

DIocese of Baton Rouge LITURGICAL INSTRUCTIONS when the BISHOP CELEBRATES MASS

GENERAL LITURGICAL INSTRUCTIONS FOR EMCEES

Before Mass:

1. The pastor or his designate is responsible for setting up for the ceremony. The bishop must approve any changes from what is listed below.
2. Be certain all is prepared in the church, making sure all needed vessels and books are in place and correctly marked. Prepare sufficient hosts and wine so that the entire congregation will be able to receive Holy Communion consecrated at that Mass. The lectionary is placed on the ambo open to the first reading. Check the microphones and batteries!
3. Seats for concelebrating priests and servers are not to flank the bishop's presidential chair, but instead be off to the side; the bishop's presidential chair is to be arranged by itself. (Exception: one deacon, if present, sits on the bishop's right; a second deacon if present may sit to the bishop's left.)
4. The altar should be bare at the beginning of the celebration (excepting only the required altar cloth, and candles, which may be placed upon the altar). Corporals, purificators, books and other items are *not* placed on the altar until the Preparation of the Gifts.
5. If incense is used, refer to note no. 2 in the "Liturgical Instructions for the Sacrament of Confirmation."
6. Getting started on time is very important. Sometimes it is necessary to be assertive in order to get people moving.
7. Give the following directions to all concelebrating priests:
 - a. During the Eucharistic Prayer, stand well behind and to the left and to the right of the bishop. Do not crowd in, and keep voices soft so that the bishop's voice alone is heard.
 - b. All will reverence (kiss) the altar during the Entrance Procession at the beginning of Mass. Only the bishop and deacon kiss the altar at the end of Mass before processing out.

During the Mass:

1. Go slowly in the Entrance Procession. Miter and crosier bearers walk last behind the bishop. Concelebrating priests walk immediately in front of the bishop, behind the Book of the Gospels, with the local pastor last among the concelebrants.
2. When the emcee arrives at the sanctuary, he should step aside and let the rest of the procession enter it. The Book of the Gospels is placed flat on the altar, at its center.
3. When the bishop arrives at the sanctuary entrance, he will hand the crosier and miter to the emcee, who then can give them to miter and crosier bearers who walked behind the bishop in procession. As the bishop goes to the altar to reverence it, the crosier and miter bearers go to their places.
4. When the bishop sits for the readings, he wears the miter.
5. When the bishop stands for the Gospel Acclamation (after he puts incense in the thurible if this is used), take the miter away and give him the crosier. A deacon (or, only if there is no deacon, a concelebrating priest) proclaims the Gospel. Take the crosier away after the gospel. The bishop does not usually wear the miter when preaching.
6. Make sure that the person who is to announce the petitions of the General Intercessions (a deacon, if present, otherwise a lay reader) is in the right place at the right time.
7. At the Preparation of the Gifts, the deacon, assisted by the servers (or if there is no deacon, the servers or emcee) prepares the altar by placing on it the needed corporal(s), chalices, purificators, and *Missal (Sacramentary)*. The empty chalices should not be placed in the center of the altar but put to the side where they will be filled. The bishop prefers the *Missal* be placed to the left of center, flat on the altar.
8. Only the bishop with deacon(s), and servers as necessary, go to receive the gifts (concelebrating priests do not do so).
9. The deacon (or, if there is no deacon, a concelebrating priest) adds water to the wine and then pours the wine into the chalices. (The bishop will wait for this to be accomplished before taking the ciborium of hosts and praying the first prayer of blessing over the bread.)
10. Just before Prayer over the Gifts take bishop's skullcap, place it on his chair.
11. Concelebrating priests do not approach the altar until after the Prayer over the Gifts.
12. Do not bring ciboria from the tabernacle to the altar; Holy Communion consecrated at the Mass is to be distributed to the assembly.
13. After the distribution of Holy Communion, the deacon (or a concelebrant or an extraordinary minister) placed remaining consecrated hosts in the tabernacle. Empty ciboria and chalices are brought to the credence table to be purified properly after Mass. Purifications are not to be done at the altar. Water and a towel may be brought to the bishop immediately after he finishes distributing Holy Communion so that he may wash his hands.
14. Announcements are to be made to the congregation *after* the Post-Communion Prayer, and if at all possible never from the ambo where the Scriptures are read.
15. The miter and crosier are needed by the bishop for the Final Blessing, after the Post-Communion Prayer.
16. At the beginning of the recessional, concelebrating priests bow to the altar but do not approach it; only bishop and deacon(s) reverence it with a kiss.
17. The recessional order is the same as at the entrance, except the Gospel Book is not carried out. Again, go slowly.
18. Purifications take place after Mass, at the credence table or in the sacristy.