



SHRINE OF

OUR LADY OF GUADALUPE

# Comprehensive Visiting Priest Guide for Non-Sunday Mass

Updated 5/5/2025

- We welcome you to the Shrine! Even if you have been with us for Mass in the past, please read through the points below before your visit, as a few requests have been modified. We are striving for greater uniformity at all our Masses with Cardinal Burke's public Masses. These customs inform all our other Masses. You are always welcome to reach out to our Director of Sacred Liturgy and Pontifical Master of Ceremonies, Fr. Zachary Edgar at [fredgar@guadalupeshrine.org](mailto:fredgar@guadalupeshrine.org) with any questions.
- After Shrine clergy/staff assist your preparations in the main sacristy (use the hallway to the left of the pulpit to go to the sacristy), assure that the sound system is on (red light in ambulatory) and the light panel says "High Mass." Finally, use the bell(s) attached to the wall to signal the start of Mass. Any music for special group Masses must go through Scott Turkington, Director of Sacred Music, prior to your visit.
- At special pilgrimage Masses (10 a.m. & 1:30 p.m.) a Reader for Mass should be seated with the faithful in a pew, and the Communion gate should stay open for the entire Mass. The entrance and exit processions may go from the sacristy through the communion gate. *The gate is becoming more fragile, so it should not be closed or reopened.*
- At the 12:15 Daily Mass the Communion gate remains closed during Mass, and the procession is from the sacristy through the ambulatory doors next to the tabernacle.
- When joining the daily 12:15 Mass, please do not sit at the sedilia (priest's bench) with the main Celebrant. Instead, please sit in the bank of 10 Choir Stalls next to the large credence table. (Your seat will have a concelebrant card for the Roman Canon.) If you are offering a separate Mass for your own group, then you may sit at the sedilia when you are the principal celebrant. *Please note: The Cathedra/Throne on the opposite side of the sanctuary nearest the pulpit is reserved for Bishops only.* Assisting Deacons, if any are present, should be the only other people sitting with the main celebrant at the sedilia (priest's bench). So concelebrants never flank a Celebrant.
- Servers may never sit in the choir stalls when clergy are also present in the same choir stalls. The 8 stools are for the servers. Please respect this request of His Eminence to not mix servers/clergy. It is also our custom that only males may serve at Mass. We have a great variety of sizes of blue cassocks and surplices for the altar boys to wear.



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### Rubrics and customs regarding Mass “*Ad Orientem*” at the Shrine:

- Daily Masses are said entirely at the altar, with the flat altar microphone employed. (Push the square button until it changes from red to green. Tap once to mute/unmute)
  - The main celebrant may be seated, as usual, during the Reading and Responsorial Psalm. This is customarily the only time he would sit when Mass is at the altar.
  - Concelebrants, after kissing the altar at the start of Mass, remain in their choir stalls through the Offertory. At the Preface through Communicating from the Chalice, they are next to the altar. Return to the stalls after consuming the chalice.
- The Entrance Antiphon and Sign of the Cross are said facing the altar/crucifix.
- The Greeting, “The Lord be with you” (or the longer Pauline greeting), are said facing the people with hands extended. Turn to face the people by your right.
- The Introduction to the Penitential Rite and the Confiteor are said facing the altar.
- At the Penitential Rite, **option A** (the **Confiteor** “*I confess*”, followed by the prayer “*May Almighty God*”, followed by the 6-fold Kyrie) **is always to be used** at each Mass.
- The Collect of the Mass is said facing the altar/crucifix. (This is also true for the Gloria & Creed, when done.) The Missal sits on the altar for the whole Mass.
- The general practice of the Shrine is for the priest who is preaching to also read the Gospel himself (unless there is a Deacon present).
- After the homily, if petitions are used (optional) their opening & closing prayers are still read facing the altar, while the Lector or Deacon is in the pulpit. All the Offertory prayers are said facing the altar. When it is time for the “Orate, fratres” (Pray brethren that my sacrifice and yours...), make a full circle turn towards the people (clockwise), with hands extended as usual, then turn back to the Missal/altar during their response “May the Lord accept the sacrifice at your hands...”
- After the Prayer over the Offerings, the Concelebrants approach the Altar and stand on the right side, perpendicular to the Altar, on the altar step between the columns. If the Priest-Celebrant invites you to take one or more parts of Eucharistic Prayer I, please remain in your spot, and use the concelebrant card provided. **Please do not move around to the main celebrant’s side of the altar.** Cardinal Burke’s precedent is to recite the Roman Canon alone, even with concelebrating priests, and so it is at the discretion of the Shrine priest celebrant to say the entire Canon alone (or not).



