

Proclaimers of the Word

If you cannot attend the Mass for which you are scheduled, it is your responsibility to find a replacement. Please do not leave it to the Mass Coordinator. Please refer to the Ministry Volunteer Outline for the various ways to find a replacement.

GENERAL RESPONSIBILITIES BEFORE MASS:

- 1) Whether a reader or a commentator, please arrive at least fifteen minutes prior to Mass and check your name off in the vestry (the room at the back of the worship space). The Mass Coordinator will have to begin looking for an emergency replacement if you have not signed in by then. If the original volunteer arrives after a replacement has been found, the replacement will be the one to do the commentating or reading.
- 2) Please be in the vestry ten minutes prior to Mass for prayer.
- 3) Please sit in the front half of the church during Mass so that you will be able to make it to the ambo in a timely fashion.

COMMENTATOR (Welcome/Announcements and Prayers of the Faithful)

Note: the Roman Missal requires that the welcome and all announcements be read from the microphone near the choir, the one on the same level as the piano. The Prayers of the Faithful are read from the ambo.

- 1) After checking off your name in the vestry, please read over the welcome and the announcements, as well as the Prayers of the Faithful, before Mass begins. You will find all those in the same binder in the vestry. Check with Father about the pronunciation of any unfamiliar names in the announcements/prayers.
- 3) Well before Mass begins, please check the announcement microphone by the choir to ensure it is at the right height and in the right location for you to address the parishioners. If it needs adjustment, please do so.
- 4) After the pre-Mass prayer in the vestry, ten minutes before Mass, go to the back with Father and the servers, then wait for the signal from Father to read the welcoming remarks and any announcements. Walk up the north side aisle (along the wall and toward the choir) or the aisle next to it, bowing to the Altar/Crucifix just before approaching the microphone near the choir.
- 5) On occasion, a guest may come forward with you, or you may have to call the guest forward, to make a specific announcement. Please help the guest to adjust the microphone as necessary and then step to the side while staying on the same level as the microphone.
- 6) Read the announcements of the week with care, differentiating each of them clearly and emphasizing key points.

7) Remember that inviting the congregation into silence (as set out at the end of the announcements) is an important part of your ministry.

8) After concluding your part, return to your seat. If you are seated near the centre aisle or on the *south* side of the church, please go around by the *north (choir)* side and take the long way to your seat. That way you will not distract from the Opening Procession.

9) After the Creed, you will read the Prayers of the Faithful.

- Make your way to the ambo as soon as the Creed is finished and while Father is praying the prayer before the intercessions, so that you arrive at the ambo just as he finishes. Do not bow - you bowed when you first came up to do the announcements.
- There is no need to announce the response to the prayers unless it is something other than “Lord, hear our prayer”. There is no need to raise your hand or otherwise signal to the congregation when to respond.
- After saying “...the prayers we hold silently in our hearts” or similar last prayer, pray your own personal prayer in your head (instead of counting seconds) to allow time for others to pray before replying.
- Once you have read out all the prayers, wait until Father has finished his closing prayer before leaving the ambo.

10) After Mass please return the binder to the vestry.

FIRST READER: (Proclaims 1st Reading)

Note: If there is no choir then you must read the Psalm. If there is no choir, confirm that with Father.

1) Please review the Scripture reading during the week leading up to Mass, reflect on it, and pray for God’s help to proclaim well. Check the pronunciation of any words of which you are unsure – there are online pronunciation guides listed at the end of this document. Alternatively, there is a guide in the vestry.

2) If a deacon is participating, he will carry in the Book of the Gospels and you will not be in the procession. If there is no deacon in the procession, then you will carry the Book of the Gospels in procession, following the altar servers with candles, at a reasonable distance. The Book of the Gospels will be in the vestry.

3) Walk with the Book of the Gospels carried high for the congregation to see – but also at a height comfortable for you to manage. The image of Christ on the cover should face toward you (backwards as you go up the aisle) so the congregation can see it.

4) Upon reaching the front, and with the Book of the Gospels still carried high, you will proceed to the right of the altar, go up the stairs, go behind the altar, then lay the Book flat on the center of the altar face down so when Father lifts it later the image of Christ will face the congregation.

You will then come back down the stairs, stand beside Father, turn to the altar, bow with Father, and then proceed to your chair.

5) After the children have been dismissed and left the main body of the church (if there is children's liturgy), walk forward, bow to the Altar/Cross before going up the stairs, then proceed to the ambo to proclaim. If there is no children's liturgy, proceed to front, bow and go to the ambo when everyone sits after the opening prayer.

6) Once at the ambo, please pause, so the people have a moment to get settled. Begin with "A reading from...". Do not say "The first reading.... or the second reading ...". Do not read what is printed in red.

7) You must go up to the altar after Mass, remove the Book from where it sits, and return it to the vestry. The Book of the Gospels will NOT be carried out in the closing procession.

SECOND READER: (Proclaims 2nd Reading)

1) Please review the Scripture reading during the week leading up to Mass, reflect on it, and pray for God's help to proclaim well. Check the pronunciation of any words of which you are unsure – there are online pronunciation guides listed at the end of this document. Alternatively, there is a guide in the vestry.

2) After the Psalm is completed, and the Psalmist has moved away from the Ambo, come forward, bow to the Altar/Cross and then proceed to the ambo.

3) Once at the ambo, please pause, so the people have a moment to get settled. Begin with "A reading from...". Do not say "The first reading.... or the second reading ...". Do not read what is printed in red.

4) After you have proclaimed the reading, close the Lectionary and place it on the shelf under the ambo.

5) After Mass, please ensure that the Lectionary is returned to the top of the ambo and opened to the readings of the day. Please also ensure any sermon notes are put where they belong.

TIPS FOR ALL:

Note: read loudly and strongly; the sound ministry will make sure the volume is right, and that is easier for them if you project.

Please use a clear, loud speaking voice throughout. Fading away at the end of a sentence causes the words to disappear. Please also be aware of your tone of voice as you end the reading and

prayers of intercessions so as not to make the sentences sound like questions unless they should.

After calling the people to silence (Commentator) or after you have finished reading, pause for 10 seconds (or pray a Hail Mary or personal intention for Mass silently) then return to your seat. This pause allows everyone to focus on the reading and reflect on its meaning.

Note: you do not bow when you return to your seat; you have already shown a sign of respect when you came forward.

Pronunciation Guides:

http://victoria.tc.ca/~ub608/bbwords.html or http://briannelsonconsulting.com/bible/pronunciation2.html

If you have any questions or concerns, please call Tony Gerein at 306-584-9554 or the parish office at 306-352-0800.

Thank you for sharing your gifts and talents. Your generosity is part of what makes this such a great Parish.

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