

Cantor Guidelines
Revised August 16, 2017

Scheduling

Cantors are scheduled quarterly through Ministry Scheduling Pro (MSP). Access the schedule by going to stmarkov.org. Click on the "Parish Life" panel, then click on MSP. You may also bookmark this link: <https://secure.rotundasoftware.com/l/web-terminal/login/stmarkcatholic>. Cantors are scheduled based on ability, availability, and appropriateness of voice type for the musical selection of the week. Cantors are expected to participate as Adult Choir members in addition to their other duties. See the *Adult Choir Guidelines* for further details on scheduling, roles and responsibilities.

Prior to Mass

- 1.) Arrive 30-60 minutes before Mass and check in with the Director or Assistant Director of music.
- 2.) Dress appropriately in clean, modest and presentable clothing. Please wear quiet shoes. The cantor is a highly visible role and as such, clothing should not detract from the liturgy.
- 3.) Pick up the cantor binder, check that music is in the correct order and that no items are missing.
- 4.) Warm up before rehearsal if no choir is in attendance or with the choir.
- 5.) Review all music carefully. Attend one choir or cantor rehearsal. Cantors must be confident and comfortable with all hymns and mass parts. If additional practice is necessary, cantors should work on the music outside of church or contact the director to schedule additional rehearsal time.

During Mass

- 1.) It is the Cantors responsibility to greet the congregation at the beginning of each mass and introduce the hymns.
- 2.) Introduce each hymn and song number in a slow, clear, audible voice.
- 3.) Maintain a pleasant, professional demeanor at all times, even between hymns.
- 4.) When preparing to sing, approach the cantor stand and bow to the altar.
- 5.) The cantor is a leader of congregational song. The cantor may intone prior to congregational singing, as with the invocation of the Kyrie, or cue the congregation for hymn entrances.
- 6.) Lead the congregation by raising both arms. The gesture should be confident and visible from every seat in the church.
- 7.) The cantor should inspire members of the congregation to conversion and spiritual growth through music.
- 8.) Constant awareness and familiarity with the liturgy is critical. Cantors must be familiar with the mass and flexible to changes in the liturgy.
- 9.) Music and liturgy should flow together seamlessly. Avoid any lag time during transitions. Song length should be appropriate to the action at the altar or ambo, (i.e. the communion meditation should end as the priest prepares to be seated).
- 10.) Remain in visual communication with the accompanist to start and end music appropriately.

After Mass

- 1.) Return the cantor book to the cantor stand or choir room.
- 2.) Check in with the Director or Assistant Director of Music for any further tasks.
- 3.) Greet choir and congregation members as you leave.