

# **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. It is very important that if you put in a SUB REQUEST through the Ministry Scheduler Pro and you don't receive notice of someone filling in for you, you must begin phoning for a replacement. Phone rosters can be found under the ROSTERS tab on the Web Terminal. EVERY MINISTRY POSITION IS VERY IMPORTANT!

## **GENERAL RESPONSIBILITIES BEFORE MASS:**

- 1) Whether a reader or the 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 a replacement has been found, the replacement will be the one to do the proclaiming.
- 2) Please be in the vestry ten minutes prior to Mass for prayer.
- 3) If you are proclaiming a reading or the prayers, 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 (Proclaims the Welcome/Announcements):**

**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.**

- 1) After checking off your name in the vestry, please read over the welcome and the announcements before Mass begins. You will find those in a binder in the vestry. Check with Father about the pronunciation of any unfamiliar names in the announcements.
- 2) 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. It is "on" if the switch is pulled toward you and you can see a red dot behind the switch, even if the sound person may have it muted at the sound board before Mass.
- 3) After the pre-Mass prayer in the vestry, ten minutes before Mass, stay at the back of the church with Father and the servers. On Father's signal, 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 announcement microphone.
- 4) 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.
- 5) Read the announcements cheerfully and with care, differentiating each of them clearly and emphasizing key points.

- 6) Remember that inviting the congregation into silence (as set out at the end of the announcements) is an important part of your ministry.
- 7) After concluding, 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 cross in front of or distract from the Opening Procession.
- 8) After Mass please return the binder to the vestry.

### **FIRST READER (Proclaims 1<sup>st</sup> Reading):**

**Note: If there is no choir then you will probably read the Psalm, but if there is no choir please 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.
- 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. You will then come back down the stairs, stand beside Father, turn to the altar, bow with Father, and then proceed to your chair.

*Special Note:* On certain occasions, we will use the Book of the Gospels in the metal cover. Because of the combined weight of the Book of the Gospels and that cover, it will not be carried in by the First Reader, and the First Reader will not be part of the procession. If you see the Book in the metal cover up on the altar before Mass, or it is the one in place in the Vestry, please check with the Mass Coordinator to confirm you will not carry the Book in the procession.

- 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 then, after the opening prayer and after everyone sits down, 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) After you have finished reading, pause for 10 seconds (or pray a Hail Mary silently), then return to your seat. This pause allows everyone to focus on the reading and reflect on its meaning.

8) If you are proclaiming at the 5:00 p.m. or 9:00 a.m. Mass, please return the Book of the Gospels to the Vestry. (After 11:00 a.m. it can remain in front of the ambo). Please remember that you are carrying the Word of God and to carry it respectfully and not pile other items on top of it.

### **SECOND READER (Proclaims 2<sup>nd</sup> 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 finished reading, pause for 10 seconds (or pray a Hail Mary silently). This pause allows everyone to focus on the reading and reflect on its meaning.

5) After that silence, please close the Lectionary and place it on the shelf under the ambo before returning to your seat.

6) 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.

### **READER OF THE PRAYERS (Proclaims the Prayers of the Faithful):**

**Note: the Prayers of the Faithful are read from the ambo.**

1) After checking off your name in the vestry, please read over the Prayers of the Faithful, before Mass begins. You will find those in a binder in the vestry – not the same binder as the one holding the announcements. Check with Father about the pronunciation of any unfamiliar names in the prayers.

2) You read the Prayers of the Faithful after the Creed, however, you need to get to the microphone just after the Creed ends and before Father finishes the first part of the Prayers of the Faithful.

3) Start to make your way to the ambo just before the Creed is finished and while Father is praying the prayer before the intercessions, so that you arrive at the ambo just before he finishes. Leave enough time to bow to the Altar/Cross before going up to the ambo.

4) 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; please do not do so as it can offend.

5) Once you have read out all the prayers, wait until Father has finished his closing prayer before leaving the ambo and returning to your seat.

6) After Mass please return the binder of prayers to the vestry.

### **TIPS FOR ALL:**

**Note: read 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.

Please do not rush. The announcements, readings and prayers require a pacing and annunciation which makes them understandable for all.

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

### **PRONUNCIATION GUIDES:**

<p><a href="http://victoria.tc.ca/~ub608/bbwords.html">http://victoria.tc.ca/~ub608/bbwords.html</a> or <a href="http://briannelsonconsulting.com/bible/pronunciation2.html">http://briannelsonconsulting.com/bible/pronunciation2.html</a></p>
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### **QUESTIONS:**

If you have any questions or concerns, please call Tony Gerein at 306-584-9554 or the parish office at 306-352-0800. You can also reach Tony at [d.t.gerein@sasktel.net](mailto:d.t.gerein@sasktel.net)

### **THANK YOU**

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