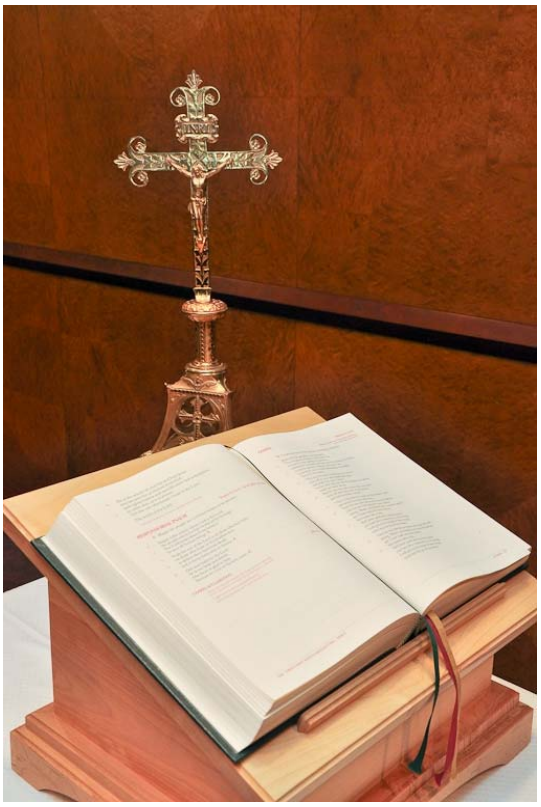

PART II: LITURGIES OF THE WORD

INTRODUCTION

When it is not possible to celebrate the Eucharist, school communities may celebrate with a Liturgy of the Word.

The Liturgy of the Word is modelled after the Sunday Eucharistic celebration.

The following pages provide a preparation sheet for celebrations of the Liturgy of the Word as well as liturgical guidelines for each area of responsibility and ministry.

General Instruction of the Roman Missal
The liturgical guidelines and norms that are followed in the preparation and celebration of liturgy are drawn from the General Instruction of the Roman Missal (GIRM), a manual issued by the Vatican Congregation for Divine Worship and the Discipline of the Sacraments at the Vatican. The GIRM indicates when, why and how things are to be done in liturgy. Specific references to guidelines from the GIRM are provided below.

PREPARATION SHEET – LITURGY OF THE WORD			
PLEASE READ PAGES 24-31 PRIOR TO COMPLETING THIS FORM.			
CELEBRATION		DATE	
PLACE		TIME	
REHEARSALS		DATE	
		TIME	

ENVIRONMENT (PAGES 24-25)	
ALTAR	
AMBO	
PRESIDER'S CHAIR	
OTHER SET UP NEEDS (SEE BELOW)	
SOUND SYSTEM	
BANNERS OR OTHER VISUAL ELEMENTS	

LITURGICAL MINISTERS (PAGES 26-27)	
PRESIDER	
SERVERS: CROSS & CANDLE BEARERS	
LECTOR	
PRAYER OF THE FAITHFUL READER(S)	
MUSIC MINISTRY	
ENVIRONMENT	
HOSPITALITY	

Introduction (page 28)	
Introduction	
I. Introductory Rite (page 28)	
Entrance Chant	
Entrance Procession	
Greeting	Presider
Collect (Opening Prayer)	Presider
II. Liturgy of the Word (pages 28-30)	
First Reading	One Reader
*Responsorial Psalm	*Preferably Sung
Second Reading (optional)	One Reader
Gospel Acclamation	Sung or Omitted
Gospel Reading	Presider
Homily/Reflection	Presider: Clergy/Lay Presider
Prayer of the Faithful	
III. Concluding Rite (page 30)	
The Lord's Prayer	
Sign of Peace	Optional
Concluding Prayer	Presider
Final Blessing	Presider
Recessional	
Instructions for Dismissal (page 30)	
Instructions	
Additional Considerations	
Preparing for Other Possible Elements (page 31)	
Entrance Procession Options	
Breaking Open the Word Options	

ENVIRONMENT

The environment relates to the arrangement of the sacred space in which liturgical celebrations occur and includes all that the assembly can see, hear, smell, taste and touch.

