

## Effectively Proclaiming the Word of God

January/February 2016

### 1. Preparation

- A. Access your assigned reading from the St. Joseph Parish website, or via the web portal by clicking on your assignment in MY SCHEDULES and clicking on the link to the United States Conference of Catholic Bishops website ([www.usccb.org](http://www.usccb.org)). Access the Basic Bible Words website at <http://netministries.org/resources/resource-pronunciation-guide> to help you with difficult pronunciations.
- B. Read and pray the Sunday scriptures during the week beforehand so you are well prepared.
  - 1. Make the words and thought patterns familiar.
- C. Apparel
  - 1. Please dress appropriately. Please do not wear t-shirts, jeans, shorts, tennis shoes, or short skirts or dresses.
- D. Arrive at least 15 minutes before mass begins.
  - 1. **Review text from Lectionary**
  - 2. Make sure that ribbons in the Lectionary are in place.
  - 3. Place the Lectionary on the pulpit, opened to the first reading.
  - 4. Place the intercession/ announcements sheet on the ambo shelf.
  - 5. If only 2 lectors are present, know which reading(s) you are responsible for.
  - 6. Please keep sacristy noise level to a minimum.

### 2. Procession

- A. Order: Altar Servers, Lector(s), Lector carrying Gospel Book, Presider
- B. Lectors - bow to the tabernacle and go to your place
- C. **The lector carrying the Gospel book does NOT bow.** Walk up steps and place Gospel Book in holder on the altar.

### 3. Recession

- A. After Mass, the server(s), presider, and lectors will all proceed to the base of the platform and face the altar. Take your cue from Fr. Jim – When he moves from the altar, you move.
- B. Order: Altar Servers, Lectors, Presider and Deacons (if present)
- C. The Gospel Book is NOT carried out.

### 3. Proclamation

- A. Approaching the ambo
  - 1. Reading I: Wait until the presider is seated or wait until the children have left for Children's Liturgy before approaching the ambo.
    - a. **Introduce the reading as printed.** Silently count to 3 before clearly reciting, "The Word of the Lord".
  - 2. Reading II: After the Responsorial Psalm, wait until the cantor is seated before approaching the ambo.
    - a. After finishing, place the Lectionary on the lower shelf of the ambo being careful not to bury Intercession/Announcements
  - 3. General Intercessions
    - a. Approach the ambo during the last line of the Apostles' or Nicene Creed. If neither prayer is recited, move to the ambo as the presider begins the introduction.
    - b. **Remain at the ambo until the presider concludes the prayer.**
  - 4. Announcements
    - a. After Communion, wait for a nod, or a brief introduction from the presider, before approaching the ambo. Return to your pew when finished

## B. Posture

- a. Both feet firmly planted on floor
- b. Stand tall and straight
- c. Hands on the book or on the pulpit

## C. Microphone

- a. Adjust microphone from either the top or base
- b. Make sure it's in front of your mouth
- c. Ensure you are a proper distance from the microphone

## D. Eye Contact

- a. As you say, "A reading from the book..." establish eye contact by briefly looking over the assembly.
- b. Throughout the reading, periodically establish eye contact.
- c. At the end of the reading, pause... look at assembly, then say, "The Word of the Lord."

## E. Be aware of

- a. Being overly dramatic
- b. Pace (reading too quickly or too slowly)
- c. Monotone (no inflection)
- d. Poor phrasing – choppiness
- e. Swallowing words – poor diction.
- f. Hand gestures
- g. Excessive facial gestures – over-smiling or scowling
- h. Popping P's

## 4. Scheduling

### A. You control

1. Email reminders – when they are sent to you
2. Dates you are unavailable
3. Mass preferences
4. Requesting a substitute
5. Accepting a sub or "swap" request
6. Personal information (i.e. email address, password, etc.)

### B. Administrator controls

1. Specific dates that you WANT to be scheduled.
2. Specific weekends of the month you want to be scheduled (i.e. the 1<sup>st</sup> or third weekends of the month)
3. Qualified ministries
4. Preferred scheduling frequency

### C. Available Resources

1. Links to the Sunday readings
2. Audio of Sunday and daily readings
3. MSP smartphone app:  
Organization ID: **St\_Joseph\_Parish\_Appleton**

### D. Coming Soon

1. Link to pronunciation guide ([www.netministries.org](http://www.netministries.org))
2. Link to Reflections on the Sunday Readings