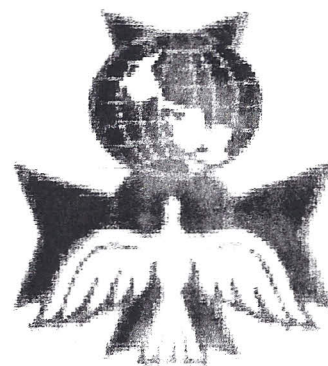


MANUAL



MASS



HONOR GUARD

## **CHURCH PREPARATION**

1. SET OUT PEW SIGNS TO RESERVE AISLE SEAT FOR HONOR GUARD. START WITH FRONT PEW ON R/SIDE AND THIRD PEW ON L/SIDE. SIGN EVERY OTHER PEW GOING BACK BASED ON TURNOUT SIGNING 1 OR 2 EXTRA ROWS FOR LATE ARRIVALS.
2. MEET WITH PRIEST/CELEBRANT TO DISCUSS SPECIAL REQUESTS, CIRCUMSTANCES AND IF THERE WILL BE SPEECHES/ANNOUNCEMENTS AT END OF MASS.
3. LINE UP GUARDSMEN BASED ON TURNOUT, CONSIDERING HEIGHT, EXPERIENCE. DESIGNATE FRONT AND REAR LIEUTENANTS. PLACE MORE EXPERIENCED GUARDSMEN ON LEFT SIDE AND DESIGNATE A RIGHT SIDE PARTNER. OFFICER IN CHARGE MARCHES ALONE IN CENTER OF AISLE. **ALL GUARDSMEN STEP OFF ON LEFT FOOT.** DESIGNATED REAR LIEUTENANTS WILL STAND OFF TO RIGHT AND LEFT SIDE OF LINES AT BACK PEW AND ARE RESPONSIBLE TO SPACE GUARDS AT START OFF AND KEEP PROCESSION BACK DURING ENTRANCE AND EXIT OF MASS TO ALLOW GUARDS TIME TO STOP, TURN AND PRESENT ARMS.

# ORDER OF THE MASS

## ENTRANCE

1. GUARDSMEN IN TWO LINES, PAIRED OFF, SWORDS DRAWN AT CARRY POSITION, COMMANDER OR (OIC) (OFFICER IN CHARGE) LEADS IN CENTER, ALONE BEHIND ALTAR SERVERS.
2. TWO REAR LIEUTENANTS STAND AT RIGHT AND LEFT BACK PEWS TO SPACE GUARDS DURING ENTRANCE AND WILL BE LAST TO MARCH IN FRONT OF PROCESSION BEING SURE TO HOLD BACK PROCESSION UNTIL GUARDS HAVE COME TO PRESENT ARMS.
3. GUARDSMEN PROCESS ALWAYS STEP OFF ON LEFT FOOT. STAY IN STEP WITH GUARD DIRECTLY IN FRONT OF YOU TO FRONT OF CHURCH MAINTAINING EVEN SPACING AND STOP IN FRONT OF SIGNS AT ENTRANCE TO PEW OR AT ENTRANCE TO EVERYOTHER PEW IF NO SIGNS ARE USED. COMMANDER OR OIC IS IN FIRST R/SIDE PEW. FIRST PEW ON L/SIDE IS LEFT OPEN. L/FRONT LIEUTENANT STARTS IN 3<sup>RD</sup> PEW ON L/SIDE.
4. COMMANDER OR OIC WILL WAIT FACING ALTAR FOR A PERIOD OF TIME BASED ON # OF GUARDSMEN IN TURNOUT. HE WILL THEN SALUTE THE ALTAR AND ABOUT FACE. WATCH FOR HIS RIGHT FOOT TO COME BACK. AS HE ABOUT FACES, ALL GUARDSMEN CENTER FACE TOWARD AISLE AND WAIT FOR PRESENT ARMS COMMAND. DO NOT ANTICIPATE, AT COMMAND ALL SWORDS COME UP, RIGHT HAND TO CHIN, SWORDS STRAIGHT UP, RIGHT ELBOW IN TO SIDE AND LEFT HAND HOLDING SCABBARD AT ALL TIMES.
5. REAR LIEUTENANTS MAY NOW PERMIT PROCESSION TO MOVE TO ALTAR.
6. AS LAST PRIEST APPROACHES AND IS 1 PEW AWAY, GUARDSMEN REACH UP TO TIP OF SWORD WITH LEFT HAND AND BRING SWORD TO CARRY POSITION, DROPPING L/HAND TO SCABBARD AT SAME TIME. GUARDSMAN ON THE LEFT SIDE IS THE KEY TO BEGIN MOVEMENT. ALL RIGHT SIDE GUARDSMEN FOLLOW THEIR PARTNER GUARD ON LEFT SIDE.



