

SAINT CLARE CATHOLIC CHURCH DAILY MASS PROCEDURES

(Please read carefully. Procedures for daily Mass lectors are different compared to weekend Masses.)

Pray this (Prayer of a Minister of the Word) before Mass

**Lord, invest me with your power as I prepare to proclaim
the marvel of your message. I have prepared my reading,
I have tried to take with me the meaning of what I am about to proclaim.
Help me to proclaim, not just with my lips, but with my whole heart and soul.
Lord, make me a hollow reed, so that your voice will be heard by all who hear me.
Free me of excessive concern. Convert any feeling of nervousness!
for proclaiming your word with power and authority.
May your Spirit live in me and fill the holy words that I proclaim. Amen**

Opening Greeting

(Five minutes before the start of Mass sit in the chair opposite the ambo.)

After the bell is rung start reading #1.

- SAY: “Good morning, welcome to St. Clare Catholic Church.”**
- Then, using the Prayers of the Faithful book which is on the left side of the Ambo, **SAY: “Today is _____.”**
Examples: “ . . . Tuesday of the twenty-first week of Ordinary Time.”
“ . . . Friday of the second week of Lent.”
“ . . . Wednesday of the first week of Advent.”
- Next, again using the Prayers of the Faithful book, announce the saint or feast of the day. **SAY: “Today is also _____.”**
Examples: “ . . . the Optional Memorial of St. Appollinaris, Bishop & Martyr.”
“ . . . the Memorial of St. Gregory the Great, Pope & Doctor of the Church”
“ . . . the Feast of The Visitation of the Blessed Virgin Mary.”
- Finally, using the Breaking Bread Hymnal to the right of the Ambo, **SAY: “The Entrance Antiphon is found on page ____ (say the appropriate page number) in the Breaking Bread Hymnal. Next, pause and then READ the Entrance Antiphon.**

The First Reading / Responsorial Psalm / Alleluia Verse

1. Adjust the microphone if necessary.
2. Announce the First Reading by **SAYING** the appropriate introduction:
Examples: “ A Reading from the Book of the Prophet Isaiah.”
“ A Reading from the Book of Genesis.”
“ A Reading from the Second Letter of St. Paul to the Corinthians.”
3. Pause for a couple of seconds.
4. **READ (THAT IS PROCLAIM!)** the First Reading clearly and with expression, interpreting the words you are reading.
5. After reading the last sentence of the First Reading, look at the congregation, pause, and **SAY:** “The Word of the Lord.”
6. Next, **READ** the Responsorial Psalm Response. (DO NOT SAY THE WORDS THE RESPONSORIAL PSALM RESPONSE OR THE RESPONSORIAL PSALM.) Simply read the words of the response.
7. Then, with your arms raised, **READ** it a second time, inviting the congregation to say it with you.
8. **READ** each verse of the Psalm and invite the congregation to say the response with you by raising your arms at the conclusion of each verse.
9. After the conclusion of the Responsorial Psalm, **SAY:** “Please Rise.”
10. Lead the congregation in **SINGING** the Gospel Alleluia. If you choose not to Sing the Gospel Alleluia, inform the presider before Mass, so he will know to sing it for you.
11. **READ** the Gospel Acclamation and then **SING** the Gospel Alleluia again.

Prayers of the Faithful

If Fr George or Fr Eric are celebrating Mass, this will not be needed to be read by the Daily Lector!

1. After **READING** the first prayer and the response, raise your arms, inviting the congregation to repeat the response with you. Continue to do this after each prayer.
2. When you finish reading the prayer which is written immediately above this line in the Prayers of the Faithful book “For (add intentions) _____,” **READ** the following:
“For St. Clare parishioners celebrating their birthdays and wedding anniversaries during the month of _____.” **SAY** the appropriate month, and then the response as you raise your arms.
3. Next, **READ** the names of the parishioners who are being remembered at Mass. The names are on small sheet of paper located to the left of the ambo or you can find them in the Sunday Bulletin for the appropriate week. A small cross after the name (looks like a plus sign +) means deceased.
“For the repose of the soul(s) of _____.” (name of person)
“For the special intention of _____.” (name of person)
4. Now go back to the Prayers of the Faithful list and invite the congregation to pray for their personal needs. **SAY:**
“In the silence of your heart, pray your personal intentions for this Mass.”
5. Wait five seconds and **READ** the last intention on the Prayers of the Faithful list. It’s located immediately under the “For (add intentions)_____” line.
6. You do not read the closing prayer. Father reads that prayer.
7. Remain on the altar at the Ambo if Father says a prayer like the Hail Mary and he prays the closing prayer at the ambo. If it’s a Hail Mary or another

prayer, look toward the appropriate statue, and during the closing prayer stand slightly behind Father and to his right if comes to the Ambo.

