team run and finish with the mastery check.

FOR THE TRAINER: Print one role packet

Print the seven-scene map and common-track page, 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. The map and common track are on printed pages 1–2.

MC 2–2 **A2** 4–4

Th 2–3 **Tb1–Tb4** 4–5

Bb 3–3 **Cb** 5–5

A1 3–4

Keep the complete team chronology for the MC or trainer. The response course is on printed pages 18–28. For detachable practice, open the separate *Solemn Mass 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.

FOR THE PRIEST OR MC: Complete Today's Mass before practice

Server: _____ **Role:** _____ **Partner:** _____

Base place and local route: _____

- ☐ Opening psalm used ☐ Opening psalm omitted; rejoin at *Adiutorium*
- ☐ Ordinary standing route ☐ Named ferial kneeling route ☐ Proper-text genuflection cue
- ☐ Creed ☐ No Creed ☐ Faithful receive Communion
- ☐ Torches leave after the chalice elevation ☐ Torches remain through the first wine ablution
- ☐ Normal ending ☐ Easter-octave double *alleluia* ☐ Third-Christmas Last-Gospel omission
- ☐ *Benedicamus*: use the parish's separate procession sheet (not included) ☐ Optional cross-bearer used
- **Final reverence and object-safe bow:** _____

These boxes identify prescribed conditions, the guide's declared model, and local decisions already documented at the affected SO action. They do not turn a prescribed condition into a free choice. The trainer follows the completed route and does not change it during practice.

FOR THE SERVER: The safe reset

If you lose your place, stop, face the altar, hold your object safely, and look at the MC. Do not hurry across the sanctuary to repair a small mistake. The MC will give one quiet signal or let the action continue.

A.1 KNOW THIS MODEL BEFORE CHOOSING A ROLE

This guide teaches one ordinary, non-pontifical Solemn Mass with a celebrant, deacon, subdeacon, choir, and the following lay-server team:

MC + thurifer + boat bearer + two acolytes + four torchbearers

A processional cross-bearer is shown as an alternate route. The incense model requires a separate thurifer and boat bearer; it offers no combined-role shortcut. If the cross is absent, the table says where its formation work goes. The priest, deacon, and subdeacon are the sacred ministers. Their actions appear only as things for a server to watch; this guide never trains a server to take their place.

The three labels beside your actions

MISSAL means that the action or condition is stated in the 1962 Missal. MODEL means this guide's original practical route within the Fortescue-O'Connell ceremonial family, always subordinate to the 1962 Missal where the Missal does not give every traffic detail. LOCAL CHOICE means that the church, priest, or MC must choose the route or assignment. A model direction is a real direction for this rehearsal, but it is not a universal rubric.

What is outside this walk-through

Do not use this route for a Requiem, Holy Week, a ritual or nuptial Mass, a pontifical function, Mass before the Blessed Sacrament exposed, or the *Asperges*. Those ceremonies change actions and need their own rehearsal. This guide also stops at the sacristy after the recessional; it does not add prayers or devotions after Mass.

A.2 MEET THE TEAM

Master of ceremonies (MC) — core model

The MC checks the route and objects, gives small signals, receives the sacred ministers' birettas at the entrance, serves books, clears the Missal for incensation, coordinates the Gospel group, places the humeral veil, and starts each procession. He watches the whole team; he does not make large corrections during Mass.

Thurifer (Th) — core model

The thurifer prepares and carries the thurible and serves four incense stations: the blessed first, Gospel, and Offertory preparations and the unblest elevation preparation. Th helps form the Gospel procession, incenses the deacon, servers, and people after the Offertory incensations, and incenses the Sacred Host and chalice at the elevations. A young thurifer handles live charcoal only after hands-on training and under the sacristy's safety rule.

First and second acolytes (A1 and A2) — core model

The acolytes carry the two candles, serve at the credence, flank the Gospel book with their candles, bring the cruets and lavabo articles, and support the ablutions. In this model A1 is also the bell and Communion-plate server; A2 looks after the chalice veil. At the sedilia A1 serves the celebrant's and deacon's birettas; A2 serves the subdeacon's. These assignments do not change during Mass.

Four torchbearers (Tb1–Tb4) — core model

The torchbearers attend Mass from their assigned place until the end of the Preface, then carry four lighted torches; the Missal requires at least two. They kneel in a straight line for the Consecration and leave together at the correct branch.

Boat bearer (Bb) — core model

Bb carries the incense boat to each preparation. At the first, Gospel, and Offertory stations Bb gives it to the deacon; at the elevation preparation Bb gives it to MC. Bb receives it back and returns it to its marked station. Bb does not join the Gospel procession after that handoff. This guide requires Bb whenever its Solemn-Mass route is used. The separate role is a declared teaching model, not a claim that the Missal universally requires a separate boat bearer.

Cross-bearer (Cb) — optional local addition

Cb carries the processional cross only in the entrance and recessional, unless the parish has given another explicit duty. When carrying the cross, Cb remains upright instead of genuflecting, turns with the whole formation, and never tries to bow the cross. If no cross is carried, A1 and A2 occupy successive single-file places and form a pair only at the stationary arrival.

A.3 THE MOVEMENT WORDS YOUR MC WILL USE

Hands joined. Palms together at the breast, fingers pointing upward, with shoulders relaxed. When one hand carries an object, place the free hand flat against the breast unless the rehearsed safe grip needs both hands.

Simple bow. Incline the head. Use it only at the words or handoffs the MC has marked. Free-handed servers bow the head whenever the Holy Name of Jesus is pronounced; an object-bearer uses the safe small inclination taught for that object.

Deep bow. Bend from the waist without dropping the head or stepping. Make it slowly enough that your partner can match you.

Genuflect. Stop, face the object of reverence, touch the right knee to the floor beside the left heel, and rise without bouncing. Partners arrive, genuflect, and rise together. Before Mass, learn whether the Blessed Sacrament is reserved at the altar and which reverence the MC has assigned there.

Kneel on both knees. Put both knees down, remain upright, and keep your hands joined unless you hold a torch, thurible, or bell. At the Consecration the Missal directs the ministers to kneel on both knees.

Turn together. Partners turn toward one another and then toward the new direction. Do not spin away from your partner or walk backward on steps.

The middle. The line directly before the center of the altar. Come to the middle before crossing the sanctuary; make the prescribed reverence there and continue. Never cut diagonally through another minister's route.

Long way and short way. The long way passes before the center and includes its reverence. The short way stays on the same side. Which route is possible depends on the sanctuary, so it is always a LOCAL CHOICE.

Present; do not push. Hold a book, cruet, boat, or veil steady at the height practised. Let the receiver take its weight before you let go. Look at the object during a handoff, then return your eyes to the altar.

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 celebrant. At the Solemn Gospel, 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).