7. AS LAST PRIEST NOW PASSES BETWEEN GUARDSMEN, BOTH GUARDS TURN TOGETHER TOWARD ALTAR, REMAINING IN CARRY POSITION. AGAIN KEY OFF GUARD ON LEFT SIDE.

### **OPENING BLESSING AND PRAYER (STANDING)**

8. COMMANDER WILL STEP TO CENTER OF AISLE AND COMMAND "SHEATHE SWORD" AND THEN WILL STEP INTO PEW, ALL GUARDSMEN FOLLOW AND REMAIN STANDING WITH THOSE ON LEFT SIDE BEING SURE NOT TO HIT THE PEWS WITH THE SCABBARD.

### **READINGS (SEATED)**

9. OIC WILL SIT AND ALL GUARDSMEN FOLLOW IN UNISEN.

**BE SURE TO HOLD THE SCABBARD AT ALL TIMES SO IT DOES NOT HIT THE PEW OR FLOOR.**

10. OIC WILL COMMAND REMOVAL OF CHAPPEAU BY RAISING HAND UP AND OUT TO SIDE.

**PLACE CHAPPEAU ON YOUR LAP WHEN SEATED**

11. IF YOU ARE UNABLE TO SEE THE OIC, FOLLOW THE GUARD ON LEFT SIDE OF AISLE.

12. IF THE OIC MAKES A MISTAKE IN MOVEMENT OR LACK THEREOF, **ALL GUARDSMEN FOLLOW NO EXCEPTIONS.** ALL GUARDSMEN SHOULD GLANCE TO SIDE AND FORWARD TO BE SURE EVERYONE IS CONSISTANT. IF A GUARD IS OUT OF PROTOCOL, DISCRETELY CUE HIM TO CORRECT POSITION IF POSSIBLE. UNDER NO CIRCUMSTANCES SHOULD WE ATTRACT UNDUE ATTENTION

### **GOSPEL (STAND)**

12. OIC WILL COMMAND "CHAPPEAU ON" THEN STAND AND STEP INTO AISLE. ALL GUARDSMEN **REMAIN IN PLACE IN PEW.** OIC WILL COMMAND "CHAPPEAU TO SHOULDER" FOR GOSPEL IF NOT SALUTING WITH SWORD. IF OIC USES SWORD THEN LIEUTNEANT IN FRONT LEFT PEW WILL COMMAND THE GUARDSMEN TO PLACE CHAPPEAU ON SHOULDER.

### **HOMILY (SEATED)**

13. AT END OF GOSPEL OIC WILL SHEATHE SWORD, REMOVE CHAPPEAU TO HIS SHOULDER AND RETURN INTO PEW. IF NO SWORD WAS DRAWN, OIC WILL TURN AND ENTER PEW TO BE SEATED. GUARDS WAIT FOR OIC TO ENTER PEW AND BE SEATED IN UNISEN. CHAPPEAUS REMAIN ON SHOULDER UNTIL SEATED THEN GO TO YOUR LAP BASED ON COMMAND FROM OIC.

### **PROFESSION OF FAITH (STANDING)**

14. OIC WILL COMMAND "CHAPPEAU ON" AND THEN STAND. DO NOT STAND PREMATURELY; CHAPPEAUS ARE TO BE ON YOUR HEAD FIRST, THEN STAND. DO NOT ACT IMMEDIATELY ON THE PRIEST'S REQUEST TO STAND OR THE CONGREGATION'S ACTIONS AS BOTH WILL BE SLIGHTLY AHEAD OF THE GUARDSMEN. WAIT FOR A COMMAND FROM OIC.

