

Directions before Mass

- Come at least 10 minutes before mass so that we don't have to rush to get a backup or whatever. May want to make sure the mike is on.
- Speak into the mike slowly and clearly. You should notice that the sounds system is on.
- Check to see if you will be reading the Psalm.
- You will normally read the petitions.
- Choir to announce opening, offertory, communion, and closing hymns

Directions during Mass

1. Make sure take book of the Gospels, as you will carry this in the procession behind the servers.
2. Process in holding the book at chest level, tilted outward, and so that your eyes just peer over the book.
3. When get to steps, slight head bow, and proceed up and place the book on the altar from the side closet the tabernacle. Place in the center of the altar in the stand there or laying flat face down closed. (Do not stand up without the stand as it will damage the bindings.)
4. Immediately go to the far left of the servers (as you are looking at the tabernacle and be ready to genuflect when Father comes.)
5. After genuflect, when get to the bottom of the steps, turn around and do a profound bow then go to your place in the pews. (You should be in the first or second one on the right side when facing out.)
6. After opening prayer, come up to the steps, make a profound bow, then go to the ambo. (adjust mike ?) Announce reading as "A reading from the XXXX" preferably.
7. After the first reading, if you are not reading the Psalm, step back from the ambo and face it at an angle.
8. Do the second reading. (adjust mike?) Announce reading as "A reading from the XXXX" preferably.
9. If you are to read the alleluia verse, then wait at the ambo. When finished take the lectionary and place it on the shelf in the ambo and go back to your spot after making a profound bow at the bottom of the steps.
10. After the homily and creed, it is time for the petitions so when you hear Father indicate as such, go to the steps and make a profound bow, then go to the ambo. (Adjust mike)
11. After petitions, wait for Father to finish the prayer and then go back to your seat after making a profound bow at the steps.