

Children's Liturgy of the Word Procedures and Guidelines.

Period of Preparation

1. Pray
2. Take an hour during the week to prepare for your time with the children. Find ways to make the Word come alive.
3. Prepare your discussion using these elements:
 - a. Organized ideas
 - b. Moving examples
 - c. Poems
 - d. Personal experiences
 - e. Dramatic points
 - f. Emphasis on the message of the Gospel
4. Use your weekly CLOW Liturgy Worksheets to help bring out the message of the Gospel.
5. Review Fr. Mike/Fr. Don homily highlights, if provided, for current week's liturgy.
6. If you are unable to make your assigned Sunday Mass time
 - a. Try to switch Sundays or Mass times with another Catechists or call for a substitute BEFORE your scheduled weekend.
 - b. In case of a illness or if you cannot find a substitute, please leave a message for Lisa Martin at 763.420.9622.
 - c. Take responsibility to find your own substitute.
 - d. Notify Lisa Martin of any changes in the schedule.

Before Mass

1. Check in with Fr. Mike or Fr. Don or whomever the presider is for your scheduled Mass time.
2. Check the "Presider's Notes" posted on the bulletin board outside of the Sacristy to see if there is anything taking place during the Mass that may extend your time.
3. Check in with a Hospitality Minister to let them know you'll be in Saint Cecilia's Music Room and ask them to come and get you before the presentation of the gifts.
4. Join Father and other ministers in the prayer in the Gathering Space before Mass.

CLOW

1. After the opening prayer make your way, with the Children's Lectionary, to the steps of the sanctuary. If you are not there the presider may move on without you. (Your Catechist Guide and other prep materials should already be in Saint Cecilia's Music Room.)
2. Receive the Liturgical Assemblies blessing.
3. After the blessing, carry the Children's Lectionary high as if processing. Go to the main entrance to the Worship Space and lead the children to Saint Cecilia's Music Room. NOTE: when processing in and out keep the children walking slowly and quietly.
4. Once the children are settled, begin:
 - a. Light a candle and ask the children to prepare themselves for prayer
 - b. Opening Prayer
 - c. First Reading
 - i. End with: The Word of the Lord
 - ii. Children respond: Thanks be to God
 - d. Psalm – write the response on the whiteboard

- e. Gospel Reading
 - i. Begin with: a reading from the holy gospel according to ...
 - ii. End with: The Gospel of the Lord
 - iii. Children respond: Praise to You Lord Jesus Christ
- f. Reflection
- g. Discussion
- h. Prayers of the Faithful
 - i. Use the intercessions provided
 - ii. Then, allow children to add their own
 - iii. End each intercession with: We pray...
 - iv. Children respond: Lord, hear our prayer
- i. Talk about the handout and the activity ideas
- j. Recite the Apostle's Creed.
- k. Process the children back to the Worship Space through the main entrance to the Worship Space. Be sure you are not interrupting the flow of the liturgy. (You should lead this procession – make it a part of the ritual.)

After Mass

1. Return to Saint Cecilia's Music Room to straighten things up.
2. Return the Children's Lectionary and any unused activity sheets to the Sacristy.

Miscellaneous

1. CLOW is not a Faith Formation class but a Liturgical Ritual. The more you present it as such, the more the children will grow to understand our beautiful ritual.
2. Processions to and from Saint Cecilia's Music Room will help place importance on the ritual action of processing. Never let the children return to the church in a "mob" fashion. Make it organized – they are returning to partake in the Liturgy of the Eucharist.
3. When you return to the Worship Space there is no need to bring the Children's Lectionary.
4. Children should not read the readings. The Catechist or Aide should be the reader.