Place for the Liturgy of the Word: Church or School
The Liturgy of the Word may be celebrated with students in the Church or in the school setting. The following physical elements indicated below are required for Liturgies of the Word celebrated in school settings.

Altar
Whenever possible, if available, and in fullness of the symbols and signs of our faith, the altar, a symbol of the Lord, is included in celebrations.

- Ensure that the altar is centrally placed (GIRM, 299).
- Cover the altar with a white cloth suited to the size and shape of the altar (GIRM, 117, 304).

Ambo
To uphold the dignity of the scriptures, the Word of God is proclaimed from the ambo or lectern which is suitably placed and in clear view of the faithful (GIRM, 309).

- Ensure that the ambo/lectern faces the assembly. It may be placed to the left of the altar.

Presider's Chair
As the chair for the clergy indicates their role of presiding over the gathered assembly and of directing the prayer, the presider's chair is to be suitably placed (GIRM, 310).

- Ensure that the chair faces the assembly and is located at the front of the sanctuary or gathering area. It may be placed to the right of the altar.
- Beside the chair, provide a place for the Roman Missal and a hymnal (GIRM, 117).

Cross
The cross, with a figure of the crucified Christ, is placed near the altar (GIRM 117, 308) and may be carried in procession (GIRM, 117, 350).

- Place the stand for the cross in an appropriate place prior to the start of the liturgical celebration.

Candles
Candles are placed next to the ambo and may be carried in procession (GIRM, 117).

- Place at least two candlesticks in which lighted candles can be placed next to the ambo.

Additional Seating
Consider and address any set up needs particular to the Church or school setting in which the celebration will take place.

- Provide seating for the cross and candle bearers.
- Provide a seat for the deacon next to the priest if a deacon joins in the celebration.

Sound System
As the spoken word is the primary means of communication, ensure that sound reinforcement is used.

- Provide a microphone for the presider.
- Provide a microphone at the ambo.
- Provide microphones for the choir and musicians.
- Complete a sound check prior to the start of the liturgy.

Banners or Other Visual Elements related to Seasonal Décor
Fabric arts, such as banners and tapestries, and other visual elements, such as sculptures and floral arrangements, may be used to help the assembly recognize itself as a holy people gathered to celebrate together and to enliven a neutral area.

- Ensure that banners are located away from the altar.
- When used, floral arrangements are to show moderation (GIRM, 305).
- Prior to preparing seasonal decorations, the liturgical season is to be taken into consideration (Advent, Christmas, Ordinary Time, Lent, and Easter) as well as if the day of celebration is a holy day (solemnity, feast or memorial).

LITURGICAL MINISTERS

Presider
The presider oversees and directs the assembly's prayer.

- There is only one presider.
- The presider is selected in the following order: Priest, Deacon, Chaplain (if in a high school), Principal, Vice-Principal, Religious Education Coordinator or Teacher.
- Prayers (Collect, introduction to the Prayer of the Faithful), readings (Gospel) and roles proper to the presider (homily/reflection) may not be assigned to another.

Servers: Cross and Candle Bearers
The servers minister to the community by assisting during the celebration. In fulfilling their role, they help the community to celebrate the Liturgy of the Word and to worship God.

- Altar servers may wear the alb or other suitable attire (GIRM, 339).
- Altar servers are to be properly trained.

Lectors
The lector proclaims the readings from Sacred Scripture with the exception of the Gospel (GIRM, 99).

- Whenever there is more than one reading, the readings may be assigned to different lectors (General Introduction to the Lectionary, 52).
- The lector, in the absence of a deacon, may carry the Lectionary in the opening procession (GIRM, 194).
- The lector is a competent reader who is carefully prepared that the Sacred Scriptures may be proclaimed clearly and with dignity. The lector practices with the microphone and does a sound check prior to the liturgy.
- The scripture readings are proclaimed from the ambo/lectern (GIRM, 196).
- If not sung, the lector may also proclaim the Responsorial Psalm after the First Reading (GIRM, 99, 196).
- The lector may announce the intentions for the Prayer of the Faithful (GIRM, 99, 197).

