

HIGH ALTAR SUNG EUCHARIST — ORDER TWO



All references using the male pronoun should be taken to refer to the female as well.

THE SERVICE IN OUTLINE

1. Staffing includes three clergy: Priest (P), Deacon (D) and Subdeacon (SD). The usual position for the clergy when at the Altar is three abreast facing east.
2. The clergy occupy the Sedilia for the Epistle, Gradual, Gospel and Sermon (except that the D leaves the Sedilia and joins the Gospel Procession to read the Gospel and that, if one of the clergy is to deliver the Sermon, he moves to the pulpit to do so).
3. There is both a Gospel Procession (to the usual station in the Nave) and an Offertory Procession.
4. Ablutions are conducted in the retrochoir, served by the CCR.

PREPARATIONS

- The missal is placed centrally on the Altar on its cushion, except when incense is used in which case they are placed on the credence. Also on the Altar are the prayer lists for the intercessions and service books for the D and SD.
- The vessels are placed on the credence: the principal chalice with purificator, paten, host, pall, burse with corporal enclosed and veil; three further chalices with palls; three further purificators; flagon of wine with pall; flagon of water; bowl, jug of water and towel for lavabo. A virger will bring a ciborium (and any additional wafers) at the Offertory.
- A ciborium and a flagon of wine are on the Offertory table at the Gospel station in the Nave.
- Chairs for the AA, one either side at the foot of the steps on the floor of the sanctuary, one chair for the MC west of the credence. (A further chair next to the MC for the Bb when incense is used and the Bb wishes to remain in the sanctuary.)
- Two bases for processional torches. Two collection plates against the High Altar rails, one each side. The Choir Cross in its clasp in the Presbytery.
- Two kneelers at the north end of the Altar for the Crucifers. The usual kneeler is required for the MC on the south side.
- The MC indicates to the CR or Th the point in the Gradual to begin forming the Gospel procession. (The MC carries the Gospel Book.)
- When incense is used the MC and CR wear tunics if available.

THE SERVICE

1. The entrance procession forms up in the south ambulatory as usual. It is a single procession which enters at the play over of the introit hymn following the notices. It is led by the CR and AA and proceeds via the cross aisle half way down the Nave, and up the main aisle, through the Quire to the Sanctuary. When incense is used, it is led by the Th and Bb.
2. On reaching the Sanctuary, the AA go to the foot of the Altar steps, turn out and move to their stations where they turn to face east and put down their torches. The MC carries in the Gospel Book and, on entering the Sanctuary, goes to the right of the line at the foot of the Altar steps. The P, D and SD line up on the floor of the Sanctuary at the foot of the Altar

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steps. They and the MC reverence the Altar. The clergy then go up to the footpace in line abreast; the MC goes up to the top step, and places the Gospel Book on the credence.

3. On arriving in the Presbytery, the CR steps to the north to allow the other members of the Altar Party to pass him. He then returns to the centre of the Presbytery and stands there facing east until the Clergy and MC have bowed to the Altar. He then goes to put the cross in its clasp and then moves to the north side Presbytery seat. The CCR moves directly to the south side Presbytery seat when the CR first steps to the north. At the Presbytery seats, the Crucifers face east for the Lord's Prayer and all that follows until the Amen at the end of the Collect for the Day.
4. When incense is used, the Altar is incensed by the P during the introit. After the altar is censed, the Th collects the censer from the P and as he returns to his station along the Deacon's step, the MC steps on to the footpace with the missal and cushion and places them centrally in the altar in front of the President. The MC returns to his station along the Deacon's step.

The Lord's Prayer

Priest

Prayer of Preparation

Priest

5. At the end of the introit, the P alone says the Lord's Prayer, including the Amen at the end, with hands joined. The P then extends arms to the Orans position and says the Prayer of Preparation (Collect for Purity) to which all answer Amen.

Summary of the Law

Priest

6. The P then turns round and reads the Summary of the Law with hands joined. The SD holds the missal for this. The D turns to face north during the Summary. The P then turns back to the Altar while the Choir sings the Kyries. For this, the P, D and SD all stand in line facing the Altar.

