

INSTRUCTIONS TO LAY LEADERS OF 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)*: usually kept in the Sacristy, this small book is normally spiral bound.
2. The ROMAN MISSAL: the large red book from which the Priest reads the texts.
3. The LECTIONARY: the large book which contain the readings.
4. The THREE INSERT SHEETS. These are part of this kit.
5. The PRAYER OF THE FAITHFUL. If this has not been prepared, there are some ready for use provided in the Roman Missal. See pages 1450 to 1460.

B. What You MAY Need

1. The BOOK OF GOSPELS. If your parish does not have this Book, you may simply use the Lectionary.
2. A REFLECTION. This can come from many sources such as *The Word Among Us*, *Living With Christ* or may have been provided by the Priest. A time of Silent Reflection is always an option, especially when none of the above are available.

C. Preparations

1. Consult the *ORDO* (the Liturgical Calendar) in the sacristy. 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 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. If your parish has albs for adults or simple vestments, such as would be worn by a choir, then it is appropriate to wear one of them. Other than an alb, which is common to all ministers, you should not select any vestments that a Priest or Deacon would wear.

2. Otherwise, your dress should be appropriate to your role as leader of the liturgy.

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.
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 read the **Greeting** 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. If you are to proclaim the **Gospel**, then after a brief pause after the Second Reading or during the singing of the *Gospel Acclamation*, bow to the Altar, (pick up the Book of Gospels) and go to the Ambo (lectern) to read the *Gospel*. Begin with “A Reading from the Holy Gospel according to...”
8. Read the **Reflection**, if there is one. If, not 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 of the Faithful* 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, 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

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