

# INSTRUCTIONS TO DEACONS LEADING THE LITURGY OF THE WORD IN EXCEPTIONAL CIRCUMSTANCES

This guide is written to aid you, as well as those who will be helping you to set up and assist in this service of the Liturgy of the Word. Holy Communion will NOT be distributed.

## A. What You WILL Need

1. The *ORDO* (Liturgical Calendar)
2. The ROMAN MISSAL
3. The LECTIONARY
4. The PRAYER OF THE FAITHFUL. If not prepared, see the Roman Missal pgs 1450-1460.
5. The THREE INSERT SHEETS. These are part of this kit.

## B. What You MAY Need

1. The BOOK OF GOSPELS.
2. A REFLECTION or HOMILY. An extended time of Silent Reflection is always an option.

## C. Preparations

1. Consult the *ORDO*. Look up the date to see which Sunday or Solemnity is to be celebrated. Beside the word "MASS:", note the page of the Roman Missal for the Collect Prayer and the reference to the "READINGS:", which will give you the page number for the readings for that day. Find and mark the page for each with a ribbon in the Missal and Lectionary. If the *Book of Gospels* (BG) is used, find and mark the appropriate page with the ribbon. The Lectionary is placed on the Ambo before Mass; if used, the Book of Gospels is carried in the Procession by one of the Readers or placed on the Altar beforehand.
2. Place the two inserts found in the kit in the Roman Missal. Place **Insert 1** (Introductory Rite) between pages 492 and 493. Place **Insert 2** (Lord's Prayer) between pages 642 and 643.
3. Give **Insert 3** to the musicians of the Mass. Find out if the musicians are planning to sing the *Lord, have mercy* or the *Glory to God*. The *Lord, have mercy* is not used if the **third form** of the *Penitential Act* is used.
4. If the *Prayer of the Faithful* has been prepared, insert the Introduction and Concluding Prayer in the Missal after the *Creed* on page 503 or between pages 504 and 505. If not, place a ribbon at those contained at the back of the Missal, see pages 1450 to 1460.
5. If necessary, place a chair next to the Priest's chair. If the altar server does not hold the Missal for you, place a small lectern near the chair and place the Missal on it. The Presider's chair should remain empty throughout this service. The altar candles are lit as usual.
6. If the *Book of Gospels* is to be used, a Reader carries it in the Entrance Procession – or – it should be placed on the Altar prior to the service beginning.

## D. What to wear

1. You should be vested in your alb and stole and dalmatic, if available.

## E. The Celebration

1. The **Entrance Procession** takes place as normal in the parish, and after bowing to the Altar and/or genuflecting to the Tabernacle, all go to their places as usual. The Deacon venerates the Altar before going to his place.
2. After the Entrance Hymn, read the **Explanatory Remark** on **Insert 1**, noting the reason why the Priest is not available.
3. Afterwards, make the **Sign of the Cross** with the people and use the usual **Greeting** from the Roman Missal. Continue with the Sign of Peace found in the text box on the second page of **Insert 1**. After a brief pause, introduce the **Penitential Act** with the words on the **Insert**, then continue with the Invocations on page 492 of the Missal. Conclude with the words: “May almighty God have mercy on us...”
4. The people then sing the **Glory to God**. If it is not sung lead the people in reciting it as found on page 495. The **Glory to God** is not used during Advent and Lent.
5. When the **Glory to God** is finished, say: “Let us pray” and turn to the **Collect Prayer** of the Sunday or Solemnity, which you marked with a ribbon in the front of the Missal. (The Collect for Solemnities may be at the rear of the Missal.)
6. All are seated and the **Readings** are proclaimed as usual with the **Responsorial Psalm** between the First and Second Reading.
7. Proclaim the **Gospel** as usual.
8. Give the **Homily**, read the **Reflection**, or return to the chair for a period of silent reflection.
9. After the time of silence, stand and begin the **Creed**. Use the version of the **Creed** that is normally used in the Parish, either the *Apostles’ Creed* (page 503) or the *Nicene Creed* (page 502).
10. Immediately after the **Creed**, invite the people to join in the **Prayer of the Faithful**. If the prayer has not been prepared, use the introduction on page 1450 or 1451, and after the Reader has proclaimed the intentions, use the concluding prayer on the same page.
11. Invite the people to sit for the **Collection**. After the **Collection**, receive it from the usher or people, if this is the custom of the place.
12. Return to the chair and, if necessary, invite the people to stand for the **Lord’s Prayer**. Use the Introduction to the *Lord’s Prayer* on page 640 and continue with the prayer: “Deliver us, Lord...” on page 641.
13. Continue with the **Prayer for Spiritual Communion**, found on Insert 2.
14. Make any announcements that are necessary. If none, continue with the **Blessing** and **Dismissal** on the second page of **Insert 2**.
15. As the **Recessional Hymn** begins, venerate the Altar, bow to the Altar and/or genuflect to the Tabernacle with the other ministers as is the custom. Then all join in procession to the entrance of the church or to the sacristy as usual.

Thank you for your ministry.

THE LITURGICAL COMMISSION

ARCHDIOCESE OF KINGSTON

February 2, 2017

