

ANNOUNCER

1. Arrive 15 minutes early.
2. Let the greeters know you are present.
3. **Position the microphone for your height before Mass begins and check that the announcement copy matches the posted Hymn numbers.**
4. Speak clearly with confidence. Sit in the chairs behind the podium and approach the podium when announcing.
5. Read the copy as written. Announce the hymn, its number and verse numbers. Repeat the hymn number (and verse if applicable).
6. Recite/sing the Responsorial Psalm.
7. **The organ leads the singing. Return to your seat after announcement of the songs and either sit or stand depending on the stance of the congregation.**
8. Except in the case of a child doing the announcing, there should only be one person standing until the whole congregation stands.

NOTES:

If you are unable to fulfill your ministry as Announcer at the appointed Mass time, please find a replacement. Do not expect the greeters or Deacon to find a replacement for you.

If songs have been taped for use at a Mass when the organist cannot be present please check with Deacon.

Thank you for your service!