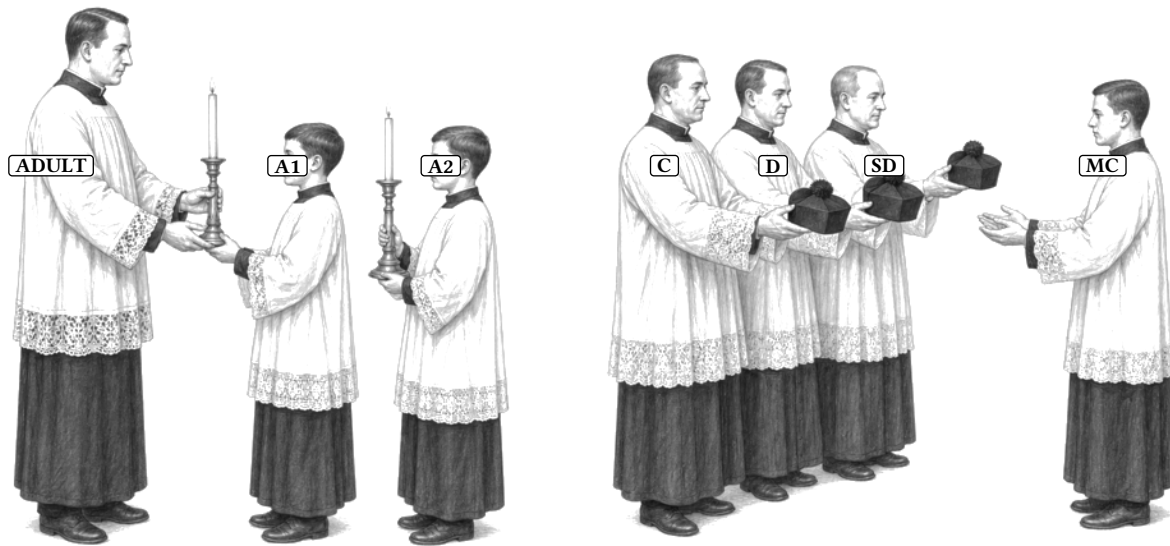
B COMPLETE TEAM CHRONOLOGY FOR MC AND TRAINER

This is the complete all-role reference. The first column gives a stable action number for rehearsal. The trainer practises one scene at a time, then joins the scenes into a complete run. Text sung by the choir is a timing track; it does not become a spoken server response.

B.1 BEFORE MASS AND THE ENTRANCE

When this happens	Who	Do this → finish / next
SO-001 Before vesting	MC	At the credence, verify the covered chalice and its fittings, cruets, basin and towel, bell, Communion plate, humeral veil, service books, and the items named for this Mass. Confirm the Missal is open at the altar. Point out a missing item to the sacristan; do not open or rearrange sacred vessels without permission. → MISSAL: credence and altar preparation, General Rubrics 525–530 and <i>Ritus servandus</i> II.5. Finish at the sacristy lineup.
SO-002 Fire check	Th; Bb	Under the adult sacristan's direct supervision, check the charcoal, chains, lid, and safe resting place. Th takes the thurible; Bb takes the boat. → MODEL: practical preparation. This model carries live charcoal without incense and adds incense at the altar after the foot prayers.
SO-003 Candles	Adult sacristan; A1, A2	The adult lights the two processional candles. A1 and A2 take them and compare their height. A1 stands on the right of the pair and A2 on the left. Hold the candlesticks upright and at the same level. → MISSAL: the acolytes precede the sacred ministers with lighted candles. Finish in the entrance line.
SO-004 Added roles	Tb1–Tb4; optional Cb	Torchbearers line up with hands joined; their torches remain at the prepared station. If used, Cb takes the cross, with A1 and A2 ready to flank it. → MODEL: place torchbearers in the entrance. LOCAL CHOICE: a processional cross is not assumed by the Missal for this entrance.
SO-005 MC's signal	All lay servers	Check spacing and silence. Single-file model order: Th, Bb; then Cb when used, A1, A2; Tb1, Tb2, Tb3, Tb4; choir if it processes; MC; then the sacred ministers. Partners and candle bearers form side by side only after reaching their stationary stations. Begin only at the MC's signal. → MODEL. The local doorway, aisle, and choir entrance may change spacing, not the roles' objects or single-file travel.

When this happens	Who	Do this → finish / next
SO-006 Entrance	Walk single file through the nave at an even pace, each server a measured distance behind the one ahead. At the sanctuary, each server goes to the rehearsed arrival point without overtaking; only then form any assigned stationary pair.	MISSAL: acolytes with candles precede the sacred ministers. MODEL: the fuller order above. →
SO-007 Arrival at the altar	MC; Th and Bb; Tb1–Tb4	When the sacred ministers uncover, MC receives all three birettas with both hands. At MC's signal, face the altar and make the common reverence with them. MC puts the birettas in their three marked sedilia places and returns to the center; Th and Bb go to the incense station; torchbearers go to base with hands joined. → MODEL: no lay server uses ceremonial kisses. LOCAL CHOICE: exact stopping line and reverence depend on reservation and sanctuary layout.
SO-008 Candles and cross	A1, A2; optional Cb	A1 and A2 make the common reverence as rehearsed, carry the candles to the credence, set them down together, and go to their base place. Cb remains upright while carrying the cross, places it in its stand, then goes to the assigned place. → MODEL. Finish facing the altar, hands joined.
SO-009 Foot prayers begin	All lay servers	All objects are now on their stands. Kneel on both knees at the marked places. Keep silence: the celebrant, deacon, and subdeacon make the private dialogue. Sign yourself with them at <i>In nomine Patris</i> , bow the head at <i>Gloria Patri</i> , sign yourself at <i>Adiutorium nostrum</i> , and make the final slight bow at the versicles; do not recite or strike your breast with the sacred ministers. At a Mass of the season from Passion Sunday through Holy Thursday, where this ordinary route is otherwise applicable, keep the opening <i>Introibo</i> exchange, omit Psalm 42 and its <i>Gloria Patri</i> bow, and rejoin at <i>Adiutorium nostrum</i> . → MISSAL: General Rubric 425 supplies the Passiontide omission; the sacred ministers are the ministers in this Solemn dialogue. A Requiem requires its separate sheet. MODEL: the lay-server posture and shared gestures.



Two controlled handoffs. *Before the entrance:* the adult lights the two candles and gives one to each acolyte. *After the sacred ministers uncover at the sanctuary:* C, D, and SD give their three birettas to MC, who receives them with both hands before placing them at the marked sedilia places. The drawing does not prescribe procession order, arrival reverence, distances, or church layout; mark those locally before rehearsal.

