

Procedures for Proclaimers of the Word

Before the Liturgy

- Pray and prepare!
- Come at least 15 minutes before the celebration and Sign in on the “sign-in” sheets on the bulletin board.
- Proclaimer 1 should check the mic. on the Ambo to be sure it is on. And should be sure the Lectionary, which is on the Ambo, is marked.
- Proclaimer 1 should be sure the Book of the Gospels is in the sacristy and marked for the correct day.
- Proclaimer 2 should review General Intercessions (copy is left in the sacristy and on the Ambo) especially for pronunciation of names and be sure they are on the ambo.
- Both Proclaimers should review the Scripture in the Lectionary.
- Both Proclaimers should be greeters with the other ministers.
- 5 minutes prior to celebration gather with other ministers to pray in the Gathering Space.
- After the prayer, Proclaimer 1 gets ready for entrance procession and Proclaimer 2 is seated within the Liturgical Assembly. (Please Note: if only two servers are present Proclaimer 2 processes in the Cross and processes it back out. Always processing down your right side of the sanctuary. You need to get the Cross when the sending forth song begins and then go to the front side of the altar. After the Presider bows, lead the procession out, the right side of the sanctuary.)
- Practice good hand hygiene. Cough or sneeze into a tissue or your upper sleeve, not your hands. You are encouraged to wash your hands with soap and water or use an alcohol-based hand sanitizer.
- Wear appropriate attire. Remember you are proclaiming the Word of God. Please be attentive to any wording that might be on your clothing and to any inappropriate clothing.

Entrance Procession

- Proclaimer 1 carries the Book of the Gospels down the left side of the Sanctuary so that the Assembly can see the Word of God coming into their midst.
- Hold the Book of the Gospels as high as is comfortable.
- When you reach the Altar, pause and lower the Book of the Gospels. Then place the Book of the Gospels on the stand on the altar and bow.
- Return to your family. When approaching the Ambo please go to the area of Ambo before going up the steps of the Sanctuary. There is no need to bow.
- Proclaimer 2 should be seated prior to the entrance procession. (Please Note: if only two servers are present Proclaimer 2 processes in the Cross and processes it back out. Always processing down your right side of the sanctuary. You need to get the Cross when the sending forth song begins and then go to the front side of the altar. After the second verse of the closing song begins, you lead the procession out, the right side of the sanctuary.)
- If there is a Deacon there is no Proclaimer in the entrance procession.

Liturgy of the Word

- At the completion of the Opening Prayer or after the Children have been dismissed, Proclaimer 1 comes to the Ambo. When approaching the Ambo please go to the area of Ambo before going up the steps of the Sanctuary. There is no need to bow.
- After everyone is settled and the children are gone. Begin the proclamation of the First Reading by using its introduction. (i.e. A Reading from the book of Wisdom.)
- Be sure to pause before concluding the proclamation with “The Word of the Lord.” Return to your seat.
- After the psalm Proclaimer 2 waits until the cantor returns to their seat and then approaches the Ambo for the Second Reading. When approaching the Ambo please go to the area of Ambo before going up the steps of the Sanctuary. There is no need to bow.
- After the Second Reading, close the lectionary and place it on the shelf of the ambo beneath the intercessions book, then, return to your seat. However, if Fr. Don is presiding: Proclaimer 2 goes directly to the altar and bows with Fr. Don. Then, he/she takes the Book of the Gospels processes to the ambo alongside of Fr, Don where he/she places it and opens it. Proclaimer 2 then moves back to between the servers and stand slightly behind the line behind the ambo. After the gospel is proclaimed place the Book of the Gospels on the shelf in front of the ambo. Then return to your seat. NOTE: If there is a deacon, he will take care of this.

- Proclaimer 2, during the words “We believe in one Holy, catholic and Apostolic Church,” goes to the Ambo. When approaching the Ambo please go to the area of Ambo before going up the steps of the Sanctuary. There is no need to bow. When there is a baptism there is no Creed. In this case, when the presider passes the ambo (returning to his chair) approach the Ambo.
- After the Presider’s introduction read the intercessions at a nice pace, pausing before “We pray.” If a Deacon is present he reads the intercessions. Remain at the Ambo until Father has completed the concluding prayer. Then, return to your seat for the preparation of the gifts.

Liturgy of the Eucharist

- Participate in all sung and spoken responses.

Concluding Rites

- *There is no need to process the Lectionary or the Book of the Gospels out or for you to be in the procession. The Word of God is processed out in the assembly who has heard the Word proclaimed.*
- *Please get the Book of the Gospels and bring it back to the sacristy, replace book stand on the altar and place lectionary on the ambo after all masses.*