

CHRIST THE KING

GUIDELINES FOR PROCLAIMERS

- *If you know you are going to be unable to serve on a certain day in the future, alert the Pastoral Associate of Worship before the next schedule is completed. (Usually one month prior)*
- *If you are unable to Proclaim at your scheduled service, find a substitute (you will have a list of Proclaimers and phone numbers and e-mail addresses for your chosen Mass) and also notify the Sacristan for the Mass of who will substitute for you.*
- *Avoid sugar, dairy and caffeine an hour before proclaiming; these cause phlegm in the throat.*
- *Wear “business casual” clothing.*
- *Please come 10 minutes ahead of the scheduled Mass time and let the Sacristan at the back of church know you are here and highlight your name on the sign-in sheet.*
- *Five minutes before Mass, gather in the Narthex for a prayer with Fr. John and other ministers. If you haven’t arrived by that time, don’t proclaim (the Sacristan will have selected someone else to cover for you).*
- You are in the Entrance Procession with the other Proclaimer. After arriving at the front and bowing, go to the front bench to sit until your reading is completed. Then you may sit anywhere.

Preparation:

To prepare for proclaiming your scripture readings:

- You can find the readings at the United States Conference of Catholic Bishops website: <http://www.usccb.org/bible/readings/> – click on “Today’s Readings,” on left of page, then click your date on the calendar, or find it in the *Workbook for Lectors*.
- Introduction to the Readings will be e-mailed to you a day or two ahead of the weekend and a copy in a page saver will be on the shelf of Ambo.
- If there are options for the reading, check with the Pastoral Associate for Worship or the Pastor to confirm the right one.
- Practice reading the text out loud several times so it’s familiar to you (the Assembly can tell when you haven’t practiced).
 - For difficult Biblical names, there are pronunciation guides in the front of the *Lectioary* and in the *Workbook for Lectors*.
- Prepare both readings in case you have to read both.
- **Read with passion – you really can’t overdo it. And read s-l-o-w-l-y.**
- First Lector: doublecheck the reading on the Ambo to ensure it’s the same one you prepared.

Entrance Procession:

Join the Entrance Procession (behind the Altar Servers); bow with the other Proclaimer and sit in front bench on the Ambo side aisle.

First Reading

- Go to the ambo when the priest sits down after the Opening Prayer.
- Do not bow your head to the altar if you are coming up the ambo aisle.
- Adjust the microphone, making sure it is pointing to your lower lip.
- Retrieve the Intro to Readings sheet on shelf and read.
- Wait a couple seconds after announcing the reading (“A reading from ...”).
- Take care to proclaim the text slowly, making occasional eye contact.
- At the end of the reading, pause briefly, make eye contact with the Assembly and say: “The Word of the Lord.”
- After the assembly responds, pause about 15 seconds, then return to your pew (anywhere in church, with your family, if you wish).
- If needed, turn the page for the second Lector.

If there’s no Cantor, you will proclaim the Responsorial Psalm. You will be informed of this before Mass, should you need to do this.

- If you are also doing the Second Reading:
 - chairs, go to the first pew.

Second Reading

- Go to the ambo when the music for the Responsorial Psalm ends.
- Do not bow if you are coming up the ambo aisle; just go up the steps to the ambo.
- Adjust the microphone so it is pointing to your lower lip.
- Retrieve the Intro to Readings sheet on the self and read.
- Wait a couple seconds after announcing the reading (“A reading from ...”).
- **Proclaim the reading slowly.**
- At the end of the reading, pause briefly, make eye contact with the Assembly and say: “The Word of the Lord.”
- Pause about 15 seconds and return to your pew (anywhere in church, with your family, if you wish).

Universal Prayer

- If there is no Deacon, then a Lector reads the Universal Prayer petitions. You will be alerted to this by the Pastoral Associate for Worship prior to Mass.
- Go to the ambo during the last paragraph of the Creed, when we say we “I believe in the Holy Spirit..”
- Do not bow your head to the altar if you are coming up the ambo aisle.
- The Universal Prayers will be in a binder, or page savers on the shelf of the ambo. You will be informed of this before Mass and will have time to review.
- Wait for the Priest’s introduction, then begin.
- **Read the Petitions slowly.**

- During Easter and Christmas, the Assembly's response may be sung so be prepared to watch the response to either "pray" or "sing".
- When you are finished, wait until the presider has said the closing prayer.
- After the assembly says, "Amen," return to your seat.

Some further notes:

If a Proclaimer makes a mistake while reading, don't say "excuse me" or "I'm sorry". Either back up and correct the mispronounced word or continue proclaiming.

September 2019