B.2 FIRST INCENSATION THROUGH THE EPISTLE

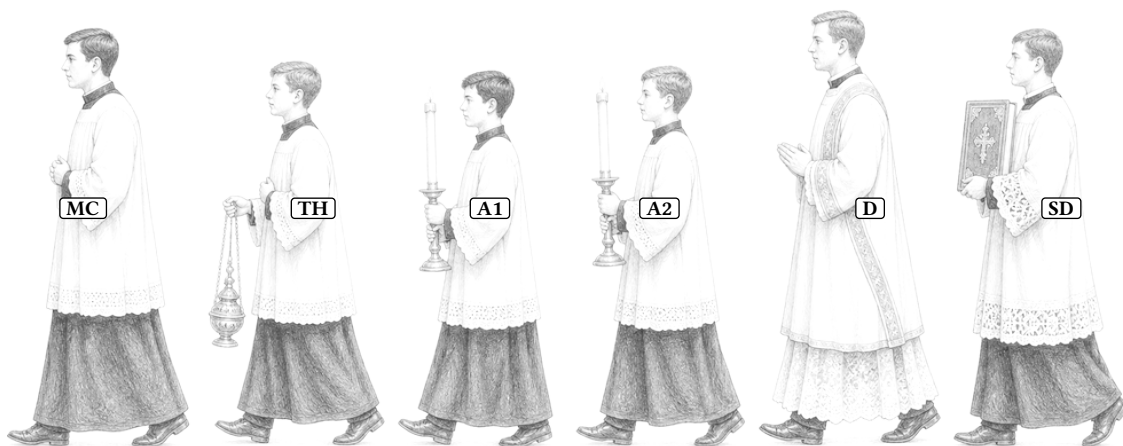
When this happens	Who	Do this → finish / next
SO-010 Sacred ministers ascend	Th, Bb, MC	As the celebrant reaches the altar, approach on the Epistle side. Bb gives boat and spoon to the deacon and receives them back after incense is imposed and blessed. Th gives the open thurible to the deacon. MC keeps the approach clear; Bb returns the boat to its marked station. → <i>MISSAL:</i> incense is imposed and blessed before the altar is incensed. <i>MODEL:</i> the complete lay-server handoffs.
SO-011 Altar is incensed	MC; Th and Bb	Th waits safely below the steps. When the celebrant nears the Missal, MC lifts the book and stand clear, without crossing in front of the thurible, then replaces them after that part of the altar has been incensed. After the deacon has incensed the celebrant, Th receives the thurible from him, closes it, and takes it to its safe station. → <i>MISSAL:</i> the first altar incensation and the celebrant's incensation. <i>MODEL:</i> this guide binds the Missal movement to MC.
SO-012 Introit and Kyrie	MC; all other lay servers	MC stands where he can show the correct Missal place when the deacon is not doing so. All other servers stand at base places with hands joined. Follow the choir's Kyrie as a timing cue; do not add the Low-Mass alternation. → <i>MISSAL:</i> choir and sacred ministers have their sung and quiet parts. Finish ready either to stay or to assist at the seats.
SO-013 The choir continues the Kyrie	All lay servers	This model uses the sedilia. MC accompanies the sacred ministers. A1 takes the celebrant's and deacon's birettas from their marked places; A2 takes the subdeacon's. After they sit, A1 gives the celebrant's biretta to the deacon, then gives the deacon his own; A2 gives the subdeacon his. MC remains standing in attendance; Th, Bb, Tb1–Tb4, and optional Cb sit at the named server bench. Near the final invocation, A1 receives the deacon's and celebrant's birettas, A2 receives the subdeacon's, all other servers rise, and the three birettas go back to their marked places before the return to base. → <i>MISSAL:</i> the celebrant may sit while the Kyrie is sung. <i>MODEL:</i> this exact seat and biretta route; no lay-server kisses.
SO-014 Gloria is intoned	All lay servers	Bow the head at <i>Deo</i> in the intonation. After the sacred ministers say the Gloria quietly, repeat the complete SO-013 sedilia and biretta route. During the sung text all bow the head at <i>Adoramus te, Gratias agimus tibi, Iesu Christe</i> , and <i>Suscipe deprecationem nostram</i> ; free-handed servers sign themselves at the final <i>Cum Sancto Spiritu</i> . At MC's final cue, receive and replace the birettas, rise, and return to base. → <i>MISSAL:</i> the celebrant may sit during the sung Gloria. <i>MODEL:</i> exact seat service. If there is no Gloria, skip to SO-015.

When this happens	Who	Do this → finish / next
SO-015 Collects	MC; all other lay servers	MC attends the Missal and turns pages only when needed. Everyone stands for the sung greeting. On Sundays and feasts, remain standing with hands joined for 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. Servers sing only if assigned to the public responses. → MISSAL: General Rubrics 521 gives the named kneeling branch; otherwise the appointed ministers stand.
SO-016 Last Collect begins	MC	Go by the marked route to the credence, take the Epistle book in both hands, and present it to the waiting subdeacon. Accompany him to the middle, make the reverence together, and stand beside him at the Epistle station. Receive the book when he returns and put it at the credence. → MODEL: book service around the Missal's subdeacon sequence. The subdeacon's chant and blessing are cues, not server actions.
SO-017 Epistle and chants	All lay servers	When the Epistle begins, A1, A2, Th, Bb, Tb1–Tb4, and optional Cb sit at the named server bench. After returning the Epistle book in SO-016, MC sits at his marked end place. No lay server adds <i>Deo gratias</i> after the chanted Epistle. If the sacred ministers sit for a sequence, use the exact SO-013 biretta assignments. At MC's Gospel-preparation cue, all rise; receive and replace any birettas; Th and Bb go to SO-018, A1 and A2 wait for SO-020, and MC, Tb1–Tb4, and Cb stand at base. Do not guess from the music. → MISSAL: those not singing may sit for the Epistle and interlection chants. MODEL: the exact server seats, returns, and rejoin states.