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The default practice is for the Celebrant to say the entire Canon himself, regardless of whether there are other priests present. This will be discussed before Mass.

- The Preface Dialogue and Preface are said entirely facing the altar/crucifix. This is the one instance of “The Lord be with you” where you do not turn around.
- In the Roman Canon, say “**Gerard, our bishop.**” (Ger- sounds like jur- in ‘jury.’)
- It is forbidden to switch languages during the priest’s parts of the Canon. This means at an English Mass, the Doxology (sung or recited) is also in English. (USCCB, January 2013 clarifying norms on Masses in two or more languages.). Acclamations by the people may be in other languages (*Sanctus, Mysterium Fidei/Mortem Tuam*).
- The next turn towards the people is at “The peace of the Lord be with you always.”
- The Shrine’s custom is to omit the Sign of Peace at all Masses, instead immediately beginning the Agnus Dei and Fraction Rite. Please adhere to this custom.
- Please remember that, for **validity**, all concelebrants must receive a Host (or a part of one) that was consecrated at that Mass, and must also consume the Precious Blood. Do not allow a priest or deacon to mix Hosts from the tabernacle into another ciborium from that Mass until all priests have their Host in hand from that current Mass. **N.B. The chalice is not given to the faithful, only to priests and deacons.**
- In the absence of a Deacon, concelebrants, if asked to do so, may retrieve the veiled Ciborium of Hosts from the Tabernacle during the Agnus Dei, and may return the Ciborium, as needed, after Communion. If empty, purify it at the altar with water.
- Turn to the people to show the Body of the Lord and pronounce “Behold the Lamb of God...” and say the response “Lord, I am not worthy...” with them.
- The Communion antiphon is read aloud immediately after the celebrant consumes the Precious Blood. Then any deacons receive (kneeling and on the tongue), then the concelebrants may approach the chalice on the corporal to complete the Sacrifice.
- Distribute both Species to any Deacons (they kneel). Then the celebrant goes to the servers of the Mass with the ciborium only, starting with the one holding the paten.
- (While facing the Congregation at the altar rail,) always distribute the Body of Christ from your left to your right at the Communion Rail. The server holding a paten will always stand at your right. Reception of Our Lord is to be on the tongue while kneeling, unless the communicant is physically unable to kneel. An announcement



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should be made about this at the start of the homily, just as it is written on the laminated sheet in the ambo – welcoming pilgrims and explaining our customs.

- Purification of the Sacred Vessels takes place at the altar over the corporal. In the Novus Ordo, our custom is that ***only water is to be used*** at the ablution. Purifying the vessels is done by the Shrine clergy only at all Masses at which they are present.
- With the assistance of the server (or a deacon) rebuild the chalice and veil it, and place the folded corporal in the burse, and place it on top of the chalice.
- ‘Let us pray’ and the Post-Communion prayer are said facing the altar/crucifix.
- The final greeting, Blessing, and Dismissal are said facing the people. If a Deacon is present, he turns to the people from his place next to the celebrant to pronounce the Dismissal. Of the options given, our preferred option is simply, “Go in peace.”
- If there is an option for a three-part Solemn blessing, say ‘The Lord be with you’ and ‘Bow down for the blessing’ facing the people and then turn back to the Missal. At the conclusion, turn by your right to bless the faithful. Add the dismissal afterward.
- Before venerating the altar and departing for the sacristy (by following the server(s) out of the sanctuary), please lead the congregation in the Prayer to St. Michael the Archangel (said facing the altar). After this, kiss the altar, descend two steps to the footpace, genuflect, and depart. Please do not add other prayers unless asked to.
- At the 12:15 pm Mass, the seasonal Marian antiphon may be chanted by the main celebrant if he is a Shrine priest. **In imitating Cardinal Burke’s custom – the Marian Antiphon is not a ‘hymn’ during which we may walk out.** *Please remain in place before the mosaic of Our Lady, and at the conclusion of the Marian antiphon, depart.* Again, **final Marian Antiphons are never “traveling music.”** Kindly remain in place. These 4 Latin antiphons are seasonal, and, if the celebrant can sing, he starts them:
  - Salve, Regina (from after Pentecost Sunday until the day before Advent)
  - Alma Redemptoris Mater (Advent, through Christmas, until Feb. 2)
  - Ave, Regina Caelorum (Feb. 3 until Wednesday of Holy Week)
  - Regina Coeli (Easter Sunday through Pentecost Sunday)