#### **HOLD YOUR SCABBARD**

### **PRAYER OF FAITHFULL (SEATED)**

### **COLLECTION, PREPARATION OF GIFTS (SEATED)**

15. OIC WILL COMMAND TO BE SEATED, REMOVE CHAPPEAU AND PLACE ON LAP

### **PRAYER OVER GIFTS, ACCLAMATION (STAND)**

16. OIC WILL COMMAND "CHAPPEAU ON" AS SOON AS PRIEST BEGINS TO WASH HIS HANDS SO WE WILL BE PREPARED TO STAND WITH CONGREGATION AND RECITE PRAYER OVER THE GIFTS AND THE "HOLY HOLY"

### **EUCCHARISTIC PRAYER (KNEELING)**

17. OIC WILL KNEEL THEN COMMAND "CHAPPEAU TO SHOULDER". KNEEL FIRST, HOLD YOUR SCABBARD, AND THEN REMOVE CHAPPEAU AND PLACE ON SHOULDER.

## **LORD'S PRAYER, RITE OF PEACE (STAND)**

18. AT CONCLUSION OF DOXOLOGY AND "AMEN, AMEN" OIC WILL COMMAND "CHAPPEAU ON" AND THEN STAND TO RECITE LORD'S PRAYER. GUARDSMEN MAY JOIN HANDS WITH CONGREGATION. DURING RITE OF PEACE GUARDSMEN SHOULD REMAIN IN THEIR PEW. DO NOT WANDER UP AND DOWN THE AISLE.

## **COMMUNION (KNEEL)**

19. AT CONCLUSION OF SIGNING PRAISE OIC WILL KNEEL AND COMMAND "CHAPPEAU TO SHOULDER"

## **COMMUNION PROCESSION (STAND)**

20. OIC WILL STAND KEEPING CHAPPEAU ON SHOULDER BEFORE PRIEST HAS FINISHED GIVING COMMUNION ON ALTAR. HE WILL STEP INTO AISLE. ALL GUARDSMEN WILL FOLLOW AND CLOSE RANKS TOWARD ALTAR TO RECEIVE IN TWO LINES. ALL WILL PROCESS TO REAR OF CHURCH BEHIND LAST PEW. **DO NOT BREAK RANKS TO STOP FOR PRECIOUS BLOOD.** ALL GUARDSMEN REMAIN FACING CENTER AISLE. CHAPEAUS ON SHOULDER.
21. OIC WILL TAKE 2 STEPS DOWN AISLE, ABOUT FACE AND WAIT FOR ALL GUARDSMEN TO BE IN PLACE. HE WILL THEN COMMAND "CENTER FACE" AND ALL GUARDSMEN LEFT OR RIGHT FACE TOWARD ALTAR DEPENDING WHICH SIDE OF AISLE THEY ARE ON. OIC WILL ABOUT FACE TO THE ALTAR AND WE REMAIN IN THIS POSITION UNTIL THE BLESSED EUCHARIST IS RETURNED TO THE TABERNACLE.

## **FINAL BLESSING**

22. OIC WILL AGAIN ABOUT FACE AND COMMAND "CHAPPEAU ON" FOLLOWED BY "DRAW SWORD" FOLLOWED BY "CENTER FACE" AT WHICH POINT HE WILL ABOUT FACE TO THE



ALTAR WAITING FOR THE APPROPRIATE TIME TO PROCESS. ALL GUARDS ARE NOW AT  
CARRY FACING CENTER AISLE.

23. OIC WILL STEP OFF. FIRST TWO GUARDS STEP TO CENTER AISLE, FACE OFF AND PROCESS  
TOGETHER BACK TO ASSIGNED PEW POSITIONS REMAINING IN CENTER AISLE, ALL GUARDS  
FOLLOW IN SAME FASHION.

24. OIC WILL SALUTE ALTAR AND ABOUT FACE AT WHICH POINT ALL GUARDS CENTER FACE TO  
AISLE FOR RECESSIONAL.

### **RECESSIONAL AND FINAL SALUTE**

25. COMMANDER LEADS OFF IN FRONT OF PRIEST, BEHIND ALTAR SERVERS. GUARDS STEP  
TOWARD EACH OTHER AND FACE OFF FOLLOWING COMMANDER UP AISLE TO REAR OF  
CHURCH. OIC WILL HALT UNIT AND WAIT FOR ALL TO BE IN POSITION. REAR LIEUTENANTS  
MUST ONCE AGAIN HOLD BACK PROCESSION. OIC WILL ABOUT FACE, ALL GUARDS CENTER  
FACE. OIC WILL COMMAND "SWORD SALUTE". LIEUTENANTS MAY NOW ALLOW PROCESSION  
TO CONTINUE.

### **DISMISSAL**

26. OIC WILL COMMAND "ORDER ARMS" FOLLOWED BY "SHEATH THE SWORD"