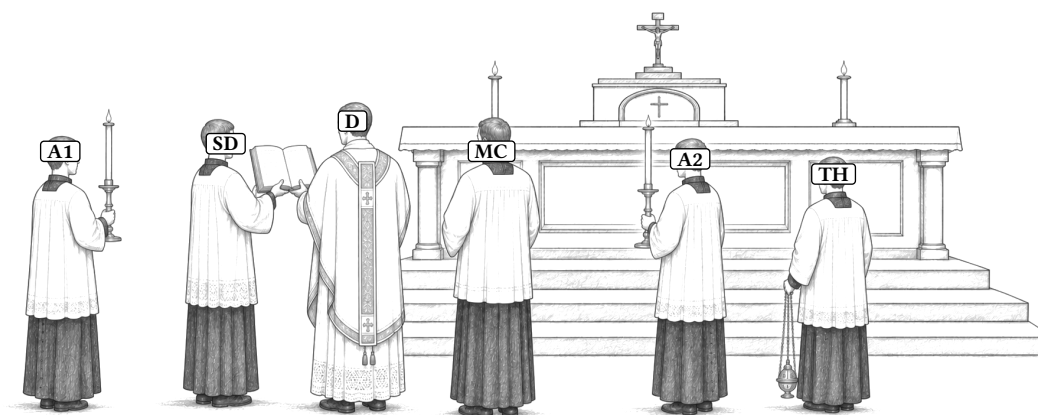
B.3 GOSPEL PROCESSION AND CREED

When this happens	Who	Do this → finish / next
SO-018 After the Epistle	Th, Bb	Go to the thurible station, check the fire, and return with thurible and boat before the Gospel preparation is finished. Wait on the Epistle side until the MC brings you forward. → MODEL: timing. Finish ready for the second incense preparation.
SO-019 Celebrant has read the Gospel	Th, Bb, MC	Approach for incense as at SO-010. Bb gives the boat to the deacon and receives it after the celebrant imposes and blesses incense, then returns the boat to its marked station and stands at base. Th gives the thurible to the deacon, receives it back, and joins MC at the middle. → MISSAL: incense is blessed before the Solemn Gospel and the book is incensed. MODEL: Bb's completed return and Th's formation route.
SO-020 Gospel candles	A1, A2	Take the two candles from their credence stands, turn together, make the assigned object-bearer's reverence at the middle, and join Th. Keep the flames and bases level. → MISSAL: two lighted candles accompany the Gospel. MODEL: the pickup and formation route.
SO-021 The deacon receives the blessing	MC, Th, A1, A2	Watch for the deacon to rise with the Gospel book. At the MC's signal, make the common reverence and go in this model order: MC, Th, A1, A2, then the sacred ministers with the book. Travel single file; A1 and A2 form their pair only at the stationary Gospel formation. → MISSAL: thurifer, two candle acolytes, book, deacon, and subdeacon belong to the Gospel action. MODEL: procession order and route. Bb remains at base after SO-019.
SO-022 At the Gospel station	A1, A2	Separate and turn inward so the candles flank the book. Stand still and face the book. If a Gospel word requires a genuflection, remain standing while holding the candlesticks. → MISSAL: General Rubric 519 expressly excepts the candle acolytes from that Gospel genuflection.
SO-023 Gospel title is announced	Choir / people; MC, Th; all other lay servers	The public answer is <i>Gloria tibi, Domine</i> . Every free-handed server makes the three small signs of the Cross; A1 and A2 keep their candles upright. Th gives the closed thurible to MC, who gives it to the deacon. After the book is incensed, MC receives it and returns it to Th. Th holds it closed and still during the Gospel. If the deacon chants words that require a genuflection, he turns toward the book while the celebrant, MC, Th, and every other free-handed server face the altar and genuflect; A1 and A2 remain upright with the candlesticks. → MISSAL: General Rubric 519 supplies the positive genuflection and the candle-acolyte exception; the Gospel book is incensed. MODEL: the complete handoff and waiting state. Servers sing the public response only if assigned.

When this happens	Who	Do this → finish / next
SO-024 Gospel ends	MC, A1, A2	A1 and A2 leave the stationary formation and return in successive single-file positions by the marked route. At the center they form the stationary pair, make the object-bearer's reverence together, replace the candles on their credence stands, and return to base. MC remains at the Gospel station, receives the book from the subdeacon after the celebrant has kissed it, carries it with both hands to the credence, and returns to base. → MISSAL: the book is carried to the celebrant for the kiss. MODEL: lay route and book disposition. No one adds the Low-Mass response <i>Laus tibi, Christe</i> .
SO-025 Celebrant receives Gospel incense	Th	Remain at the Gospel station while the deacon incenses the celebrant. Receive the thurible from the deacon, close it, take it to the safe station, and return to base. → MISSAL: the deacon incenses the celebrant after the Solemn Gospel. MODEL: Th's receipt and return; Bb remains at base.
SO-026 If there is a sermon	All lay servers	Return to base, sit only at the MC's signal, and keep objects safely parked. At the signal to rise, resume with SO-027 if there is a Creed or SO-030 if there is not. → LOCAL CHOICE: sermon location and posture. The sermon is not a reason to improvise a new route.
SO-027 Credo begins	All lay servers	Remain standing while the sacred ministers say the Creed at the altar. Bow the head with them at <i>in unum Deum</i> and <i>Iesum Christum</i> ; genuflect with them at their quiet <i>Et incarnatus est</i> . Then use the complete SO-013 sedilia and biretta route: MC attends; A1 serves celebrant and deacon; A2 serves subdeacon; Th, Bb, Tb1–Tb4, and optional Cb sit at the named bench. Follow SO-028 while the Creed is sung, bow at <i>simul adoratur</i> , and sign yourself at <i>Et vitam venturi saeculi</i> . At MC's final cue, receive and replace birettas, rise, and return to base. → MISSAL: the celebrant may sit during the sung Creed. MODEL: the exact server seats and rejoin. If there is no Creed, go directly to SO-030.
SO-028 Choir sings <i>Et incarnatus est</i>	All lay servers	Follow the rehearsed branch with the celebrant: if he is standing, genuflect with him; if he is seated, make a profound head bow. At the three Christmas Masses and the Annunciation, all kneel while the words are sung. → MISSAL: General Rubrics 518–519. The MC pre-cues the applicable branch.
SO-029 After <i>Et incarnatus est</i>	MC; A1, A2	MC keeps the credence-to-altar lane clear while the deacon himself takes the burse from the credence and spreads the corporal. A1 and A2 complete the SO-027 seat return, then verify the humeral veil and cruets without touching the burse. → MISSAL: the deacon takes the burse during the Creed. If there is no Creed, the subdeacon brings the burse with the covered chalice at SO-031; no lay handoff is added. MODEL: the servers' clear-and-ready state.



Gospel departure (SO-020–021). At MC's signal, MC leads; TH follows with the closed thurible; A1 and A2 follow together with the two lighted candles; D and SD follow with the Gospel book. Bb has already returned the boat and remains at base. The drawing fixes the model order, not the local route, distances, architecture, or common-reverence place.



Solemn Gospel stations. At the parish cue, A1 and A2 take the assigned places flanking the book; SD supports it for D, MC attends, and TH waits outward with the closed thurible. The drawing identifies roles; use the parish’s marked distances.

