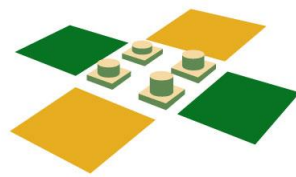


PROMPT SHEETS

MASS IN HONOUR OF THE
BLESSED VIRGIN MARY
ACCORDING TO THE USE OF SALISBURY

DEACON
SUBDEACON
ACOLYTE
THURIFER
TAPERERS



THE
EXPERIENCE
OF WORSHIP

ST TEILO'S CHURCH
JUNE 2011

DEACON

Prayer before Mass & entry

	Enter with Pax		
Altar step	Confession from Missal	—	C
<i>before kiss</i>	take Pax to altar (LH side)		
Approach	Kiss altar	—	C
	C: prayer / In nomine		C
Incensing	D: charge censer		
	C: censes altar		
	D: cense celebrant		
	D: fetch Missal from credence		
Introit and Kyrie		—	R
Gloria in excelsis intonation			C
Gloria in excelsis recitation		—	R
	[Then sedilia till 'Cum Sancto Spiritu']		
Collect	split and face W for Dominus v. then E for prayer		R
Lecture	D: take Missal to sedilia		<i>Sit</i>
Gradual/Alle	C, D, SD read when SD returns		<i>Sit</i>
Sequence			<i>Sit</i>
Laying of corporal	D: Missal to Altar R		
	D: wash hands (acolyte assists)		
	D: spread 1 corporal, 2nd left folded		
Gospel	D: charge censer		
	D: cense altar		
	D: take Gospel Book / blessing from C		
	procession to Lectern		
	D: hand Book to SD		
	D: announce Gospel		
	D: sing Gospel text		
	D: kiss Book and take it		
	D: process		
	D: replace Book on altar		
Credo	C, D, SD recite	—	R
Offertory	split and face W for Dominus v		R
Offertory antiphon		—	R
Bringing of elements			C
	D: take chalice/paten from SD		
	D: hand paten to C (kiss maniple)		
	D: hand chalice to C (kiss maniple)		
	D: take veil from SD, place on altar		
Censing	D: charge censer		
	C: censes vessels		
	D: cense celebrant		
	D: censer to acolyte		
	then		C
	when acolyte returns		
	D: cense LH end of altar		
	D: give censer to Thurifer		
	then		C

Prayer			C
Orate	split and face W D / SD silent response		
Secret	at 'Per omnia' D: take paten, veil it in corporal D: hand veiled paten to SD		C <i>R of C</i>
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Sursum Corda and Preface			C
Sanctus and Benedictus		—	C
Canon			C
Elevation	D / SD kneel to hold chasuble then stand		C
After			
Elevation	D: wash hands (thurifer assists) D: take folded corporal from C		<i>R of C</i>
End of Canon	D: return folded corporal, kiss C's shoulder		
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Pater Noster	D: receive paten from SD, unveil D: hold paten high in RH (veil in LH)		<i>R of C</i>
After Pater Noster / Libera nos	D: hand paten to C place veil on altar		
Fraction			C
Pax versicle		—	
Agnus Dei	recite with C and SD	—	CDS
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Pax	C kisses Pax, D kisses Pax D invites SD to kiss Pax D invites acolyte to kiss Pax D give Pax to Acolyte after peace, Acolyte returns Pax D D places it back on L of altar		
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Communion of priest			C
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Ablutions	[SD assists C with ablution of vessels] D: when chalice on side and C moves R go forward, fold corporals stack vessels/ burse, give to Acolyte		
Communion antiphon		—	R
Post-Communion prayer	split and face W at 'Dominus v' then back to line for prayer		R
Dismissal	split and face W D: sing Ite missa est		
Departure	stand for Last Gospel		C
Procession			
Prayers after Mass			

