

CHECKLIST FOR COMMENTATORS

BEFORE THE START OF MASS

1.	Be sure to provide the courtesy to always arrange for a replacement if you are unable to attend your scheduled mass (<i>check the current roster for a substitute</i>), making sure you give enough advance notice so they can properly prepare.
2.	Arrive at least 15 minutes prior to the beginning of mass.
3.	Cross your name off of the calendar in the sacristy and initial to indicate you were present to serve at your assigned mass (<i>do the same if replacing someone else</i>).
4.	Go to the lower lectern and adjust the microphone to your comfort (<i>it should already be turned on; if not, ask the music ministry or sacristan to assist you</i>).
5.	Pick up the liturgy binder on the lectern (<i>if the binder is not on the lectern, check the sacristy; the sacristan, the deacon or the celebrant can also assist</i>). Carefully read through the script, both the opening greeting and concluding announcements (<i>there could also be extra parts in addition to these; if the Deacon is absent, you will need to read the Prayers of the Faithful after the Nicene Creed</i>), to familiarize yourself with the text, any proper nouns, tricky pronunciations, etc. If you have any questions pertaining to the pronunciation of any words, check with the celebrant or deacon so that you will match what the congregation will hear. <i>If there are no concluding announcements applicable to your scheduled mass, alert the celebrant and the music ministry.</i> If there is a significant amount of announcements (<i>perhaps 3 or more</i>), make an advance determination if you will need to ask the assembly to sit down for the announcements.
6.	Confirm with the music ministry which gathering song number to announce.
7.	Either seated or standing by the lectern (<i>however you feel comfortable</i>), wait for the celebrant to give you the signal indicating he is ready to begin mass.

AT THE START OF MASS

8.	When the signal is given to begin mass, approach the microphone and begin reading the prepared script, which includes: <ol style="list-style-type: none"> a. the opening greeting b. the caution to turn off devices c. a brief introductory summary to the readings d. the invitation to greet one another e. calling out the opening hymn, and f. asking the assembly to rise/stand. <p>READ ONLY WHAT IS WRITTEN and do not deviate from the prepared script! Make sure you leave the binder open to the Prayers of the Faithful, so it will be ready and easily accessible when that part comes up.</p>
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AT THE CONCLUSION OF MASS

9.	At the closing prayer, when the priest summons for the altar server to come with the Sacramentary and/or calls out, " Let us pray, " you will likewise simultaneously <i>rise with the altar server</i> and move to the lectern, turn towards the celebrant while waiting by the microphone, until he ends the closing prayer.
10.	Ending the prayer is your cue to turn around to the microphone and begin reading the announcements. Adjust the microphone to your comfort, ask the assembly to sit if necessary, then read the prepared script for the concluding announcements, taking special note to identify only those items that pertain to the particular mass you are serving. (<i>Let the celebrant be the one to ask the assembly to stand back up.</i>)
11.	When you have completed reading the announcements, close the binder and leave it at the lectern, then return to your seat. When the mass ends, return to the lectern and reset the binder for the next mass. You are done!