B.4 OFFERTORY, PATEN, INCENSE, AND LAVABO

When this happens	Who	Do this → finish / next
SO-030 Offertory <i>Oremus</i>	MC, A1, A2, Th, Bb	MC gives the small signal for the credence sequence. A1 readies both cruets. A2 is ready for the chalice veil. Th and Bb fetch thurible and boat in time for incense. → MISSAL: the sacred ministers approach the credence/altar sequence after <i>Oremus</i> . MODEL: server division of work.
SO-031 Subdeacon reaches the credence	MC	Place the humeral veil smoothly over the subdeacon’s shoulders, with enough length free for the paten but none dragging. Step aside before he takes the covered chalice. → MISSAL: the subdeacon carries the chalice with the veil about his neck and later holds the paten beneath it. MODEL: MC puts the veil in place.
SO-032 Chalice goes to the altar	A1	Follow the subdeacon with the wine and water cruets, held securely. At the altar, present them to the subdeacon: wine first, then water for the celebrant’s blessing and mixture. Receive each back and return both to the credence. → MISSAL: an acolyte accompanies the subdeacon carrying the cruets. Do not reach across the chalice or touch it.
SO-033 Chalice veil is removed	A2	Wait at the credence. When the subdeacon removes the chalice veil before carrying the chalice, receive it directly from him with both hands, fold it once without shaking it, and set it on the marked veil place at the Gospel end of the credence. Return to base. → MODEL: the subdeacon-to-A2 handoff and marked place follow the selected ceremonial family.
SO-034 Subdeacon takes the paten	MC; all other lay servers	Clear the route behind the celebrant. When the subdeacon stands there holding the covered paten, leave the central lane open until the end of the Lord’s Prayer. → MISSAL: the subdeacon holds the elevated paten under the end of the humeral veil. This is a sacred-minister cue, not a server handoff.
SO-035 Incense is requested	Th, Bb, MC	Approach on the Epistle side. Bb gives boat and spoon to the deacon and receives them back after the celebrant imposes and blesses incense; Th gives the open thurible to the deacon. Bb returns the boat to its marked station. Th moves below the steps and waits one pace behind the deacon while the offerings and altar are incensed. → MISSAL: the Offertory incense preparation and incensation are prescribed at Solemn Mass. MODEL: the full lay handoffs and waiting places.
SO-036 Celebrant nears the Missal	MC	Move the Missal and stand clear exactly as at SO-011, then replace it when that place has been incensed. Return to the book side without cutting through the incense route. → MODEL: this guide binds the book movement to MC.
SO-037 Deacon receives the thurible	Th; A1, A2	Th follows one pace behind and to the deacon’s left while he incenses the celebrant, choir, and the subdeacon with the paten. As soon as the celebrant has been incensed, A1 and A2 begin SO-039 on the inner credence lane while the deacon and Th continue on the outer route. Th matches each reverence and genuflection and keeps the chains still. Bb remains at base with the boat on its marked station. → MISSAL: this order of persons and the prompt Lavabo are part of the Solemn Offertory. MODEL: the noncollision lanes and Bb’s wait state.

When this happens	Who	Do this → finish / next
SO-038 Deacon returns the thurible	Th	Receive it securely. Incense the deacon with two double swings; then incense MC, Bb, each torchbearer, and optional Cb with one double swing each. When A1 and A2 have returned from SO-039, incense each of them; if they are delayed, wait at the marked server line rather than crossing their lane. Every recipient faces Th and bows before and after the incensation. At the nave entrance, genuflect, bow to the people, and incense them with three double swings—center, Epistle side, Gospel side—then bow, turn, genuflect toward the altar, and close the thurible. → MISSAL: Th incenses the deacon, acolytes, and people. MODEL: these counts, groupings, concurrency, and traffic follow the selected ceremonial family. Th is the giver, not a recipient.
SO-039 Celebrant has been incensed: Lavabo	A1, A2	Begin this row during SO-037; do not wait for the rest of the incense route. A1 takes the towel. A2 takes the water cruet in the right hand and basin in the left. Approach together, bow together, wash the celebrant's fingers, offer the towel, bow again, and return every item by the inner credence lane. Rejoin the server line before TH reaches A1 and A2; if delayed, hold clear and let TH wait. → MISSAL: acolytes minister water, basin, and towel after the celebrant is incensed. MODEL: this division and collision-free return.
SO-040 Incensation route is complete	Th; all other lay servers	The recipients have already made their bows in SO-038, and Th has closed the thurible after incensing the people. Tb1–Tb4 form in two pairs at the middle, make the prescribed reverence, and follow Th as he carries the closed thurible to the sacristy. Bb confirms the boat on its marked sanctuary station and remains at base. MC, A1, A2, and optional Cb stand at base with hands joined. At <i>Orate, fratres</i> , all lay servers remain silent while the sacred ministers give the quiet response. → MISSAL: the appointed ministers answer <i>Orate, fratres</i> . MODEL: the exact completed reset and torch-party departure.

B.5 PREFACE, CANON, AND ELEVATIONS

When this happens	Who	Do this → finish / next
SO-041 Preface	Choir / people; all lay servers	The public answer at the Secret conclusion is <i>Amen</i> ; the Preface responses are <i>Et cum spiritu tuo</i> , <i>Habemus ad Dominum</i> , and <i>Dignum et iustum est</i> . Free-handed servers bow the head at <i>Gratias agamus Domino Deo nostro</i> ; sing only if assigned. In the sacristy the adult lights four torches and gives one to each torchbearer. Th checks the thurible and leads Tb1–Tb4 back in two pairs before the Preface ends. MC, A1, A2, Bb, and optional Cb stand at base. → MISSAL: at least two torches are lighted at the end of the Preface. MODEL: four torches, the adult handoff, and the return route.
SO-042 End of the Preface	Tb1–Tb4; Th	Return in formation, make one genuflection in a straight line while keeping the torches upright, then separate to the four marked torch places. Kneel together with torches upright and equally high. Th kneels at the Epistle-side incense station. → MISSAL: at least two torches are lighted at the end of the Preface. MODEL: formation and stations.
SO-043 The celebrant says the <i>Sanctus</i>	A1	Give one short bell signal at the opening word, set the bell on its marked pad, and kneel at the assigned bell place. → MISSAL: the little bell is sounded at the <i>Sanctus</i> . MODEL: this guide selects one short signal and the marked place.
SO-044 Canon begins	All lay servers	Kneel on both knees and hold still. Shortly before the Consecration, Bb brings the boat from its marked station and gives boat and spoon to MC; Th opens the thurible. MC puts in a small amount of incense without a blessing and returns the boat to Bb. Bb puts it back at the marked station and kneels at base; Th kneels at the marked Epistle-side incense place. → MISSAL: both-knee posture at the Consecration and unblessed elevation incense. MODEL: MC is the loader and the complete Bb–MC–Th handoff is fixed here.
SO-045 Shortly before the Consecration	A1	At the MC's cue, give one short warning bell signal, then keep the bell ready without looking away from the altar. → MISSAL: the minister warns the faithful shortly before the Consecration. MODEL: MC supplies the visual cue.
SO-046 Sacred Host is elevated	Th; A1; Tb1–Tb4	Th incenses the elevated Host with three double swings from the Epistle side, bowing before the first and after the third. A1 gives three distinct bell strokes. Torchbearers remain upright and motionless. → MISSAL: three incensations and either three bell strokes or a continuous ring. MODEL: three double swings and three distinct strokes are this guide's teaching default.
SO-047 Chalice is elevated	Th; A1; Tb1–Tb4	Repeat SO-046 for the chalice. After A1's third stroke and the celebrant's final genuflection, Th closes the thurible and waits for the separate SO-048 return cue. A1 sets the bell on its marked pad. → MISSAL: the chalice is likewise incensed three times and the bell is sounded. MODEL: three distinct strokes.

