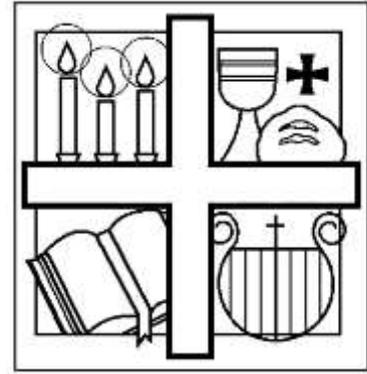


PROCEDURES FOR MINISTERS OF THE WORD



Where do I find the scriptures for Sunday? The Scripture readings are located online at <http://www.usccb.org/nab/> and in the Workbook for Lectors or the Sunday Missal (can be purchased from parish office). Please do the necessary preparation to proclaim the Word effectively.

What if I cannot minister at a scheduled mass? Please find a substitute or switch with another minister if you cannot be at your scheduled Mass. Another option is to ask the other scheduled lector (if there are two) if he/she could proclaim both readings.

Which minister of the word reads the First or Second Reading & the Intercessions? There are two lectors scheduled for all Masses.

-The minister listed **first** proclaims the First Reading and carries the **Book of the Gospels** in the opening procession, unless a Deacon is present.

-The minister listed **second** will proclaim the Second Reading and General Intercessions, unless a Deacon is present.

-If one minister is present, the minister proclaims **both** readings and the General Intercessions, unless a Deacon is present.

-If a Deacon is present, he is assigned to carry the Book of the Gospels in the entrance procession, proclaims the Gospel and prays the General Intercessions.

How often are the schedules made? Ministries are scheduled for a 3 or 4 month cycle. This provides the opportunity to look ahead for any dates that you might not be available to lector and find a substitute. The schedules are on the parish website (www.stmaryswinona.org) and are emailed to all ministers at the beginning of a new cycle.

Where do I meet on Sunday when I come to the church? Please meet in the Commons at **least 10 minutes** before Mass to check in with liturgist or presider for any special instructions, prepare the General Intercessions, and to pray with other ministers who will serve that day.

What do I do before Mass? Place the Lectionary on the ambo before Mass begins, opened to the first Scripture reading. Check to make sure the General Intercessions are under the ambo and that the red Book of the Gospels is in the Commons.

Who is in the opening procession? The presider and liturgical ministers will pray together before Mass begins. After the prayer, all those who will be in the procession will proceed to where the procession begins (usually the Broadway entrance).

-If there is a baptism during Mass, the lector and servers do not process.

The Lectionary and Book of Gospels are placed in appropriate places prior to the liturgy.

The order of the procession is as follows:

1. Server with cross
2. Server with hymnal (if there are two)
3. Minister of the Word or Deacon carrying Book of the Gospels
(hold book reasonably high so that it is visible to the entire assembly)
4. Presider

What does the minister of the Word do in the procession? Following the servers, the Lector or Deacon walks directly up the steps on the RIGHT side of the altar, without stopping or bowing. Place the Book of the Gospels on **TOP-center of altar**. Proceed back down the steps on **opposite** side and return to place among assembly.

When is the First Reading proclaimed? The First Reading is proclaimed after the Opening Prayer. Please approach the ambo as assembly is seated. At the 10:30am Mass, the presider will ask the children to come forward and bless them as they go to listen to the Word of God. You may approach the altar as the children are leaving the church.

****Please wait until all movement has stopped before proclaiming the Word.**

-At the conclusion of the First Reading, the lector places the Lectionary underneath the ambo and returns to his/her place in the assembly.

-If the lector is proclaiming **both** readings, he/she places the Lectionary underneath the ambo and moves to sit in the front pew, so that the cantor may sing the Responsorial Psalm from the ambo.

When is the Second Reading proclaimed? The Second Reading is proclaimed after the Responsorial Psalm. The lector approaches the ambo as the music ministers are seated. **At the conclusion of the Second Reading, the lector places Lectionary underneath ambo on left side**, so that the Book of the Gospels may be placed on the ambo by the presider. Lector returns to his/her place in assembly so that the presider can begin the Gospel procession after a brief period of silence.

When do I go up to pray the General Intercessions? Approach the ambo to proclaim the General Intercessions **near the end of the Profession of Faith** ("*I believe in one holy Catholic Church...*") so that he/she is at the ambo **when the presider begins the introduction to the intercessions**.

****Remain at the ambo** while the presider concludes the prayer, then return to place in assembly.

When are the Intercessions prayed if there is a baptism? If there is a baptism during Mass, the General Intercessions will follow immediately after the homily prior to the Rite of Baptism. Check with liturgist or presider before the Mass begins.

Thank you for your ministry!!

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