SUBDEACON

Entry	Enter with Missal , open it at the Confession		
Altar step	Hold Missal for confession	—	C
<i>before kiss</i>	SD: take Missal to altar L of C return for Kiss of Peace		
Approach	Kiss altar	—	C
	C: prayer / In nomine		C
Incensing	take Missal to Credence take Gospel Book from Credence		
Kissing			
Book	hold Gospel Book for C to kiss place Book on L side of altar		
Introit and Kyrie		—	R
Gloria in excelsis intonation			C
Gloria in excelsis recitation		—	R
	[Then sedilia till 'Cum Sancto Spiritu']		
Collect	split and kneel for 'Dominus v.'		R
	then go to Credence for Epistle book SD: go to Lectern		
Lection	sing Lection at lectern	<i>Lectern</i>	
	walk back, replace book		
Gradual/All	C, D, SD read at sedilia	<i>Sit</i>	
Sequence		<i>Sit</i>	
Blessing of water / preparation of elements	SD: wash hands [acolyte then washes D hands] take cruet marked A from acolyte take it to be blessed by Celebrant SD & A: go to Gronow Chapel with water SD: Prepare chalice and paten Return and go to sedilia		
Gospel	D & SD go to altar step		C
	turn, process to Lectern SD: go to north of Lectern, face East take Gospel Book from D after announcement, face D at end, offer D Book to kiss procession back		
Credo	C, D, SD recite	—	R
Offertory	split and kneel for 'Dominus v'		R
Offertory antiphon		—	R
	SD: take Missal to L centre of altar		
Bringing of elements			C
	SD: take chalice/paten from Acolyte SD: hand vessels to D, but hold veil SD: hand veil to D when he is ready		
Censing	SD: wait on step during censing of elements		
Kissing			
Book	SD: at censing of Celebrant take Gospel Book from altar & bring to Celebrant to kiss		

	SD: follow acolyte to singers take to each singer in turn to kiss return Gospel Book to altar then wash C's hands (Acolyte assists)		C
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Prayer			C
Orate	split and kneel D / SD silent response		
Secret	at 'Per omnia' SD: take wrapped paten from D SD: hand wrapped paten to acolyte		C
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Sursum Corda and Preface			C
Sanctus and Benedictus		—	C
Canon			C
Elevation	D / SD kneel to hold chasuble then stand		C
After Elevation			C
End of Canon			
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Pater Noster	SD: receive paten from Acolyte SD: hand veiled paten to D		C
After Pater Noster / Libera nos			
Fraction			C
Pax versicle			
Agnus Dei	recite with C and SD NB SD stand on far R of D	—	C
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Pax	C kisses D, D kisses SD SD: when D leaves go to	— 	C C
Communion of priest			C
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Ablutions	SD: go to R of altar SD: take wine and water from Acolyte SD: pour wine in chalice SD: pour wine over C's fingers into chalice SD: pour water into chalice then return cruets to Acolyte		
Move Books	SD: take Gospel Book to Credence SD: move Missal to R end of altar		
Communion antiphon		—	R
Post-Communion prayer	split and kneel at 'Dominus v' then back to line for prayer		R
Dismissal	split and face W SD: take Missal		
Departure	Last Gospel at Altar		C
Procession			
Prayers after Mass			

ACOLYTE

Wait in sacristy until

Gloria in excelsis intonation

Take up veiled vessels and burse

Gloria in excelsis midway through

Meet taperers in north door

Led to **Gronow altar**

Set down veiled vessels / burse

Remove mantle

Wait

Collect

after Collect

Take burse to Altar

Kiss altar then go to **Credence**

Lection *When SD returns from lectern*

Take lavabo and towel

1. Wash SD hands

2. Wash D hands

Replace bowl and towel

Preparation of vessels

After blessing of water cruet

Lead SD to **Gronow Chapel**

Remove pyx lid

Take veil and hold it

When SD has finished

replace veil on paten & chalice

replace pyx lid

Go to **S side of Sanctuary**, face East

Sequence stay on S side and face East

Gospel announcement

Gospel reading

Turn with C, and face West

Credo intonation

Turn East; bow whenever

clergy bow

after choir sing 'et sepultus est'

Go to **Gronow Chapel**

Put on mantle

Take veiled paten & chalice

When clergy are lined in centre of altar

Go to centre of **Sanctuary**

Hand veiled vessels to SD

Then go to **credence**

Remove mantle

Censing	When D has censed C take censer from D Go down to singers Cense singers, starting on Dec one by one
After censing	hand censer to D (near credence) Take lavabo & towel, hand to SD Replace lavabo etc on credence <i>Put on mantle</i> Go to stand behind SD
End of Offertory Prayer	Receive veiled paten from SD stay holding it there
Canon of Mass (with Sanctus / Benedictus)	kneel when D and SD kneel stand again when they stand
At end of Canon	Hand veiled paten to SD Go to S side and face East
After clergy Agnus Dei	<i>when D takes Pax</i> kiss it, then take it from him Go to other servers, then singers then to congregation - men then women - then return Pax to D
After priest's communion	<i>When SD is ready</i> remove cruet stoppers hand cruets to SD Receive cruets back and set down Give SD lavabo and towel Replace lavabo and towel Wait to receive vessels and burse from D Take vessels and burse back to sacristy