The Collect of the Day

Priest

7. The P says "Let us pray" and then says the Collect of the Day with arms in the Orans position.
8. Following the Collect of the Day, the clergy reverence and then move in single file to the Sedilia. The MC signals the AA to move to their chairs, and then signals all to sit. The Crucifers sit at the same time. When incense is used, the Th and Bb exit at this point.

The Old Testament Reading

Reader

Psalm

Choir

The Epistle

Reader

9. At the appropriate point in the Gradual, the MC signals the AA to stand, move to their stations, and take up the torches. The D moves to receive a blessing from the P. The MC takes the Gospel Book, moves down the steps around the south standard to stand opposite the centre of the Altar at the foot of the High Altar steps. The CR moves to the centre of the Presbytery at the same time and faces the Altar. The MC then signals the AA to join him. The MC reverences and he and the AA turn about and move towards the Altar rail. They pause, on the stag, and the D approaches. When the D has taken his place in the procession, they all move forward again. The AA join the CR who turns around and leads the Gospel Procession. The P, SD and CCR face west for the Gospel.
10. When incense is used, incense is put on and blessed by the P. At the appropriate point in the Gradual, the Th and Bb enter through the south back gate, the MC signals all to stand, and the Th and Bb move to the P. Once blessed, the Th and Bb move out of the Sanctuary into the Presbytery and pause facing west. Only then does the CR move out into the centre, turning to face the Altar. As the AA join the CR, the Th and Bb lead the Gospel Procession.

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11. The Gospel Procession moves to the usual station in the Nave. The MC holds the Book for the D to read the Gospel. When incense is used, the Th hands the thurible to the D after the Gospel has been announced and receives it back after the Book has been censed.

The Gospel

Deacon

12. At the end of the Gospel, the Gospel Party returns to the Sanctuary with the MC carrying the Gospel Book. The CR repeats the routine he followed at the Introit, ie steps to the north to allow the others to pass, returns to the centre until the D and MC have revered, and then moves to place the cross in its clasp and returns to the north side Presbytery seat. In the Sanctuary, the MC and D halt on the stag, D centrally and the MC to his right, and reverence the Altar. The D goes to the Sedilia. The MC replaces the Gospel Book on the credence. The AA go to their stations and put down their torches. The MC signals them to move to their chairs. When incense is used, the Th and Bb exit straight out through the south back gate. Once introduced, the MC signals all, including the Crucifers, to sit for the Sermon.

The Sermon

Preacher

The Creed

MC

13. After the Sermon, the MC signals all to stand. The MC immediately signals the AA to return to their stations and the clergy return at that point to the footpace where they stand facing east. The Crucifers face east for the Creed. The usual reverences are made during the Creed.

Offertory

Priest

14. At the end of the Creed, the P turns round to read the Offertory Sentence (with hands joined). The SD holds the missal for this while the D faces north for the Sentence. After reading the Sentence, the P returns to the Sedilia while the Altar is being prepared.
15. The D and MC prepare the Altar. The SD stands to the north on the Subdeacon's step. The Crucifers stand facing north and south. When the Offertory party approaches, the MC signals to the D and the SD and they go to receive the gifts which they then convey to the Altar. The SD then returns to the Subdeacon's step. When the Altar is ready, the D indicates to the P who then moves to the Altar. The SD moves up to the footpace at the same time. The collection is received by the Crucifers who bring it to the foot of the Altar steps where it is blessed by the P. The D and SD face north and south respectively for this. After disposing of the collection, both Crucifers return to the Sanctuary via the north side back gate. For the next part of the liturgy, they stand opposite the north end of the Altar, CR west of CCR both facing south, where they stand or kneel in time with the AA.
16. When incense is used, the gifts and the Altar are now censed by the P. (Note that there are separate, more detailed notes for incensing at the High Altar.) Afterwards, the P is censed by the D. The D and SD are then censed by the Th. For this, they stand on their respective steps. The Th censes the Diocesan Bishop if seated at the Cathedra, then any other clergy in the Sanctuary as a group on each side, and then the congregation. After this, the Th and Bb leave the Sanctuary until the Sursum Corda. The Bb remains in the Sanctuary. Lavabo is administered to the P by the MC.