Prayer of the Faithful Reader
The Universal Prayer, also called the Prayer of the Faithful, expresses the needs of the Church and the world and is a response to the Word of God (GIRM, 27).

- The deacon is generally responsible for announcing the intentions (GIRM, 94).
- When the deacon is not present, the lector may read the intentions for the Prayer of the Faithful (GIRM, 99, 197).
- When a deacon presides over the Liturgy of the Word, the lector announces the intentions.
- At special celebrations (e.g., school name feast days) at which a priest presides, the intentions may be shared by the deacon and lector by special permission of the Bishop. In such cases, the deacon will announce those intentions that relate

to Church and the whole world and the lector will announce those intentions specific to the gathered assembly.

Music Ministry
Singing is an important part of the Liturgy of the Word and care must be taken to ensure that it is included in celebrations (GIRM, 39-40).

- Liturgical musicians select appropriate sacred hymns that foster the participation of the assembly (GIRM, 41).
- Additional considerations for music in liturgy are provided on page 43.
- A list of resources for liturgical music is provided on page 44.

Environment
The environment relates to the worship space. The minister for the liturgical environment ensures the correct placement of the altar, ambo, presider's chair, assembly, etc. They also ensure that decorations used in the worship space are in keeping with the liturgical season and day of celebration.

Hospitality
Members of the hospitality committee greet the assembly as they gather to celebrate and act as ushers helping people to find seating.

OUTLINE FOR THE LITURGY OF THE WORD

Introduction
It may be appropriate for administration to address the assembly prior to the start of the Liturgy of the Word.

- Comments are to be brief and set the tone for the liturgy.
- See Appendix I and II (pages 45-47) for sample expectations and welcoming comments and adapt as necessary. Ideally, instructions for liturgy (e.g., postures) are best given before the start of the liturgy so as not to disrupt the flow of the liturgy.

I. Introductory Rite

Entrance Chant (Gathering Hymn)

- Choose the Entrance Chant from parish musical resources.
- If the Entrance Chant needs to be extended to last the length of the procession, use instrumental music between the verses.

Entrance Procession
The entrance procession includes, in the following order, the cross between two lighted candles (GIRM 120b, 188), lectionary (carried by the deacon or lector who will proclaim the First Reading) and the presider.

- There is only one presider determined as indicated above on page 26.
- If a deacon assists the priest, the deacon generally carries the lectionary.
- It may be possible to include additional symbols relevant to the celebration in the entrance procession; however, these must directly relate to the liturgy being celebrated and must be approved in advance by the Presider. It may be more appropriate to set the symbols in a display prior to the start of the Liturgy of the Word. The use of symbols is not to be overdone.

Greeting

- Prayed by clergy only.

Collect (Opening Prayer)

- Prayed by the presider.

II. Liturgy of the Word

All scripture readings are to be taken from an approved lectionary. Generally, the readings of the day are used (GIRM, 57); however, if alternative readings are desired, selections must be approved, in advance, by the presider. If a Lectionary is not available, insert the scripture readings into a bible.

First Reading

- The reader goes to the ambo (GIRM, 128).
- One person reads the entire reading (GIRM, 109).
- The lector (reader) may be a student, staff member or parent.

Responsorial Psalm

- The Responsorial Psalm is preferably sung (GIRM, 61); however, it may be proclaimed by the lector (one reader) at the ambo.
- Consider using a seasonal Psalm.

Second Reading

- On special occasions, such as the school feast day, it may be appropriate to include a Second Reading.
- When school celebrations fall on a solemnity, memorial or feast day, a Second Reading may be indicated in the liturgical calendar.
- The reader goes to the ambo (GIRM, 128).
- One person reads the entire reading (GIRM, 109).
- The lector (reader) may be a student, staff member or parent.

Gospel Acclamation

- The gospel acclamation is sung or omitted.
- It is ideal to sing the entire acclamation. If it is not possible to sing the verse, the verse only can be recited.
- During Lent, the Alleluia is not used and is replaced by a Lenten Gospel Acclamation.

