

MINISTRY OF MUSIC

An interdependence exists among the ministries engaged in worship. All liturgical ministers, i.e. Extraordinary Ministers, Lectors, Servers, Ushers/Greeters, Presider, Deacons, and Musicians, depend on each other. Each ministry makes an important and essential contribution to our Eucharistic celebration and we appreciate your willingness to serve in this community.

GENERAL GUIDELINES

Schedules – Each quarter's schedule will be emailed to you via Ministry Scheduler Pro (MSP). Upon receiving the new schedule, it is your responsibility to check it immediately and, if there is a conflict with a Mass you are scheduled for, please **SUBMIT A SUB REQUEST**. You will receive an email reminder to submit dates you **CANNOT** serve prior to the creation of each schedule. Please make sure to enter your dates prior to the deadline noted in the email. MSP takes these dates, along with service preferences, into consideration when creating the schedule.

Liturgy Sheets and Music – The liturgy sheet for each weekend will be posted on MSP one to two weeks ahead of time. **Please print off the liturgy sheet, read all of the instructions, and check to make sure you have the appropriate music.** All cantors and organists have their own music. Any special music that needs to be picked up will be placed on the receptionist's desk or e-mailed as a PDF.

Rehearsals – Cantor needs to contact the accompanist early in the week to set up a rehearsal time. If agreeable between cantor and organists, rehearsal can be done 1 hour before Liturgy, but please communicate this rehearsal time with each other. Please confirm the church's availability by calling the church office and getting your practice time put on the calendar. Rehearsals for the 8:30 Mass must conclude at 8:00 so the Rosary can be prayed in the church.

Rehearsals are a **must!!!** to work out all details such as intros, tempos, lowering the music, taking final refrains...etc. Remember you are not cantoring or playing an instrument alone; there are other musicians up there with you and both of you must be doing the same thing to assure that the Liturgy will be smooth and strong. When one does not know what the other one is doing, then the assembly will sense some uncertainties, so please practice and communicate with the other musicians involved.

GUIDELINES FOR MASS

Time to be at Mass – Please be at church ready to practice one hour before Mass unless prior arrangements have been made with the other musicians. Arriving late will create a lot of uncertainties, which will affect the flow of the liturgy.

Song/Hymn numbers – Make sure that the numbers on the board correspond to the songs/hymns, responsorial psalm, and parts of the Mass (Glory to God, Holy, etc.) for your particular Mass. Do not assume that they are the same as the previous Mass. Organist, cantors, and choir directors will all share in this responsibility.

Announcing songs/hymns – Invite the assembly's participation by **warmly and joyfully** announcing the songs/hymns. On the liturgy sheet, different phrases are written for you as a script for announcing the songs/hymns, along with the number and title. The organist will then pause for 5 seconds before playing the introduction, allowing people to find the right page before we start singing. Accompanists need to **SET THE TEMPO** to the intro; then all musicians need to keep that tempo throughout the song. Plan on singing all verses of all songs unless noted differently on your liturgy sheet or ending sooner would be more appropriate.

Cantors and accompanists should be aware of where the Liturgical Procession is and sing until the priest is at his chair. If the priest is standing there for a short moment while the song is finished, that is okay. As the priest and others recess out, make sure they are at the very back of the church before you finish the song of Sending Forth.

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Eye Contact – It is important to make eye contact with the entire church, not just the people in front of you. Make eye contact with people sitting in the back, the right and left sides to increase the participation from the assembly.

Gesture – There is no need to gesture at the beginning of the four songs/hymns. Gesture when the assembly should come in during the responsorial psalm and gospel acclamation. When there is one cantor, a one arm gesture is sufficient. For two cantors, each cantor would raise their arm. For choir and quartet, a person on each end would gesture.

Flow of the Liturgy – Moments of silence are as important to the overall flow of the liturgy as are moments of music and activity, particularly important after the readings.

After the first reading, wait until the lector is seated, then start the Responsorial Psalm.

After the second reading, wait until Father stands before standing for the Gospel Acclamation.

In this and other liturgical moments, we want to allow ourselves, and the worshipping community, a chance to reflect on the scripture reading just proclaimed. If we rush to the cantor stand, fiddle with music, and start the music too soon, we destroy that opportunity for prayerful reflection on the Word. ***Rule of thumb:** Have your music ready before you sit down and the organist will cue the cantor when to move to the cantor stand.

Water and personal belongings: Please keep everything on the shelves behind the organ. If you must have water with you, please keep it hidden underneath the chairs as best you can. Be as UNOBTRUSIVE as you can when you are taking drinks.

Basic postures/gestures:

Entrance Song/Hymn: Stand.

During the first and second readings: Sit APPROPRIATELY on the chairs behind the organ and be attentive to the lector.

Responsorial psalm & gospel acclamation: Stand and use appropriate gestures as outlined above to bring the assembly in and drop hands after first couple words.

Gospel: Stand and face the ambo.

Homily: Sit APPROPRIATELY on the chairs behind the organ and be attentive to the homilist.

After the Homily: Follow the postures of the rest of the assembly until the song/hymn for the Preparation of the Gifts, at which point the cantor will remain standing.

Preparation of the Gifts through Communion: Cantors stand by the cantor stand and face the altar when not singing. Make sure the organist can see the Presider. Do not gesture for the Great Amen. Extend the sign of peace to the other musicians and those close to you, but make sure you are ready to sing the Lamb of God.

After communion through the song of Sending Forth: Follow the posture of the assembly.

Music Liturgist:

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