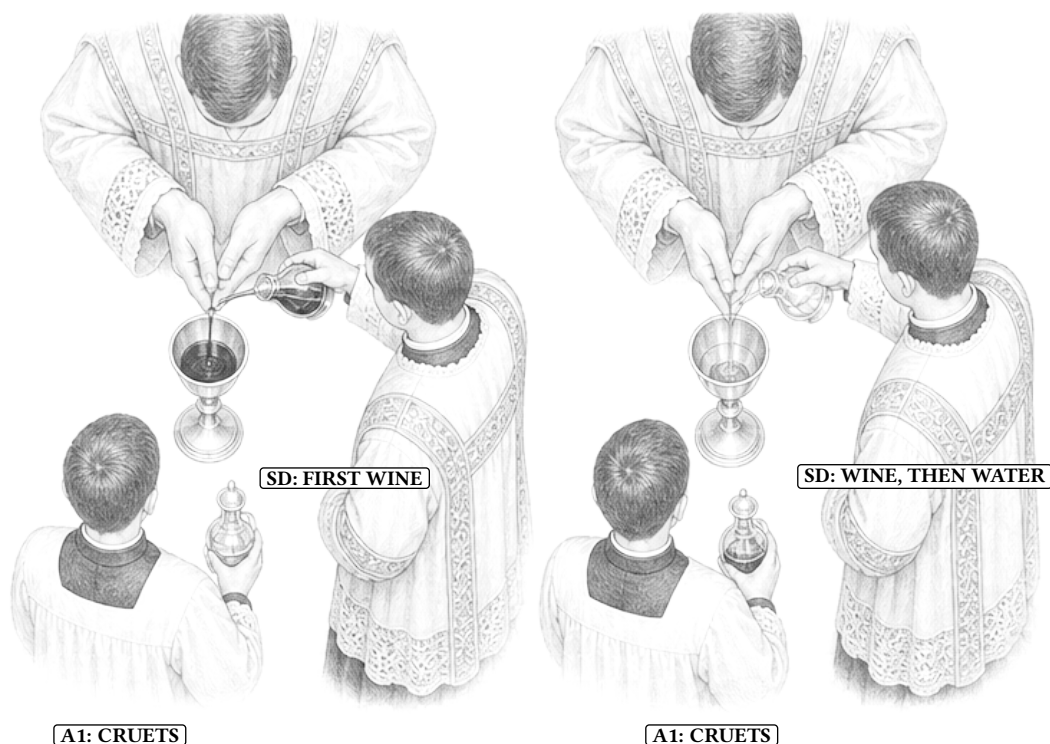
When this happens	Who	Do this → finish / next
SO-048 After the chalice elevation	Th; Tb1–Tb4; adult sacristan	Th always rises at MC’s cue, goes to the middle, genuflects, returns the closed thurible to its metal-safe sacristy station, and comes back empty-handed to base. On an ordinary day with no faithful Communion, Tb1–Tb4 then rise, meet at the middle, make the prescribed object-bearer’s reverence, and return in pairs to the four sacristy stands; the adult receives and extinguishes the torches. If the faithful receive, or on a fast day, the torchbearers remain kneeling and use SO-057. → MISSAL: normal torches are extinguished after the chalice elevation and remain through Communion for communicants and on fast days. MODEL: Th’s independent return and the named torch destinations. Requiems are outside this guide.
SO-049 After the elevations	All lay servers without torches	On Sundays, feasts, and other days without a ferial-kneeling rule, rise after the chalice is set down and the final genuflection, then stand at base. At ferial Masses of Advent, Lent, and Passiontide, September Ember days, and second- or third-class vigils outside Paschaltide, remain kneeling through the rest of the Canon and rise for the Lord’s Prayer. Th takes the applicable posture after he returns empty-handed. → MISSAL: General Rubrics 521 and <i>Ritus servandus</i> VIII.8. The named day condition replaces an undefined local cue.

B.6 LORD’S PRAYER, PAX, AND COMMUNION

When this happens	Who	Do this → finish / next
SO-050 <i>Pater noster</i> begins	Choir / people; MC, A1; all other lay servers	The public answers are <i>Amen</i> at the Canon conclusion and <i>Sed libera nos a malo</i> at the end of the Lord’s Prayer. Servers sing only if assigned. MC watches the sacred ministers’ paten movement and keeps the Epistle-side route clear. A1 moves quietly to the marked place for receiving the humeral veil; all other non-torch servers stand at base, while extended torches remain kneeling. → MISSAL: the subdeacon returns with the paten near the end of the Lord’s Prayer. MODEL: A1 receives the veil.
SO-051 <i>Et dimitte nobis</i>	A1	After the paten has passed from the subdeacon and the veil is released, receive the humeral veil, fold it, and place it at the credence. Do not reach for it while it still covers the paten. → MISSAL: the subdeacon deposits the veil after returning the paten. MODEL: A1 removes and folds it.
SO-052 <i>Pax Domini</i> and <i>Agnus Dei</i>	Choir / people; all lay servers	The public answer to <i>Pax Domini</i> is <i>Et cum spiritu tuo</i> ; servers do not duplicate it unless assigned to sing. Non-torch servers stand at base; Tb1–Tb4 remain kneeling on an extended-torch branch. At each of the three invocations, free-handed servers make one breast strike with the sacred ministers; torchbearers keep both hands steady. Let the choir and sacred ministers carry their text and watch for the pax route. → MISSAL: sacred-minister and choir roles remain distinct. MODEL: the exact lay-server posture and breast strikes.
SO-053 Subdeacon receives the pax	MC; A1; A2	MC clears the route. A1 accompanies the subdeacon to the choir, walking beside him without stepping between him and a recipient. On their return to the center, both make the prescribed reverence; the subdeacon gives the pax to A1. A1 answers <i>Et cum spiritu tuo</i> , gives the pax directly to A2, and A2 gives the same answer. For each transfer, giver and receiver face each other with hands joined; the receiver bows; the giver places his hands on the receiver’s shoulders while the receiver places his forearms beneath the giver’s arms; both incline over the other’s left shoulder without touching faces. The giver says <i>Pax tecum</i> ; the receiver answers; both separate with hands joined and bow to each other. The lay-server chain stops with A2; both return to base. → MISSAL: an acolyte accompanies the subdeacon, receives the pax on the return, and gives it to the other acolytes. MODEL: A1 is the accompanying acolyte and the chain ends with A2. Do not substitute handshakes or cheek contact.
SO-054 Celebrant receives Communion	All lay servers	At MC’s cue, every non-torch server kneels on both knees. Make one deep bow as the celebrant receives the Host and another as he receives the Precious Blood, returning upright after each. Tb1–Tb4 remain upright on their knees and do not bow a live torch. → MODEL: exact common reverence and the safe object-bearer exception. Follow MC rather than anticipating the moment.
SO-055 If the faithful will receive	A1; all other lay servers	At MC’s cue, A1 gives one short Communion warning signal, sets the bell on its marked pad, goes to the marked credence place, and takes the Communion plate. Every other server remains kneeling; Tb1–Tb4 keep their torches lit. There is no second Communion <i>Confiteor</i> , <i>Misereatur</i> , or <i>Indulgentiam</i> in the 1962 Missal; do not wait for or begin one. → MISSAL: <i>Ritus servandus</i> X.6 goes directly to <i>Ecce Agnus Dei</i> ; the warning bell and Communion plate are provided. MODEL: one short signal and the exact bell-to-plate route.

