

MINISTERS OF THE WORD

GUIDELINES February 2014

Preparation before Sunday

Read over passage at least 2-3 times before Sunday
Read passages before and after set reading
Check online facilities for understanding passage: context, exegesis. etc
Arrive at least 15 minutes before Mass starts.
Preparation is important.

Sacristy preparation

Enquire from organist/cantor what parts are being sung.
This is not a time for social 'catch up' so keep "chatter" to a minimum as priest is preparing for Mass...going over homily in mind etc. We are placing ourselves in God's hands as we proclaim His Word. This is a solemn and spiritual occasion, the celebration of our community at prayer.
The lectionary is to be placed on the Ambo before Mass commences, opened at the first reading with the seasonal ribbon marker.
2nd reader familiarise yourself with the Prayer of the Faithful... read through a few times to get the phrasing correct.
The Book of Gospels will be carried in the entrance procession and placed at the centre of the altar.

Entrance procession

First reader to welcome people to celebration of Liturgy of Word and Eucharist. *It is not necessary to say stand etc...* the people know what to do. Wait for the rest of the group in front of the first pew.
The welcome is to take place using the priest's mic, the cantor's mic or the hand held mic.
The ambo is to be used only for the proclamation of the Word, Homily and Prayer of the Faithful.
If no music the 1st reader will invite the congregation to pray the Entrance Antiphon together as the priest enters the church. It is printed on the Sunday sheets.
Second reader will carry the Book of Gospels in the entrance procession before the Priest.

At the steps of the Sanctuary

ALL Reverence the altar with a bow.
The priest proceeds to the sanctuary followed by altar servers to their positions.
All other ministers proceed to their pew. Please sit in the first 2-3 rows.
Minister carrying the Book of the Gospels places it reverently (with both hands) on the centre of the Altar immediately following the priest, then proceeds to their pew. Take care not to bump the microphone on the altar
It is not necessary to bow again.

Approaching the Sanctuary

Both readers bow their heads to the altar (not the priest) and proceed to the Ambo.
Proceed at a respectful pace there is no need to rush.

At the Ambo/Lectern

The Lectionary will be open at the correct reading having been placed there earlier and marked with the appropriate coloured ribbon marker.
1st reader
Pause and gather composure.
A reading from.... (do not announce 'the first reading is...' or any other variation on that theme)

Pause... Reading.... Pause.... then say

The Word of the Lord (note these words)

Pause

Responsorial Psalm (if not sung)

These are beautiful words and should foster meditation on the word of God, therefore reflective preparation and appreciation of the Psalm's importance in the Liturgy of the Word is necessary.

Announce the response and look to the people to repeat... they know what is expected. It is not necessary to say... 'The response to the psalm is...' also it is not necessary to say 'response'.

IF the Responsorial Psalm is sung in its entirety then both readers should move back from the ambo.

2nd Reader

Pause and gather composure

A reading from... (do not announce.. 'the second reading is...' or any other variation on that theme).

Pause... Read... Pause... then say

The Word of the Lord.

Pause

Gospel Acclamation

Should be sung however...

Wait for the congregation to stand. It is not necessary to make any announcement.

Pause then lead the acclamation.

Both readers leave the sanctuary together before the second Alleluia.

Do not close the Lectionary or the Book of Gospels.

Prayer of the Faithful

Pay attention to the Creed. It is not necessary to bow again... You should arrive at the ambo in an unhurried manner. Have time to open the book of prayers...Pause after the opening prayer (priest). Announce each prayer, pause before saying 'Lord hear us...'

Return to your seat after the priest's prayer... do not bow.

First reader: Discretely move to mic and invite congregation to pray Antiphon. Antiphon is prayed immediately after Priest drinks the Precious Blood. Return to seat without bowing.

Communion Antiphon:

Recessional

Do not carry out the Lectionary or the Book of Gospels. From Feb Lectors/readers will not recess with the procession.

Extra comments:

No doubling up on ministries

Dress:

At ALL times must be appropriate to ministry.

Practical Hints

Stance/balance
Voice projection
Pronunciation
Enunciation
Fading sentence

Practice with microphone