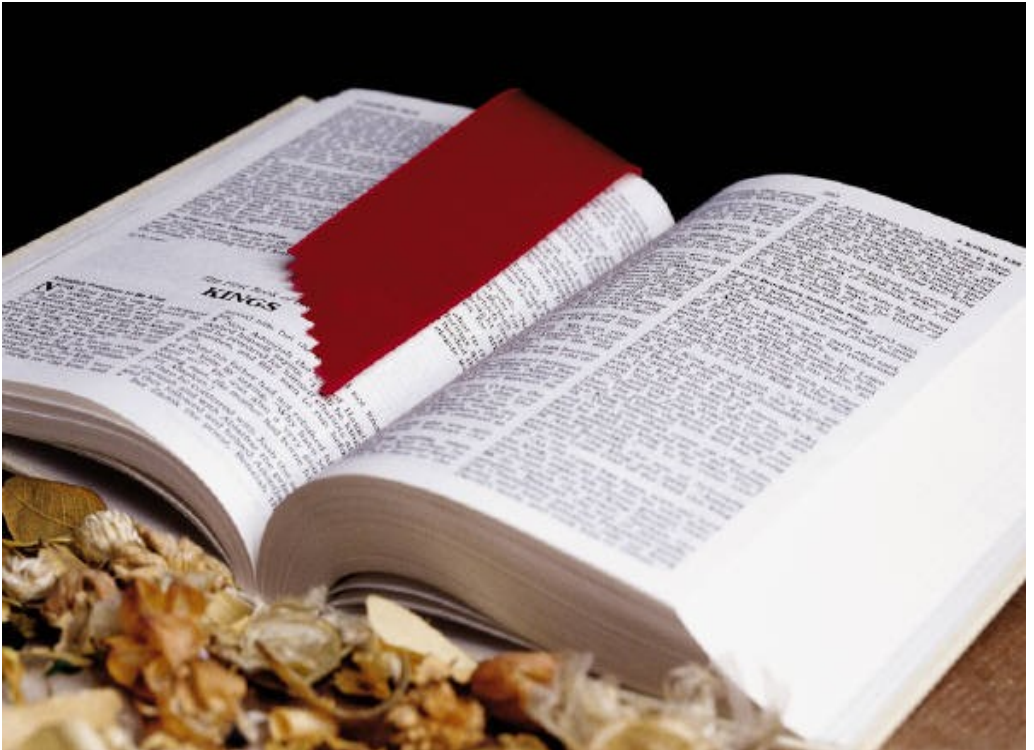




HOLY SPIRIT PARISH

Guidelines for Ministry of Readers

NOVEMBER 2017



A) PREPARATION FOR MASS

1. Arrive 15 minutes before Mass and sign on. Please don't be offended if you are late arriving and someone has filled in your position.

If the rostered reader has not arrived, the Welcomer will arrange for another reader present at the mass to read. If you are asked and not prepared, read through the scripture passage in 'Break Open the Word' on the library bookshelf. If not confident, it is ok to say no.

NOTE: If unavailable, arrange your own replacement and inform the Parish Priest and Coordinator ahead of time.

2. Check that the Lectionary is on the lectern, open at the right page.
 - If you are commentating, familiarise yourself with the content of the folder.
 - The microphone near the choir may be used and moved to a suitable position if required. Move the microphone back when the Prayer of the Faithful is finished.
 - Sometimes there is a special paragraph/intention for a particular mass. This is only to be read out for that mass.
 - Check with the choir if they are singing the whole or part of Responsorial Psalm and Gospel Acclamation.
3. Commentator and both readers proceed to the sacristy 5 minutes before the start of mass for a prayer together with other ministers.