Gospel Reading

- The Gospel is proclaimed by the clergy or lay presider.

Homily/Reflection

- The homily is never omitted by the presiding clergy.
- A lay presider may offer a reflection on the scriptures.
- With the permission of the priest celebrant and with the understanding that emphasis is to be given to "hearing" the Word of God (GIRM, 96, 100, etc.), additional enhancements for special occasions may be used in addition to the homily to break open the scriptures. Possibilities include:
    - PowerPoint presentations that show how student life in the school relates to the Gospel message.
    - Movie clips: one possible resource is www.movieministry.com. Note that this site has a subscription fee.
    - Dramatizations of the scripture reading or a short dramatic scene on the theme of the readings or liturgy. Dramatizations must be well rehearsed.
    - Liturgical dance may be used to illustrate the readings and is to be well prepared and rehearsed with the aid of a trained resource person, if necessary. (Liturgical dance may also be used in processions and is to be well thought out and rehearsed in advance.)

Prayer of the Faithful

- The Prayer of the Faithful (also called the Universal Prayer) is introduced by the clergy or lay presider.
- The intentions are generally read by one person. When a priest is presiding and a deacon is assisting him, the intentions may be shared by the deacon and lector (reader) with the deacon announcing the general intentions and the lector or reader announcing the intentions specific to the gathered community.
- When a deacon presides over the Liturgy of the Word, the lector announces the intentions.
- The intentions are announced from the ambo/lectern.
- If the intentions are to be read in multiple languages, it is permissible to have more than one person read.
- Four to six petitions are ideal.
- See Appendix III (page 48) for information about how to develop the Prayer of the Faithful and for sample intentions.

III. Concluding Rite

The Lord's Prayer

- The Lord's Prayer is introduced by the presider.

Sign of Peace

- The sign of peace is optional.

Concluding Prayer

- Prayed by the presider.

Final Blessing

- Prayed by the presider.
- The formula for the lay presider is: May almighty God bless us …

Recessional

- A recessional hymn is optional. If included, the recessional hymn is chosen from parish musical resources.
- The cross bearer, candle bearers and presider process out.
- The Lectionary or Bible is not carried out in procession.

Instructions for Dismissal

Following the end of the Liturgy of the Word, a school administrator or teacher may wish to give instructions for dismissal.

Additional Considerations

Preparing for other Possible Elements

- On special occasions, other elements may be incorporated into the entrance procession (e.g., liturgical dance, incense) and used to break open the Word (e.g., dramatic scene or tableau in addition to the homily). When preparing for other possible elements, check with the presider and consider the impact that these additions will have on the environment.
- Resist the temptation to use the Liturgy of the Word as a venue for student performances. Including other possible elements in the celebration, opens the door to the possibility of presenting liturgy as a performance.

RESOURCES FOR LITURGIES OF THE WORD WITH CHILDREN AND YOUTH

Documents and Guidelines

Catholic Book of Worship III. Guidelines to Liturgical Music (Index), Canadian Conference of Catholic Bishops.

Celebrating the Liturgy of the Word with Children: Guidelines for Practice. Canadian Conference of Catholic Bishops.

"Liturgies with Children in Parishes and Schools", Roman Catholic Diocese of Calgary. http://www.calgarydiocese.ca/religious-education/liturgies-with-children.html.

Sing to the Lord: Music in Divine Worship. http://nccbuscc.org/liturgy/SingToTheLord.pdf.

The General Instruction of the Roman Missal. Canadian Conference of Catholic Bishops, 2011. http://www.romanmissal.ca/GIRM.pdf.

Youth at Worship. Canadian Conference of Catholic Bishops, Concacan Inc., 1999.

Websites

GIA Publications: http://www.giamusic.com/sacred_music/resourcepage_mfyv.cfm.

NPM (National Association of Pastoral Musicians): http://www.npm.org/.

Oregon Catholic Press: http://www.ocp.org/.

The Sunday Website: http://www.liturgy.slu.edu/.

Today's Liturgy Magazine: http://www.ocp.org/tl.

WLP (World Library Publications): http://www.wlp.jspaluch.com/3351.htm.