THURIFER

Entry Take thurible and boat
Follow taperers to sanctuary
Go to R side of Sanctuary
Face east

Censing When clergy approach altar
go to S side of altar nr credence
Assist D with incense
[C censes altar]
After censing take thurible
Return to sacristy

Introit, Kyrie, Gloria, Collect

Lesson SD reads lesson

Gradual wait at north door
When SD returns, enter
Go to N side of altar

In Sequence When SD and A have gone to Gronow
go near credence
Assist D with incense
[D censes altar]
take thurible back
Go to N side of Sanctuary

Procession wait for SD and D to come centre
Then go to centre, behind SD
Bow & follow taperers to lectern

Go to LH side of lectern
Turn and face east
[D announces Gospel]
Turn to face D's back for Gospel
After Gospel follow Taperers
back, then leave procession
& turn R to go to sacristy

After Credo *When C sings 'Dominus vobiscum'*
Enter and go to Sanctuary
Go to N side of altar
Wait for D, then assist with incense
Go to stand by credence
[Acolyte takes censer to cense
the choir, then returns thurible to
D]
When D has censed LH of altar
take thurible back to sacristy
to hang up

Eucharistic Prayer

return and go to place in Quire
Elevation After Sanctus, take the little bell.
At the elevation, ring it three times:
1 when subdeacon/deacon kneel
2 when priest raises the host, and
3 when the priest raises the chalice

after Elevation - when SD and D stand
Go to sanctuary and to credence
Take lavabo and towel
Assist D to wash hands
then replace on credence
Go to S side of sanctuary
and face East

When C announces Pater Noster
return to place on N side

After Communion

When D begins 'Ite missa est'
move out of stall
let Book Boy come alongside
Go with him and taperers
Stand in centre of Sanctuary
with Book Boy on your R

Make sure BB is brought
Missal - if not go and fetch it from
R side of altar
When C, D, SD bow, also bow
Follow taperers back to sacristy

TAPERERS

Entry Lead procession to Sanctuary step

When clergy move to altar
put down candles
go to **Sacristy**
T1 take lavabo and towel
T2 take two water cruets
Go back and enter Sanctuary
& place on credence
Then back to Sacristy
T1 take wine cruet
T2 take pyx
place on R side of Gronow altar
Return to candles

Gloria *When C has intoned 'Gloria'*
Take candles
go to **Gronow chapel door**
Meet acolyte
Lead acolyte to Gronow altar
Return to chancel
Put down candles
Bow and go to place by singers

Follow service book instructions

After Lection, Gradual and Alleluya
Stand with singers at Sequence
When D and SD come to centre
with Gospel book
pick up candles & come together
Turn when D and SD turn
Lead procession to **lectern**
T1 go to L of lectern, round back
and stop opposite T2
T2 go to R of lectern, turn and
face altar
When D has announced Gospel
turn in to face the Gospel book

[Gospel continued]

When D kisses Gospel Book
turn, T1 goes round lectern
meet and lead procession
back to Sanctuary step

Put down candles
Return to place with singers

After Sanctus

Take candles
Go to altar step.
Put down candles, then kneel.
When subdeacon and deacon kneel,
lift up the candles
When they stand up, put candles down,
stand up, pick up candles
Take them back to usual place, put down
Bow to altar and go to places by singers.
Face the altar

After Agnus Dei

Kiss Pax when Acolyte holds it for you
T nearest Gronow chapel,
go to fetch cruets from Gronow altar
Take them to credence
(bow when you cross to the altar),
then back to usual place by singers

End *When D sings 'Ite missa est'*
come out of stalls

Pick up candles & come together
stand during Last Gospel
When C, D, and SD bow
turn and lead procession to **Sacristy**

MASS IN HONOUR OF THE BLESSED VIRGIN MARY
ACCORDING TO THE USE OF SALISBURY

ST TEILO'S CHURCH

Each prompt sheet included in this booklet was printed double-sided, and trimmed to a thin strip that could be inserted up the sleeve. Prompt sheets for Acolyte, Thurifer and Taperers should be used in conjunction with check lists of duties for these individuals.

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