

# The Mass

## **Introductory Rites**

Entrance Song, Greeting

## **Penitential Rite**

Lord Have Mercy

## **Gloria**

## **Opening Prayer**

*Let us Pray.....*

## **Liturgy of the Word**

First Reading

Second Reading

Gospel

## **Profession of the Faithful**

*“apostolic”*

*\*cue words to approach*

*\*cue words to approach*

Priest says a prayer prior to the Prayers of the Faithful  
Priest says a prayer at the end the Prayers of the Faithful



# Ministry of the Word Guidelines



*“The Lord has given me a well trained tongue, that I may speak to the weary a word that will rouse them”*

**Isaiah 50:4**

## ONLINE RESOURCES

<http://www.turning.to/digital.liturgy/effLec.html>

<http://www.lectorprep.org>

<http://www.liturgy.slu.edu/>

<http://netministries.org/bbasics/bbwords.htm>

[http://www.podcastalley.com/player/player.php?pod\\_id=43329](http://www.podcastalley.com/player/player.php?pod_id=43329)



**St. John the Evangelist Catholic Community**  
Viera, Florida

Reverend R. Bradley Beaupre, c.s.c., Pastor

## From the Pastor;

*Thank You for your willingness to serve as a Lector here at St. John's. As a Minister of the Word your role is to proclaim God's Word - a source of light and wisdom - and make the Word come alive in peoples' lives. Our faith grows ever stronger when we read His Word and then incorporate it in all that we say and do.*

*May God's Word continue to grow in you as you share the Sacred Scriptures with others.*



Fr. Brad Beaupre, c.s.c., Pastor

## MINISTRY OF THE WORD MISSION STATEMENT

*To enhance the worship experience of the Assembly*

*with the central purpose of  
celebrating and refreshing  
the faith of God's people*

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### A Message from the Ministry of the Word Coordinator:



*As a Minister of the Word, you have been granted a blessed privilege - that of proclaiming the Word of the Lord. These guidelines simply provide you with procedural information to fulfill that role. It is you, the Minister of the Word, who must enthusiastically prepare and effectively proclaim God's message to the worshippers of St. John the Evangelist Community so as to challenge them with its faith-filled conviction to hear and celebrate the good news again.*

*May God Bless you for sharing your time and talents in making the Ministry of the Word an integral part of the liturgy in our parish.*

Catherine McCarthy, Ministry of the Word Coordinator

*By lifting His Word from the pages of the Scripture*

*And bringing them to life through  
skilled and spiritual proclamation*



## Minister 2

NOTE: *Prayers of the Faithful are only read when Deacon is not present*

- † After the Presider has concluded the Homily, he will lead the community in the Profession of Faith.
- † At the commencement of the Creed, Minister #2 proceeds to the foot of stairs to the left of the altar and approaches the ambo upon the word “*Apostolic*” near the conclusion of the Creed **bowing to the altar** before reaching the ambo.
- † When Presider completes the opening prayer of the intercessions, Minister 2 will begin reading the petitions **exactly as written, repeating the response with the congregation**. Following the “*silent prayer*”, Presider will say a short prayer. **Minister remains at ambo during the prayer**, then bows to the altar and returns to seat at conclusion.

## MISCELLANEOUS

- † On Wednesday an email reminder will be sent regarding your assignment for the upcoming weekend.
- † Thursday/Friday, prior to your assignments, Ministers will be sent an email which will include the Script and Prayers of the Faithful for Reader 2 and any special information regarding the liturgy.

## Information & Guidelines

**Schedules:** Masses are held in Holy Cross Hall at St. John the Evangelist Church, 5655 Stadium Parkway, Viera, FL., 32940. Masses are scheduled at **4:30pm** on Saturday, and **7:30am, 9:00am, 11:00am and 4:30pm** on Sunday.

Currently, schedules are generated on a two month basis and are distributed to all Ministers on the roster via email (*when available*). Assignments are based on information provided by Ministers as to Mass preferences and availability.

**SUBSTITUTIONS** are the responsibility of each minister! If you are unable to fulfill your assignment, **YOU** must contact someone on the Ministry roster to substitute, then, notify the Ministry Coordinator (*Ginny Oehler*) of the change.

