**PROCEDURE FOR INTRODUCING THE READINGS**

**The Readings**

Introduce the readings by saying “A reading from ……”

***There is no need to say***

“The first (second) reading …”

or

“The first (second) reading is from …”

**The Psalm**

Do not give any introduction to the Responsorial Psalm. Just read the Response aloud and let the congregation repeat it. Then read each verse of the Psalm and pause after each, without further comment, for the congregation to give the Response.

***DO NOT SAY*** “The Responsorial Psalm and the Response is …” or

“Response” after each verse

**The Acclamation**

The acclamation will normally be sung. If is not sung there is no need to announce the Acclamation - just read it.

There is no need to say “Stand, please, for the Gospel.” People know what to do!

Thank you for your ministry as a Reader. It is recognised, acknowledged and greatly appreciated within the community.

We hope these notes are helpful to you.

##### *Insert the name of your parish*

##### *Proclaiming the Word*

##### *…………………………………..Catholic Church, is part of the Deanery of St Charles Borromeo, Doncaster in the Diocese of Hallam*

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##### *Doncaster Deanery (St Charles Borromeo)*

*Our Lady of Sorrows & St Francis, Armthorpe; Blessed English Martyrs, Askern; Our Lady of Perpetual Help, Bentley; St Alban’s, Denaby Main; Our Lady of Mount Carmel, Intake; Sacred Heart, Balby; St Paul’s, Cantley; St Peter in Chains, Doncaster; St Mary’s, Edlington; English Martyrs, Mexborough; St Joseph & St Nicholas, Moorends; Christ the King, Rossington; Our Lady’s, Stainforth; St Joseph & St Teresa, Woodlands*

*Dean: Rev Augustine O’Reilly V.F*

##### *Being a Reader / Proclaimer*

**GENERAL POINTS**

1. The Readings from the sacred Scripture are an integral part of the Liturgy and reflect and explain the theme of the day. They should be ***proclaimed*** in a fitting manner and only after appropriate preparation.
2. The Reader is a channel of communication - between God and those who are listening to his word. The success of that communication is dependent entirely upon the way in which the Reader approaches the task.
3. The congregation is a ‘captive audience’ - but their attitude and receptiveness should not be taken for granted. The message of the readings should remain with the listener long after the end of Mass. The technique of the Reader can facilitate that.

**PREPARING TO READ / PROCLAIM THE WORD**

***Ideally, at least the day before***

1. Know what you are going to **read / proclaim.**
2. Lookup the context of the readings in your own Bible so that you are familiar with the setting in which the incidents recalled took place.
3. Some parts of the Scriptures, particularly the Old Testament, contain some unusual words, especially names. Ensure that you know how to pronounce any difficult words. If in doubt ask advice. If you cannot get the advice you need make your own decision on the pronunciation and, when reading, pronounce the word(s) concerned with confidence.
4. Practise and become familiar, (and comfortable), with the readings. Set the appropriate PHRASING, EMPHASIS AND SPEED.

Too often readers are asked to read at the last moment.

***On the day***

1. Dress and appearance should be considered.
2. Arrive in good time.
3. Check the Lectionary: make sure that it is open at the correct page, (this will serve to check if you have prepared the correct readings!) Ensure that the Lectionary is so positioned as to afford you a comfortable stance.
4. Read from the Lectionary not a missalette. If you must use the latter, (and, really, you shouldn’t!), place it on the Lectern, on the page of the book, so that it will appear that you are reading from the Lectionary.
5. Have a silent ‘run through’ of the readings.

**PROCLAIMING THE READINGS**

***Approaching and leaving the Lectern***

1. Move confidently and reverently, at an appropriate pace. Don’t ‘sneak-up’ on the rails; approach down the centre of the Church.
2. Be careful about genuflections and bows. One bow is sufficient.

***Standing at the Lectern***

1. Adopt an appropriate stance: firm, confident and comfortable.
2. Know what to do with your hands.
3. USE the microphone; be careful how you check it; speak normally.
4. Involve the congregation from the start by eye contact.

***When reading / proclaiming***

1. Read/proclaim at a suitable pace, varying the pace to suit the mood of the readings (letters are different to accounts)
2. Do not over-act or dramatise but proclaim with confidence.
3. Maintain eye contact with the congregation - if you feel comfortable with that.