When this happens	Who	Do this → finish / next
SO-056 Distribution begins	A1	Accompany the priest on the side marked before Mass. Hold the plate level under each communicant's chin, move only after the Host has been placed, and watch the Host rather than the line. After the last communicant, carry the plate level to the altar and give it directly to the celebrant for the required fragment check and transfer. Receive it only after he has cleared and released it, then return it upright to its marked credence place. → MISSAL : a plate is placed beneath communicants and any fragments are put into the chalice. MODEL : A1 is the bearer and the celebrant is the return receiver; only the priest's side and approach lane are fixed on site.
SO-057 First ablution begins	A1; Tb1–Tb4; adult sacristan	A1 brings both cruets to the marked Epistle-side handoff point and gives them to the subdeacon. Wait until he has poured the first wine into the chalice. Then, on MC's signal, the extended torchbearers rise together, meet at the middle, make the prescribed object-bearer's reverence, and return in pairs to the four named sacristy stands. Set each torch securely; the adult receives and extinguishes it. Return empty-handed to base. The second ablution continues without waiting for their sacristy round trip. → MISSAL : extended torches remain through Communion. MODEL : the selected manual route keeps them through the first ablution; the exact stands, adult receiver, and base rejoin are fixed here. Th has already returned independently at SO-048.

B.7 ABLUTIONS AND THE END OF MASS



Two Solemn-Mass moments (SO-057–058; MODEL). A1 supplies and receives both cruets at the LOCAL handoff point. The subdeacon—not A1—pours the first wine into the chalice, then pours wine and water over the celebrant's fingers.

When this happens	Who	Do this → finish / next
SO-058 Second ablution	A1	Remain at the handoff point after SO-057. The subdeacon pours wine and water over the celebrant's fingers. Receive both cruets back from him, make the prescribed reverence, and return them to their marked credence places. Never reach over the Sacred Species or touch the chalice. → MISSAL : the subdeacon performs the wine purification and the wine-and-water ablution. MODEL : A1 supplies and receives both cruets at the fixed handoff point.

When this happens	Who	Do this → finish / next
SO-059 Chalice moves to the Gospel side	A2	Take the folded chalice veil to the prepared Gospel-side place, using the middle and its reverence. Set it down without opening it across another minister's path, then return to base. → MISSAL: the subdeacon cleans, arranges, and veils the chalice at the Gospel side. MODEL: A2 carries the veil.
SO-060 Chalice is ready	MC, A1, A2	MC opens the route while the subdeacon carries the veiled chalice to the credence, this guide's default place. A1 and A2 remain clear of it and quietly reset the cruets, veil station, cleared Communion plate, bell, and towel. → MISSAL: altar or credence is permitted for the prepared chalice. MODEL: this guide selects the credence; an altar placement requires a separately marked alternate.
SO-061 Communion antiphon and Postcommunion	Choir / people; MC; all other lay servers	MC attends the Missal and pages. The public answers 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 Paschontide, 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 deacon chants <i>Humiliate capita vestra Deo</i> and during the Prayer over the People; then rise for the final greeting. → MISSAL: the Missal returns to the Epistle side; General Rubrics 521 and <i>Ritus servandus</i> XI.2 govern the named kneeling and Prayer-over-the-People branch.
SO-062 Deacon chants <i>Ite, missa est</i>	Choir / people; all lay servers	Remain standing. The public answer is <i>Deo gratias</i> ; during Masses of the season within the Easter octave, both the dismissal and response add <i>alleluia</i> twice. Servers sing only if assigned, then prepare to kneel for the blessing. → MISSAL: the normal and Easter-octave dismissal forms.
SO-063 If <i>Benedicamus Domino</i> is chanted	Choir / people; all lay servers	This formula is used when a liturgical procession follows; the public answer is <i>Deo gratias</i> . Do not kneel for a blessing and do not wait for a Last Gospel. Form only the route supplied by the parish's separate procession sheet, which is not included in this guide. → MISSAL: this branch omits the blessing and Last Gospel. It replaces SO-064–SO-067; the procession itself is outside this guide.
SO-064 Celebrant turns to bless	Choir / people; all lay servers	Kneel on both knees and make the sign of the Cross with the blessing. The public answer is <i>Amen</i> ; servers sing only if assigned. Rise together afterward. → MISSAL: ministers kneel for the final blessing. Normal branch only.
SO-065 Last Gospel begins	Subdeacon; all lay servers	On the normal route everyone remains empty-handed. The subdeacon assists at the Gospel side and makes the quiet answers <i>Et cum spiritu tuo</i> , <i>Gloria tibi, Domine</i> , and finally <i>Deo gratias</i> ; no lay server duplicates them. All lay servers make the three small signs of the Cross at the title. At the third Mass of Christmas the Last Gospel is omitted: after the blessing go directly to SO-067. → MISSAL: the Last Gospel normally follows and the third Christmas Mass omits it. Other proper or omitted Last-Gospel cases require their edition-checked sheet. The subdeacon's answering office remains a sacred-minister action, not a server reassignment.
SO-066 <i>Et Verbum caro factum est</i>	All lay servers	Because exit objects have not yet been taken, all genuflect with the celebrant. Rise together. MC then signals A1 and A2 to take the two candles and optional Cb to take the cross; every other server remains empty-handed. → MISSAL: the celebrant and ministers genuflect at these words. MODEL: delaying exit pickup gives every young server one exact, safe gesture.
SO-067 Last Gospel ends	All lay servers	MC takes the three birettas from the sedilia, gives the deacon both his own and the celebrant's, and gives the subdeacon his. Bb takes the boat from its marked sanctuary station. Then MC forms the complete single-file entrance order: Th empty-handed, Bb with the boat, optional Cb, A1, A2, Tb1–Tb4, MC, and the sacred ministers. Use the locally marked side-by-side groups only for the stationary final reverence. Keep the center clear. → MODEL: complete formation, biretta handoff, and boat pickup. On the third-Christmas omission branch, take exit objects and form as soon as the blessing is complete.
SO-068 Final reverence	All lay servers	Face the altar. At MC's signal, free-handed Th, Tb1–Tb4, and MC genuflect if the Blessed Sacrament is reserved at this altar and make a profound bow if it is not. This model keeps Bb, A1, A2, and optional Cb upright with the boat, candles, and cross and assigns them a head bow. Then turn together toward the exit without crossing. → MISSAL: <i>Ritus servandus</i> XII.6 supplies the reserved/unreserved branch. MODEL: one coordinated reverence with exact object-safe bows.

When this happens	Who	Do this → finish / next
SO-069 Recessional	Leave one behind another in the entrance order and pass through the nave to the sacristy. Keep the same single-file spacing and walking pace. Do not turn to look behind; if the group slows, shorten your steps.	MISSAL: departure follows the entrance order. MODEL: single-file spacing; exact doorway and turns are LOCAL CHOICE. →
SO-070 Back in the sacristy	All lay servers; adult sacristan	Face the sacristy cross and make the customary reverence together. A1 and A2 set the candles in their stands; optional Cb sets the cross in its stand. Bb gives the boat to the adult at the metal-safe station; Th checks the thurible there. Tb1–Tb4 confirm the four torches already returned; MC counts the team and objects. The adult extinguishes flames and handles hot charcoal. Report damage or a spill before unvesting. → MODEL and LOCAL CHOICE: named sacristy destinations and the local concluding reverence. The Order of Mass has ended.

