

**SACRED HEART PARISH:
GUIDELINES FOR MINISTERS OF THE WORD
OCTOBER 2018**

New Ministers of the Word: Prior to being added to the Ministry Schedule, all new Ministers of the Word must receive training at Sacred Heart or the Diocese and be cleared by the Pastor. ***Each potential Minister is responsible to contact Pastor and request clearance.*** Please contact the Parish Office for any questions.

Per the Pastor: All Ministers are expected to be familiar with the written Guidelines for their Ministry and to follow them as written unless asked to do differently by another Presider.

Preparation

Prepare your reading well in advance, ideally beginning the Sunday before. Always begin with a prayer to the Holy Spirit to help discern and understand the Scripture reading you will be proclaiming. Read the introductions to the biblical book and the footnotes provided by versions like the *New Revised Standard Version* (with Apocrypha), the *United States Conference of Catholic Bishops, The Jerusalem Bible*, or ***The New American Bible*** (official translation used in liturgies in the United States). Read the Scripture passages before and after your reading to understand the context.

The *Workbook for Lectors, Gospel Readers, and Proclaimers of the Word*, which we make available to you for your preparation, includes valuable contextual information, suggestions for reading styles, and pronunciation guides.

Occasionally, there may be several options for the reading, such as a shorter version of the passage (Sacred Heart Parish usually proclaims the full versions of Scripture) or a different reading. Prepare all the options and consult with the Presider before the liturgy begins as to what he wants proclaimed. Always prepare the other reading as well in case the other Minister of the Word is unable to be there and no replacement is available.

Please Note: If you are involved with unlocking the Choir Loft to turn on the sound system, please be sure to **close and lock the choir loft door** as soon as you have finished.

General Notes

- Live with the readings for the entire week before you proclaim them
- Ask questions if you are uncertain about anything
- Spend a few moments in the Blessed Sacrament Chapel, asking the Holy Spirit to be your guide
- Proclaim the scriptures as if speaking to the third row of the assembly

Before Mass (*all Ministers of the Word*)

- Arrive at least 20 minutes before Holy Mass begins and put a check by your name on the Ministry Schedule in the Sacristy
- ***Please be aware if any scheduled Ministers of the Word are missing and check the congregation for possible replacements of them.*** Reassign for missing Ministers of the Word as needed (Ministers of the Word will be replaced at 15 minutes prior to the start of Holy Mass)

- Check that the *Book of the Gospels* is in place on the counter and the gold Missal stand is on the altar. ***Please check with the Presider prior to Holy Mass regarding the use of the small Missal, the large Missal, and the gold Missal stand.***
- Review your reading in the *Lectionary*
- Both Ministers of the Word should be familiar with the Prayers of the Faithful.
- Minister of the Word # 1 usually reads the *1st Reading* and the *Prayers of the Faithful*
- Minister of the Word #2 usually reads the *2nd Reading* and the *opening announcements (the presider will read the closing announcements)*

Several Minutes before Holy Mass Procession Begins (*Minister of the Word #2*)

- Walk from the Sacristy through the Blessed Sacrament Chapel and approach the cantor stand
- Adjust microphone (pointing towards the mouth)
- Smile and be welcoming as you read the opening announcements slowly and clearly
- Walk back through the Chapel, put the announcement folder back in the Sacristy, and take your seat at the Minister of the Word's chair

Process with the Book of the Gospels (*Minister of the Word #1 and / or Deacon*)

- Hold the binding of the Book of the Gospels in your right hand
- Process reverently behind the altar servers, carrying the Book just below eye level
- As you approach the altar (at 1st pew) elevate the Book of the Gospels and proceed without pausing to the altar on the side closest to the Presider's Chair, placing the Book of the Gospels in the center on the altar. ***Please check with the Presider prior to Holy Mass to be sure about the placement of the Book of the Gospels on the altar: either with the Minister facing the congregation or with the Minister's back to the congregation.***
- Reverence the altar with a profound bow and proceed to the Minister of the Word's chairs

First Reading (*Minister of the Word #1*)

Two options to approach ambo:

After *The Collect*, approach the ambo as the assembly sits

After the blessing and dismissal of children to Children's Liturgy, stand and approach the ambo when music ends

Adjust microphone to 6 inches below your chin, with the head pointing up

Glance at the Lectionary to be sure it is at the correct reading, look up at the Assembly and announce the reading all the while maintaining eye contact

Proclaim the reading slowly and distinctly, making eye contact at punctuation stops (periods and ?)

At conclusion, pause (count silently to 3)... then say "The word of the Lord"

Turn page to Second Reading, and return to the Minister of the Word's chairs

Second Reading (*Minister of the Word #2*)

At the conclusion of the Psalm, stand and approach the ambo

Proceed as above for *Minister of the Word #1*

At the conclusion of the Reading, ***close the Lectionary, place it on the shelf on the ambo***, and return to the Minister of the Word's chairs

General Intercessions (*Minister of the Word #1, if Deacon is not present*)

Approach the ambo at the end of the *Profession of Faith*

Adjust microphone (as above)

Wait as the Presider introduces the Prayer then begin the 1st Intercession

At the end of each intercession, look at the assembly and say "We pray to the Lord" and after the last one, take a step back and face the Presider as he concludes the Prayer

Both Ministers of the Word then process to the top of the main aisle, bow, and return to their seats with the assembly

Collection Basket

Ordered by the Diocese of San Diego: [Updated directions 10/17/18](#)

The Ministers of Hospitality are now responsible for the collection basket as follows:

Each Mass there will be an assigned number for the collection bag.

After the collection, the ushers give the gifts of bread and wine, ***and the collection basket***, to the Gift Bearers. The ministers of hospitality/ushers (2) will follow the parishioner carrying the gifts to the altar.

After accepting the gifts, the priest will then hand the collection basket back to the ushers (2).

The ushers will take the money up the stairs to the Sacristy, place the money into the bag, sign the money bag and log sheet and deposit the money bag in the safe. ***They are to return to Mass by the courtyard entrance.***

The collection sheet is put in the safe with the bag during the 5:00 Mass.

Procession from the Altar (*Minister of the Word #1 and / or Deacon*)

- After the final blessing, the Presider, Deacon, and Altar Servers proceed down the stairs to the foot of the altar
- **Minister of the Word #1** joins in behind the Deacon and Presider in front of the Altar Servers
- All bow and then process to the main doors of the church

Thank you for your service to the ministry and mission of Sacred Heart Church!