Intercession

Priest

17. The P turns round with hands joined to introduce the Prayer for the Church. The SD holds the missal for this and the D faces north. The P then turns back to the Altar and reads the Prayer with hands joined. The D and SD face east for this.

Invitation to Confession

Priest

18. Afterwards, the P turns west again to read the Invitation. For this, the SD holds the missal and the D faces north. The MC signals the AA and Crucifers to kneel for all that follows the Invitation until the words "The Lord be with you" at the Sursum Corda, ie up to and including the end of the Prayer of Humble Access. For the Confession, the P, D and SD kneel on the footpace. The SD holds the missal.

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Confession

Priest

Absolution

Priest

The Comfortable Words

Priest

Prayer of Humble Access

Priest

19. After the Confession, they all stand and the P turns west to pronounce the Absolution. Again, the SD holds the missal for this while the D faces north. The P then reads the Comfortable Words, with hands joined, the SD continuing to hold the missal and the D facing north. The P then turns back to the Altar and says the Prayer of Humble Access with arms in the Orans position. The D and SD face east for this.

Prayer of Consecration

Priest

20. The P turns west for the Sursum Corda, "The Lord be with you, etc". The SD holds the missal and the D faces north. The MC signals the servers to stand. When incense is used, the Th and Bb re-enter the Sanctuary at this point.
21. The P then turns back to the Altar for the Preface, Sanctus, Prayer of Consecration, Prayer of Oblation and Lord's Prayer. The prayers are said with arms extended in the Orans position except for the manual actions during the Prayer of Consecration. The D and SD face east for these but assist with uncovering vessels when required.
22. The MC signals the AA to take up the torches after the Sanctus and Benedictus, and put them down after the Prayer of Oblation.
23. When incense is used, the Host and Chalice are incensed at the Words of Institution. The Th and Bb leave the Sanctuary after the Prayer of Oblation to hang the thurible on the stand and immediately re-enter.

The Lord's Prayer

Priest

24. The P turns west briefly to introduce the Lord's Prayer. The D and SD face north and south for this. They all face the Altar for the Lord's Prayer.

Agnus Dei

Organist

Giving of Communion

Priest

25. The D and SD move to their respective ends of the Altar and face the P. The D receives communion, and then the P and D administer communion to the assisting clergy and communion assistants gathered on the Deacon's step, then the SD, then the Servers who are kneeling at the foot of the High Altar steps. Then those administering communion to the congregation take up the appropriate vessels and proceed to the rails.
26. Communion is administered to the servers in the Sanctuary. Once all the assisting clergy have moved to stand in a line on the Deacon's step, the MC signals the Crucifers and Th and Bb to move down the steps to the pavement and form a line at the foot of the High Altar steps between the AA. The MC signals a genuflection, then for all to kneel to receive. After the servers have received communion and all assisting clergy have moved away from the steps, the MC signals all servers to stand, genuflect and the move around the standards and out through their respective back gates.
27. When holding the vessels of spare consecrated elements during the administration of communion, servers stand on the floor of the Sanctuary by the south standard facing north.
28. At the end of the administration of communion the MC should be ready at the credence to administer lavabo to the P. The P then moves to the altar and the MC leaves the sanctuary for the retrochoir.
29. The ablutions are carried out in the retrochoir, served by the CCR. The D and SD set down their vessels on the Altar in the retrochoir and return to the Sanctuary via the side gates, leading the AA and MC. The clergy go to the footpace to join the P, where they stand in line

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abreast facing east, and the MC and AA go to their usual stations. The Crucifers return via the ambulatories to the Presbytery seats, where they stand facing east.

30. The President proceeds with the Prayer after Communion as soon as is practical after the Administration of Communion and the Anthem, and once the Altar Party is back in place at the Altar, to sustain the flow the service. The ablutions are postponed until after the service if they cannot be completed by assisting clergy and lay communion assistants before the Blessing.