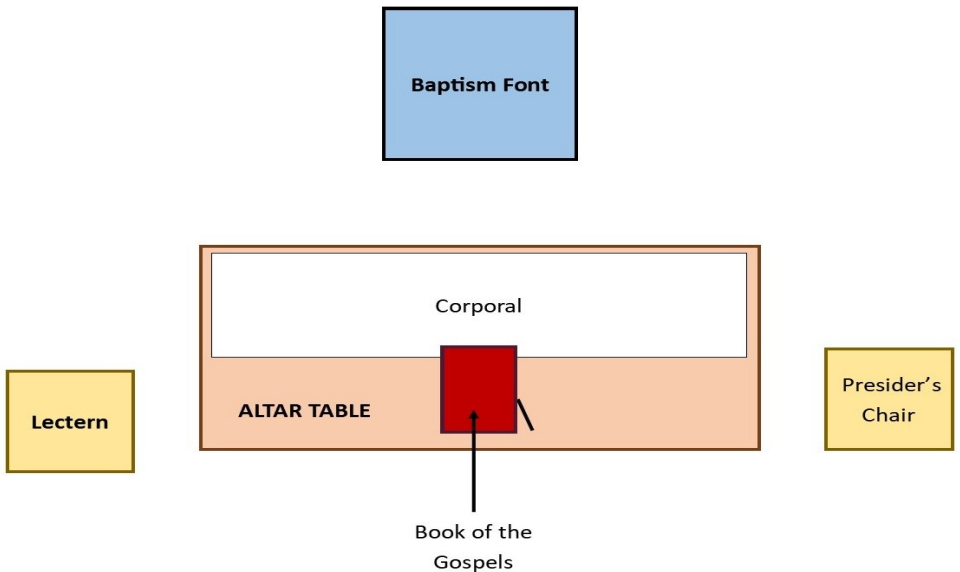
B) INTRODUCTION AND ENTRANCE PROCESSION

4. After the prayer in the sacristy, the commentator proceeds to the microphone near the choir and waits for the presider's signal. After saying the greeting, pause until you have everyone's attention, then proceed.

Read the introduction facing the assembly.

5. The order of procession is as follows:
 - Cross Bearer (acolyte/senior server)
NOTE: *Acolyte/Senior Server – walks at front if carrying the cross or, if not, at the rear of procession, in front of the Lector.*
 - Altar Servers with candles
 - Extraordinary Ministers of the Eucharist (2 ministers, one to carry a chalice and the other a paten)
 - Children's Liturgy Catechist (if scheduled)
 - First Reader
 - Lector (or Deacon) carrying Book of the Gospels immediately in front of Presider
 - Concelebrating Priests (if it is a concelebrated Mass)
 - Presider

POSITION OF THE BOOK OF THE GOSPELS ON THE ALTAR TABLE AFTER THE ENTRANCE PROCESSION



6. Upon reaching the steps of the sanctuary, fan out around the sanctuary steps to form one line and wait for the presider.

The minister carrying the Book of Gospels pauses briefly at the sanctuary steps, (does not bow while carrying the Book), continues up the steps, places the Book on the centre of the Altar near the front (see the above diagram on the placement of the Book of the Gospels). Then proceeds down the steps. Bow together with the presider and the rest of the serving ministers.

7. As the presider moves to venerate the altar, all move to their seats.

C) LITURGY OF THE WORD

8. When approaching the sanctuary, stop and bow at the steps.
9. Read the word of God slowly, attentively and gently.
10. Pause after "A reading from..." and before "The word of the Lord". After reading, walk off the sanctuary, bow and return to your seat. After the psalm, second reader follows the same procedure. If the next person is approaching the sanctuary, please wait and bow together.

11. If the choir is not singing the responsorial psalm, the Commentator announces the response and/or reads the verses from the lectern.
12. After finishing the reading, the Second Reader places the lectionary on the shelf underneath the lectern unless the Cantor sings the Gospel Acclamation from the lectionary. Please check before mass if the lectionary is required by the Cantor.
13. In reading the Prayer of the Faithful, pause after each prayer, then say 'Lord hear us'. When the names of the sick, recently deceased and death anniversaries are on the screen, please pause for each one long enough for people to read them.

HELPFUL NOTES

Do some preparation at home in order to be ready on your rostered day. By doing the following diligently your ministry will be enhanced and enriched:

1. Pray and ask God to speak to you through what you are reading.
2. Remember that you are not just reading the words... you are proclaiming the Word of God, by so doing, you have the privilege to give life to the Word. Pray over it. Think about the meaning of the passage, and let the voice reflect the meaning and feel of the text. Check the explanation of the readings in Break Open the Word.
3. We use the New Revised Standard Version (NRSV) on weekend Masses. This is available in the second half of the Break Open the Word or the NRSV pdf that was sent electronically to you.
4. If there are unfamiliar or difficult words, slow down, take them a syllable at a time, and repeat them a few times until they no longer give trouble. Pronunciation guide is available in the back of Break Open the Word. If the meaning of a word is not clear, look it up in a dictionary or Bible Dictionary.
5. Pray after you read. Ask God to help you live out what you have learnt and help you when you proclaim the words to the congregation.
6. When you do the proclamation at the lectern, don't be in a hurry. You have to engage and build a connection with the assembly. Glance at the assembly from time to time to continue the connection until the proclamation ends.

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. (1 Peter 4:10)



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Under the Pastoral Care of the Augustinians