Communion Antiphon

1. **Return to the Ambo immediately** after the priest receives the Blood of Christ.
2. Using the Breaking Bread Hymnal to the right of the Ambo,
SAY: “The Communion Antiphon is found on page ____ (say the appropriate page number) in the Breaking Bread Hymnal. Next, pause and then **READ** the Communion Antiphon.
3. **Stay on the altar to receive Holy Communion.** If the priest has finished distributing Holy Communion to the Eucharistic Ministers, then join the congregation to receive Holy Communion.

PROCEDURE FOR DAILY MASS LECTOR WHEN A CHOIR SINGS OR MUSIC IS PRESENT

Be alert to the possibility that a choir, an individual, or a pianist may be singing during the daily Mass at which you are scheduled to lector. Often the person responsible for the singing will not inform you of the fact that singing will take place. **Your responsibility is to talk to the person in charge of singing to coordinate your Lectoring with the singing.** Different choirs, individuals, or pianists will have slightly different procedures.

Opening Greeting

1. Remember to inform the person in charge of singing that you will announce the opening greeting immediately after the bell is rung as you would do if there was no singing.
2. **The Opening Greeting is the same as the regular procedure except that you DO NOT announce and read the Entrance Antiphon.** The entrance hymn sung by the choir takes the place of the entrance antiphon in the liturgy.
3. However, some singers would appreciate it if the lector would announce the title and number of the entrance hymn at the time you would usually read the entrance antiphon. You need to coordinate this possibility with the person in charge of the singing.

The First Reading / Responsorial Psalm / Alleluia Verse

1. **Read the First Reading following the regular procedure.**
2. You may or may not read the Responsorial Psalm. More often than not, the choir, individual, or pianist will sing the Responsorial Psalm.
3. You will most likely NOT sing the Alleluia Verse. The choir, individual, or pianist will most often sing the Alleluia Verse.
4. **The usual procedure is that the choir, individual, or pianist will sing both the**

Responsorial Psalm and the Alleluia Verse, so you will then leave the altar immediately after reading the First Reading. However, you may be asked to read the Responsorial Psalm, so talk to the person in charge of singing before Mass starts.

Prayers of the Faithful

If Fr George or Fr Eric are celebrating Mass, this will not be needed to be read by the Daily Lector!

1. During a daily Mass with singing, the Prayers of the Faithful are read by the lector using the regular procedure for daily Mass.
2. However, when there is a Solemnity with the priest, altar servers, Eucharistic Ministers, lectors, and others processing into the sanctuary, then the Prayers of the Faithful are read according to the procedure for Sunday Mass. This happens rarely, however.

Communion Antiphon

1. During a daily Mass with singing, the lector does NOT read the Communion Antiphon. The hymn sung by the choir, individual or pianist takes the place of the Communion Antiphon.

DO'S AND DON'TS

1. **DON'T ANNOUNCE** the **name** of the presider.
2. **DON'T SAY** welcome to St. Clare or welcome to St. Clare Church or welcome to St. Clare Parish, etc... The correct welcome is **"Welcome to St. Clare Catholic Church.**
3. **DO ANNOUNCE** the **correct season of the liturgical year** (Ordinary Time, Lent, Advent, Easter, etc...) and if there is a **memorial, optional memorial,** etc... on the day you are reading, **DO ANNOUNCE** that as well. The information you need to do this is in the Prayers of the Faithful book on the left side of the ambo.
4. **DON'T REMAIN ON THE ALTAR** after you say the welcome and entrance **antiphon.** Leave the altar and remain in the pew until it's time to read the first reading.
5. **DO MAKE A SLOW REVERENTIAL BOW TOWARD THE ALTAR** each time **you ascend and descend the altar platform steps.**
6. **DON'T ANNOUNCE** the **Responsorial Psalm** by saying the words the Responsorial Psalm Response or the Responsorial Psalm. Simply read the Responsorial Psalm Response.
7. **DO SAY PLEASE RISE** at the conclusion of the Responsorial Psalm and **before the singing of the Gospel Alleluia.**
8. **DON'T STAND AT THE FOOT OF THE ALTAR STEPS** waiting for the presider to arrive at the entrance to the sanctuary. **DO SIT IN THE LECTOR'S CHAIR** at 8:25 AM.

9. **DO WAIT PATIENTLY FOR THE BELL TO RING BEFORE STARTING THE WELCOME.** You never know how many times the bell will be rung, so wait patiently. It may be rung once, twice, thrice, or even more times.