Prayer after Communion

Priest

31. The P says the Prayer of Thanksgiving, with hands in the Orans position and with the D and SD facing east.

Gloria in Excelsis

Organist

32. They remain at the Altar, facing east, for the Gloria (when it is used).

The Blessing

Priest

33. After the Gloria, or the Prayer of Thanksgiving, the P turns round to pronounce the Blessing. The SD holds the missal for this and the D faces north. The servers remain standing for the Blessing. After the Blessing, the clergy turn to face east.
34. At the final hymn, the MC waits until the CR is in position in the Presbytery (and the Th and Bb to the Crucifer's east when incense has been used). Waiting for the singing of the hymn to begin if necessary, the MC then signals the clergy to bow, and then signals the AA to take up their torches and to move off turning directly west, and the Clergy to turn about.
35. The Altar Party returns to the Sacristy via the Chancel and North Ambulatory. (The Gospel Book is left of the credence.)
36. After the final hymn, a Virger and the CCR move to the centre of the Presbytery and turn to face the Altar. The Virger leads the corporate bow. The CCR turns about and leads the choir and assisting clergy via the Chancel and Crossing to the South Ambulatory. They assemble outside the Chapter House for the Dismissal which is given by one of the assisting clergy.

Chris Nott

15th October 2017

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APPENDIX A: The Litany

1. The MC carries the Gospel book as usual.
2. When the Altar Party includes the Cantor:
 - a. Entry is via west end at a slow pace. The Acolytes, Choir, Choir Crucifer and assisting clergy go to their positions as usual. Acolytes put down their torches. The Crucifer remains central in the Presbytery and rests the cross on the floor.
 - b. On reaching the crossing, the presiding party including its Virger form up in a line at the stag (not right at the foot of the steps), north to south as follows: Virger, Subdeacon, President, Deacon, MC (with Gospel Book).
 - c. When the Litany is finished, the Virger moves across in front of the clergy to the centre and then up the quire steps, followed by the MC, Subdeacon, Deacon and President. Meanwhile the Crucifer takes up the cross and moves aside in the Presbytery.
 - d. The movement to the High Altar including reverencing the altar is then as normal without organ cover. The Kyrie is omitted.
3. When the presiding party does not include the Cantor:
 - a. In the Presbytery, the Crucifer steps to one side as usual. When the sacred ministers have passed him, he returns to the centre (along with the Virger) and remains there facing east until the Litany is finished. He should rest the cross on the floor. He turns left and places the cross in its clasp when the President, Deacon, Subdeacon and MC reverence the Altar. The Virger turns right.
 - b. The MC, Subdeacon, Deacon and President proceed into the Sanctuary as usual. They remain at the foot of the High Altar steps until the Litany is finished. They then reverence and go up the steps. The priest begins by saying The Lord's Prayer as usual and the service continues omitting the Kyrie.

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APPENDIX B: Additional notes for MC

- Following the Sermon, the MC should signal all to stand as the preacher returns to his stall. If he is seated by the pulpit (the Sub Dean or Canon Pastor's stalls) then an additional pause will probably be appropriate. When one of the P, D or SD are preaching, the MC should signal all to stand so that both the remaining clergy can move to the Altar in time for the preacher to proceed straight up the High Altar steps to join them.
- The D faces north whenever the P turns to face west.
- When a Bishop is present in the Quire, the CCR administers his mitre and crozier as agreed before the service. If the Bishop gives the Blessing from the High Altar, the MC handles the mitre and crozier.
- Order Two is not currently used in Advent. Its use necessitates the new candle for the Sunday concerned on the Advent Wreath to be lit before the service begins.
- The following adjustments to the ceremonial may be made when there is no CCR available: there is a serving team of four.
 - For a congregation of the usual size, the collection can be taken by the CR alone. If it is larger then the South Side Acolyte (SSA) should leave by the south back gate as the Offertory Hymn begins to take up the place of the CCR for the collection. Once the plate has been taken out via the north back gate, the SSA resumes his position by his torch, re-entering the sanctuary through the south back gate.
 - The SSA administers the ablutions until the P, D and SD are ready to re-enter. This may necessitate their completion after the service.
 - The choir is led out by a Virger.
- Adaptation of the entrance may be necessary when the service begins with the Litany.