C FULL-RUN MASTERY CHECKLIST

Do one rehearsal with empty cruets, an unlit thurible, and unlit torches. Then do one supervised rehearsal with the real weights and safe flames. The team is ready only when it can complete all of these checks:

- ☐ Every server can name his base place, the middle, and his safe reset.
- ☐ Every object has a prepared place, a named carrier, a receiver, and a final place.
- ☐ The Gospel group forms, stations, and returns without a collision or an extra genuflection by the candle bearers.
- ☐ A1 and A2 can perform cruets, lavabo, bell, veil, Communion plate, and ablution duties without being called to two places at once.
- ☐ Th can perform all four incense stations: three blessed preparations and the unblessed elevation preparation.
- ☐ Torchbearers can state both departure branches before they pick up a torch.
- ☐ The team can explain why no second Communion *Confiteor* appears.
- ☐ The team can recognize the normal *Ite, missa est* ending and the *Benedicamus Domino* replacement route.
- ☐ On one deliberately missed cue, the server stops, secures the object, faces the altar, and recovers from the MC's signal.

FOR THE SERVER: Last word before serving

Know your own next action and your partner's next cue. Move together, leave space for the sacred ministers, and let a small mistake stay small. Quiet, steady service is easier for the whole church to follow than hurried service.

D 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, /f/ for sh, /tʃ/ for ch, and /dʒ/ for English j.

E LEARN THE RESPONSES IN SIX SHORT LESSONS

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

A lay server first learns which words belong to the sacred ministers and choir/public, so that the server does not answer over them. Memorize a spoken reply only when the assigned route actually gives it to the server, such as receiving the pax.

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 **LISTEN**, the server says "listen" during practice but remains silent at Mass. For an assigned quiet answer, practise the response; 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.

E.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 LISTEN—DO NOT JOIN. Sacred ministers, the subdeacon, or choir answer as shown in the voice map.
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 LISTEN unless you receive the pax or are assigned to sing; follow the voice map.
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 LISTEN—DO NOT JOIN. Sacred ministers, the subdeacon, or choir answer as shown in the voice map.
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.

E.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 LISTEN—DO NOT JOIN. Sacred ministers, the subdeacon, or choir answer as shown in the voice map.
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. No answer follows the 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 sehd LEE-beh-rah nohs ah MAH-loh

MEANING But deliver us from evil.

E.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 **LISTEN—DO NOT JOIN.** The sacred ministers answer.

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 **LISTEN—DO NOT JOIN.** The sacred ministers answer.

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 LISTEN—DO NOT JOIN. The sacred ministers answer.

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 LISTEN—DO NOT JOIN. The sacred ministers answer.

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 LISTEN—DO NOT JOIN. The sacred ministers answer.

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.

E.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 LISTEN—DO NOT JOIN. The sacred ministers answer.

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 LISTEN—DO NOT JOIN. The sacred ministers answer.

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 **LISTEN—DO NOT JOIN.** The sacred ministers answer.

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 **LISTEN—DO NOT JOIN.** The sacred ministers answer.

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.

E.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 **LISTEN—DO NOT JOIN.** The sacred ministers answer.

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 **LISTEN—DO NOT JOIN.** The sacred ministers answer.

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-meas 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 Io-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 **LISTEN—DO NOT JOIN.** The sacred ministers answer.

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.

E.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.

F 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 Solemn Mass, the sacred ministers supply the quiet altar dialogue and the appointed choir or congregation supplies the outward sung answers. A lay server’s skill is often to recognize the cue and keep serving without adding a response. Follow the celebrant and master of ceremonies; never begin merely because an answer appears on the page.

Voice key

SM = sacred ministers answer while lay servers listen; **SD** = subdeacon answers; **CH** = choir or people sing while servers listen unless assigned; **PR** = 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.

F.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	SM
<i>After Iudica me, Deus, ... erue me.</i>	A2	SM
<i>After Emitte lucem tuam, ... tabernacula tua.</i>	A3	SM
<i>After Confitebor tibi in cithara, ... conturbas me?</i>	A4	SM
<i>Gloria Patri, et Filio, et Spiritui Sancto.</i>	A5	SM
<i>The repeated Introibo ad altare Dei.</i>	A1	SM
<i>Adiutorium nostrum in nomine Domini.</i>	A6	SM
<i>After the priest’s Confiteor</i>	A7	SM
<i>The ministers’ Confiteor</i>	A8	SM
<i>Misereatur vestri ... vitam aeternam.</i>	A9	SM
<i>Indulgentiam, absolutionem ... Dominus.</i>	A9	SM
<i>Deus, tu conversus vivificabis nos.</i>	A10	SM

What you hear or where you are	Bank	Who answers
<i>Ostende nobis, Domine, misericordiam tuam.</i>	A11	SM
<i>Domine, exaudi orationem meam.</i>	A12	SM
<i>Dominus vobiscum.</i>	A13	SM

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

What you hear or where you are	Bank	Who answers
Ninefold Kyrie/ <i>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	SM
Audible conclusion of the last Secret, <i>Per omnia saecula saeculorum</i>	A9	CH
Preface greeting, <i>Dominus vobiscum</i>	A13	CH
<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	SD
<i>Initium sancti Evangelii secundum Ioannem.</i>	A16	SD
End of the Last Gospel	A15	SD

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.

G 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

1. **Echo, cover, respond:** hear a phrase, repeat it three times, cover it, then carry out the printed job at the cue.
2. **Build backward:** master the final phrase, then attach the phrase before it. This prevents endings from fading away.
3. **First-letter rescue:** write only the first letter of each word; use it once, then remove it.
4. **Wrong-cue check:** mix *Dominus vobiscum*, *Sursum corda*, and *Ite, missa est*. 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.

H 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 *Benedicamus Domino* 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.

I 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/

J 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 *Solemn Mass 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

Sacred ministers give the quiet altar answers in this model; choir or people give the public sung answers. A lay server answers only where the assigned route gives that server a reply, such as receiving the pax. 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.

K SCOPE, EDITION, AND QUALIFICATIONS

Form. Non-pontifical Solemn Mass with celebrant, 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 lay-server roster. Sacred-minister and choir acts appear only as cues or handoff points; their offices are not reassigned to young servers. Special rites require their own sheets.

Roster and model. The core model uses an MC, thurifer, boat bearer, two acolytes, and four torchbearers. A processional cross-bearer is an optional local addition, not part of the core roster. This teaching route requires the separate thurifer and boat-bearer roles; it states how the optional cross-bearer rejoins the route. Local traffic remains subject to the priest and MC.

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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L 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* (Solemes, 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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