

OLPH PROCLAIMER QUICK REFERENCE GUIDE

Before Mass

1. Arrive at the church at least 15 minutes before Mass starts.
2. Sign in at the small table in the foyer.
3. Check the lectionary at the Ambo to make sure the page is on the correct readings.
4. Check to ensure the "Proclaimers".Notes".binder is in the Ambo.
5. Meet back in the foyer of the church to join in greeting people as they come in.
6. At the discretion of the presider, join in any pre-Mass prayer in the foyer.
7. Enter the Nave to join the procession.

Procession

1. Line up in the procession behind the altar servers and before the deacon (if present) or priest.
2. When the procession has started, wait until the altar servers are four pews away before starting to process in.
3. Stop at the bottom of the stairs on the left side of the priest.
4. Bow when the priest bows and move to your pew.

During Mass

Proclaimer 1 – First Reading

1. After the "Gloria" and the Opening Prayer, proceed to the bottom of the stairs, directly in front of the Altar and the tile cross.
2. Give a profound bow, mount the stairs, walk past the Altar directly to the Ambo.
3. Proclaim the first reading, then say with emphasis, "The Word of the Lord."
4. Bow your head and wait 5 seconds.
5. Together with the psalmist (if they join you), walk straight ahead past the Altar, down the stairs, stand facing the Altar, directly in front of the tile cross and bow.
6. Return to your pew.

Proclaimer 2 (Sunday Masses only) – Second Reading

1. After the Psalm concludes, together with the psalmist if they processed with Proclaimer 1, proceed to the bottom of the stairs, directly in front of the Altar, in line with the tile cross.
2. Give a profound bow, mount the stairs, walk past the Altar directly to the Ambo.
3. Proclaim the second reading, then say with emphasis, "The Word of the Lord."
4. Bow your head and wait 5 seconds.
5. Walk straight ahead past the Altar, down the stairs, stand facing the Altar, directly in line with the tile cross and bow.
6. Return to your pew.

Proclaimer 1 (Unless a deacon is present) – Prayers of the Faithful

1. When the Creed is being recited, at the words "I believe in one holy Catholic and apostolic church...", proceed to the bottom of the stairs, directly in front of the Altar, in line with the tile cross.
2. Give a profound bow, mount the stairs, walk past the Altar directly to the Ambo. Be at the Ambo before the end of the Creed.
3. Open the binder marked "Proclaimers' Notes" and turn to the *Prayers of the Faithful* page.
4. Following the priest's introduction, begin to read each scripture reflection followed by the intentions that make up the Prayers of the Faithful.
5. Once you have finished reading all the intentions, turn the page to the Stewardship Prayer and leave the binder on the Ambo.
6. Remain at the Ambo until the priest offers the final intention and the congregation says, "Amen."
7. Walk straight ahead past the Altar, down the stairs, stand facing the Altar and bow.
8. Return to your pew.

Proclaimer 2 – Stewardship Prayer

1. Following Communion, once the last Eucharistic Minister has handed the ciboria to the adult server, proceed to the center aisle between the front-most pews, where you will meet and stand with the usher(s).
2. Once the presider has delivered the Blessed Sacrament to the Tabernacle and closed the door, proceed to the bottom of the steps with the usher(s).
3. With the usher(s), give a profound bow, then mount the stairs, walk past the Altar directly to the Ambo. (The usher(s) will retrieve the collection.)
4. Invite the congregation to join you in praying the Stewardship Prayer and begin immediately. DO NOT wait for AV – they will project the prayer on screens once you begin.
5. Close the binder and place it on the shelf in the Ambo.
6. Walk straight ahead past the Altar, down the stairs, stand facing the Altar, directly in line with the tile cross, and bow.
7. Return to your pew.

Procession

1. At the conclusion of Mass, rejoin the priest, adult servers and altar servers at the bottom of the stairs. Be in position before the priest arrives.
2. Bow when the priest bows.
3. Follow the cross bearer, flanked by the candle bearers, and additional adult server, in procession to the Blessed Sacrament Chapel.
4. Proclaimers walk side by side until they reach the West Transept ramp, when they walk single file.
5. Wait for the music to end then, in unison with others, bow to the Tabernacle.
6. Return to your pew.

NOTES:

No Musician

- If there is no musician, the first proclaimer will also read the Responsorial Psalm.
- Check with AV to make sure that the Responsorial Psalm they will project matches the one in the lectionary.

Only One Proclaimer

- If there is only one proclaimer, the adult server will proclaim the second reading. However, the proclaimer will read both the Prayers of the Faithful and the Stewardship Prayer. If there is no adult server, the first proclaimer takes on duties for both proclaimers (First and Second Readings, Prayers of the Faithful, Stewardship Prayer).

When a Deacon is Present

- The Deacon will carry the Book of the Gospels and place it on the Altar.
- After reading, the second proclaimer closes and puts the lectionary in the Ambo (since the gospel will be read from the Book of the Gospels)
- The Deacon will read the Prayers of the Faithful.

Proclaimers as Candle Bearers

Occasionally, proclaimers are asked to serve as Candle Bearers:

1. In the opening procession, the candle bearers flank the cross.
2. Proceed directly up the stairs to the altar and place the candle on the altar.
3. In the closing procession, join the altar server, take the candle from the ambo.
4. Walk behind the altar to flank the cross
5. Walk in procession with the cross bearer.

Please see the OLPH Protocol for Proclaimers for detailed information about proclaiming. The OLPH Protocol is our definitive guide.