### **NAME BADGES:**

Each Minister is provided with a name badge which is to be worn when participating in the liturgy. This badge is to be retained for future assignments.

### **WORKBOOKS:**

The parish provides each Minister with an LTP Workbook which contains the readings for the entire liturgical year.

### **PREPARATIONS:**

Scheduled Ministers should prepare both readings per chance the other minister is unavailable. Even if not assigned, it is good practice for Ministers to review both of each week’s readings should an emergency arise and one is called upon to read.

Thorough preparation is important to effectively proclaim the Word of the Lord and should commence several days prior to assigned date. The information contained in the front of the Workbook, as well as in the margins of the pages containing the reading, are valuable resources in being well prepared. Refer to the Bible for additional background on the readings and to the website “[www.lectorprep.org](http://www.lectorprep.org)”. Always begin with prayer as you prepare. Ministers are chosen to proclaim “The Word” as part of the church’s worship to strengthen the faith of the believers and enable them to effectively spread the Word of God.

### **MEETINGS/TRAINING SESSIONS:**

Meetings are held periodically and all ministers are expected to attend to review changes and update their skills.

### **MINISTER DECORUM:**

All of the minister’s movements should be dignified and reverent. When approaching the ambo, the Minister should move deliberately, but without haste. Ministers should dress appropriately when participating in the liturgy. (*a tie for men is suggested*)

## Procedures for assigned Mass

Two Ministers of the Word are assigned to each Mass. All assigned ministers should report approximately 15—20 minutes prior to time Mass is scheduled to begin and sign in on the sheet placed on the ambo shelf for this purpose. Ministers should locate each other prior to Mass. If one of the ministers has not signed in approximately 10 minutes before Mass time, the minister who is present should choose a current Minister of the Word from the congregation to replace the other minister.

### Prior to Mass

#### **MINISTER 1:** (Intro and *First Reading*)

- † Sign the book on shelf of ambo
- † Check that Lectionary is on ambo and opened to the first reading.

#### **WELCOMING and OPENING COMMENTS**

- † Approximately 5 minutes prior to Mass time, the Director of Music will play a musical prelude. When this concludes, it is time for Minister 1 to:
  1. Verify that Presider is ready to begin
  2. Approach the ambo via the left stairs
  3. Bow to the **altar**
  4. Read the Welcome and the Prayer
  5. Place folder on ambo shelf
  6. Depart ambo **bowing to the altar** and return to seat.

#### **MINISTER 2:** (*Second Reading*)

- † Sign the book on shelf of ambo
- † Confers with Deacon or Presider before Mass for correct pronunciation of names for Mass intentions, the sick and the deceased listed in the Prayers of the Faithful
- † Check that Lectionary is on ambo and opened to the first reading.

## THE READINGS

- † As the Presider begins the Opening Prayer with “*Let Us Pray*”, both Ministers 1 and 2, should proceed **together** to the foot of the stairs left of the altar.
- † At conclusion of Opening Prayer, Ministers 1 + 2 proceed up the stairs and **bow together before the altar**.
- \*\*\* At the 9am mass, the Readers are asked to wait at the bottom of the stairs until after the children being dismissed for Religious Education have left the altar area.
- † Minister 1 proceeds to the ambo for first reading, while Minister 2 takes a seat by the wall on the choir side.
- † Upon concluding the reading, the Minister should pause, look at the congregation and slowly say: “**THE WORD OF THE LORD**”
- † Minister 1 places Lectionary on the ambo shelf and takes a seat next to Minister #2 ( no bowing here)
- † Cantor then proceeds to ambo and sings the Responsorial Psalm. **NOTE:** If a cantor is not present at weekday daily mass, Minister 1 reads the Responsorial Psalm.
- † When Cantor completes Psalm and returns to music area, Minister #2 proceeds to ambo for second reading..
- † At conclusion of reading, the Minister should pause, look at the congregation and slowly say “**THE WORD OF THE LORD**”
- † Minister #2 closes the Lectionary and places it on the ambo shelf, meets Minister 1 to bow together to the altar and both Ministers return to seats while Presider stands and “Alleluia” commences. (*The alleluia is always sung, never recited.*)