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APPENDIX C: Absence of clergy for the Subdeacon

From time to time, there may be insufficient clergy available to staff three sacred ministers. In this case a dedicated server should take the role of SD, but if no such server is available then the MC may double up and take both roles. The provisions for these circumstances follow with alternatives for this latter situation highlighted in green. The SD is advised to mark up an order of service with these provisions for use at the Altar.

1. For the entrance, the SD follows the MC and precedes the D in the procession. He moves left to the foot of the High Altar steps. Once the D and P have joined him, all three reverence and ascend to the footpace. When incense is used the SD remains on the Deacon's step whilst the Altar is censed by the P and then moves up to the footpace with the D.

When doubling up, the missal and cushion will need to be on the altar from the outset, even when incense is used. The MC takes the role of the SD for the entrance, but carries the Gospel Book. The SD holds the Gospel Book whilst the Altar is censed as required and places it on the Altar.

2. The P, D, and SD face east for the Lord's Prayer and Prayer of Preparation.
3. The SD takes the missal for the Summary of the Law which the P reads facing west. The SD should descend to the Deacon's step. All turn east for the Kyrie.
4. Following the Collect of the Day which is read facing east, all reverence and move to the Sedilia.

If the MC is doubling up, the MC removes the Gospel Book from the Altar to the credence, reverts to the MC at this point and sits by the credence.

5. After the Sermon, the MC indicates all to stand for the Creed. The SD leads the P and D to the Altar. It is sung facing east.

When doubling up, the MC resumes the SD role to lead the P and D to the Altar for the Creed.

6. The SD takes the missal for the sentence of scripture read by the P facing west. He then puts the missal back on the cushion and moves both to in front of him.
7. The SD stands on the Deacon's step whilst the Altar is prepared. He receives the offertory gifts with the D. When incense is used, he moves to the subdeacon's step to be censed by the Th after the D has been censed. The SD moves back up to the footpace with the D.

If the MC is doubling up he assists in the preparation of the Altar as usual, except that he must also receive the offertory gifts with the D. He administers lavabo and moves along the Deacon's step, reverencing in the middle, to resume the SD role at the Altar.

8. The brief biddings to the Intercession are given by the P facing west. The SD stands on the Deacon's step with the missal. The Intercession is introduced with the sentence, "Let us pray...." Then all turn back to the altar and the Intercession is made facing east.
9. The Invitation to Confession is said facing west, the SD holding the missal. All then kneel on the footpace for the Confession, the SD holding the missal. The SD stands with the P and holds the missal for the Absolution and the Comfortable Words. All turn east for the Prayer of Humble Access.

10. The CR signals the AA and Crucifers to kneel for all that follows the Invitation until the end of the Prayer of Humble Access.

11. The SD holds the missal for the Sursum Corda which the P sings facing west, then all turn east.

12. The CR signals the AA to take up the torches after the Sanctus and Benedictus and put them down after the Prayer of Oblation.

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13. The P may turn west to introduce the Lord's Prayer, the SD holding the missal. Then all turn east for the prayer itself.
14. The SD moves to the north end of the Altar, on the footpace, to receive communion. He then exits to the retrochoir.
15. The CR signals the CCR and Th and Bb when present to move to the foot of the High Altar steps to receive communion, the genuflections and all servers to kneel.
16. After communion, the SD enters through the north back gate to resume his position at the Altar with the P and D for the Prayer After Communion and Gloria in Excelsis (when used), facing east.
17. The SD takes the missal for the Blessing which is given by the P facing west. All then turn east. The SD places the missal on the cushion.
18. In the final hymn, the MC indicates as usual to the SD, P and D to reverence and turn about. Once the MC is on the floor of the sanctuary, the SD moves down the steps to follow the MC out, preceding the D.

When there is no MC, AA lift up their torches when the playover of the final hymn begins. The P, D and SD reverence when the first line of the hymn is sung. The CR must ensure he is in position. The SD, P and D turn about. AA then move off together immediately. The SD follows the CR and AA (or Th and Bb when present) and precedes the D in the procession out.