

ST. PATRICK CHURCH
Proclaimers and Commentators

PROCEDURES EFFECTIVE September 2023 – Sunday rubrics

- 1) Each Mass will have a team of 3 – 1 Commentator and 2 Proclaimers
 - a) When preparing to proclaim, please review all of the readings for the day, including the Psalm. Knowing the main theme will assist with your delivery.
 - b) The Workbook for Lectors, Gospel Readers, and Proclaimers of the Word book is provided each year for each Proclaimer (one per family please). This workbook has tips for being an effective proclaimer as well as all the Sunday and Holy Day readings for the church year. It also notes any special sequences or readings that may be part of the Mass. The readings are also found on the USCCB.ORG website.
 - c) The Commentator will read the Call to Worship before Mass.
 - d) The first Proclaimer will proclaim the first reading.
 - e) The second Proclaimer will proclaim the second reading. The second Proclaimer will also read the Prayers of the Faithful if there is no deacon or acolyte at the Mass. If you are reading the Prayers of the Faithful, please check on pronunciation of any names that you are unfamiliar with.
 - f) Both Proclaimers should prepare for both readings, the Prayers of the Faithful, and any special readings (such as a sequence on a Holy Day). That ensures that if a proclaimer is absent for any reason, you are prepared to read both readings. If you are prevented from reading please note your absence in the Planning Center Scheduling (PCS) app as soon as possible.
 - g) If there is a choice between a short and a long version, prepare to read the long version and only read the short version if instructed by the priest or deacon at the Mass.
- 2) The Commentator and Proclaimers should arrive at Church at least 20 minutes before the Mass time and:
 - a) **Check in on Ministry Volunteer Check-in Board.** If you have not checked in at least 15 minutes before Mass, a substitute is eligible to take your spot. If you are substituting, please note your name and check in for the Mass.
 - b) Check to see if the others are checked in and be prepared to sub in if needed.

- c) Make sure the Lectionary is set to the right reading and is on the ambo. (The Sacristan is responsible for placing the Lectionary on the ambo and retrieving it after Mass from the ambo.)
 - d) Be sure the Call to Worship – pre-Mass announcements are on the ambo. This announcement is found in a Commentator binder on the ambo and should be closed and left on the shelf after it is read.
 - e) If there is not a Deacon or Acolyte assigned to the Mass, the Prayers of the Faithful should be in the Commentator binder. The second proclaimer will read these.
- 3) The Commentator will:
- a) Make the Call to Worship - pre-Mass announcement at about 2 minutes before mass-time. Your cue will be seeing the altar servers and/or Presider entering the church via the side entrance nearest the Sacristy.
- 4) The first Proclaimer will proclaim the 1st reading:
- a) After the “opening prayers” leave from the pew and move to the floor before the **altar**, bow to the **altar**, and proceed up the steps and to the ambo.
 - b) Proclaim the first reading by stating “A reading from the.....” At the close of the reading, pause three seconds before stating “The Word of the Lord”.
 - c) Leave the Lectionary on the ambo and return to your seat, bowing again to the **altar** from the floor.
- 5) The second Proclaimer will proclaim the 2nd reading:
- f) Once the cantor completes the psalm, leave from the pew and move floor before the **altar** (sharing the space with the cantor if needed), bow to the **altar**, and proceed up the steps and to the ambo. If the cantor sang from the ambo, you should reverence the **altar** in unison from the floor.
 - g) Proclaim the second reading by stating “A reading from the” At the close of the reading, pause three seconds before stating “The Word of the Lord”.
 - h) If the **Book of the Gospels** is on the **altar**, please close the Lectionary and place it on the ambo shelf. Otherwise leave the Lectionary open and on the ambo so that it can be used by the priest or deacon for the Gospel.
 - i) If there is a deacon or acolyte serving at Mass, the deacon or acolyte will read the Prayers of the Faithful.

- j) If you are reading the Prayers of the Faith, during the Profession of Faith, when reaching the part “We believe in the Holy Spirit”, return to the ambo, bowing to the **altar** as you did previously.
 - k) After the Celebrant says the introductory prayer to the Prayers of the Faithful, read the Prayers of the Faithful at the ambo. When you are done, wait at the ambo for the priest to conclude the prayer. **DO NOT LEAVE UNTIL THE CELEBRANT IS COMPLETED** (this includes any additional community prayers like the “Hail Mary”).
 - l) Return to your pew.
- 6) Exceptions and Notes – the following exceptions and notes apply to the procedures described above:
- a) Your preparation, your prayer, and your presence are the key to this ministry. The Holy Spirit does all of the hard work in the hearts of the listeners, so proclaim boldly!
 - b) In preparing – use the workbook provided by the parish. This workbook greatly assists in pronunciations and insight to the readings. Always review and pray about all of the readings (even the Gospel). Read the passage from your bible, know the context of the reading and the theme of the readings.
 - c) Please dress appropriately: unless you are a last-minute SUB, please do not intentionally wear jeans, t-shirts, or flip-flops when assigned to serve at Mass.
 - d) Keep your fellow Commentators and Proclaimers in your prayers at all Masses you attend.
 - e) If you become aware that there is no Commentator or Proclaimers at Mass, be prepared to volunteer to read. One can check the ministry volunteer check-in board 15 minutes prior to Mass to see if everyone has checked in or not. Please check with the Sacristan if you are substituting.
 - f) If you are by yourself and need to reserve your place in the pew (while you are at the ambo for announcements or reading) feel free to ask the ushers for a “reserve marker” to note your pew. Return the marker to the ushers after Mass.
- 7) Planning Center Services and Scheduling notes:

Scheduling Process

- a) You will receive an email from PCS notifying you that you have been scheduled to serve for a particular role and service time.
- b) You must **ACCEPT** or **DECLINE**.

- c) ACCEPT – You now can see under “My Schedule” your liturgical role assignments and scheduled dates and times to serve.
- d) DECLINE – Nothing more for you to do. PCS will automatically notify someone else to serve.
- e) Blockout Dates are dates that you are not available to serve. You can enter these at any time; however, occasionally an automated reminder will be sent asking you to add your blockout dates for the upcoming scheduling period.

Using the Ministry Volunteer Check-in Board and Schedules

- a) All assigned liturgical ministers should be checked in on the ministry volunteer check-in board no later than 15 minutes before their scheduled service
- b) Open positions, at 15 minutes before service start time, will be filled by the Sacristan.
- c) If you arrive late and have been replaced, please do not be offended or remove the name tag of your replacement. The Sacristan only has a limited amount of time to have everything in order and assigned before the start of Mass.
- d) Schedules posted may not be current based on any last-minute schedule changes. Schedules are typically posted on Friday afternoons or Saturday mornings.