

GUIDELINES FOR COMMENTATORS

Before the Mass:

- Arrive at the Church at least 10 minutes before Mass, and let the sacristan know you are present.
- Locate the commentator's book with the prayers and introductions in the sacristy. There are sheets for each mass, with spaces to record specific information. **Check the bulletin for names of the sick, as well as deaths or anniversaries.**
- Check that microphone is turned on and adjusted to your height, and take a seat nearby.
- If musicians, check for last minute instructions.

When Mass is ready to begin, the priest or sacristan will ring the bells.

- Move straight to the ambo to welcome everyone and introduce the Liturgy. Ensure that you get close to the microphone and speak loudly. Start with a greeting, and then pause as there is usually a lot of noise and movement before mass and you need to get the assembly to settle down and listen to your words. Repeat the greeting if necessary, and then read the welcome from the booklet.
- Move away from the ambo during the entrance procession - but not too far - as you are needed again soon.
- The Priest will greet and welcome the assembly. He will then introduce the penitential rite (using words like, 'as we gather today, we call to mind our sins ...').
- You should be back at the ambo before he finishes speaking so that you can read the 'tropes' (Lord Jesus...., Christ Jesus, Lord Jesus have mercy). Note that the penitential rite may be omitted by the Priest when other prayers have been included, eg introductory rites of baptism. The Priest will guide you on this on the day. Wait until the concluding prayer by the Priest has finished, and then return to your seat.

At the conclusion of the Profession of Faith:

- Move to the ambo once again for the intercessions.
- If there are prayers for the sick or the dead, please add the names of those mentioned in the bulletin to these prayers. Wait again until the concluding prayer has been spoken, and return to your seat.

Return the booklet to the sacristy after Mass.