

# Our Lady of Lourdes Parish

## Liturgical Ministry Training – Children’s Liturgy of the Word

### Introduction

- 1) What is “*liturgy*”?
  - 1.1) Secular - Service in the name of or on behalf of the people
  - 1.2) Religious - Participation by the people of God in the work of God
    - 1.2.1) Celebration of divine worship
    - 1.2.2) Proclamation of the Gospel
    - 1.2.3) Active charity
- 2) What is “*ministry*”?
  - 2.1) Providing service to others
  - 2.2) Based on a spiritual calling
  - 2.3) Requiring commitment, sacrifice and humility
- 3) How do we live the definition of these two words?
  - 3.1) Liturgical ministry is **not** an obligation simply to be fulfilled (contradicts ministry)
  - 3.2) Liturgical ministry is **not** a substitute for full and regular participation in the Mass (contradicts liturgy)
  - 3.3) Liturgical ministry is **not** a role that you play for one hour a week/month (contradicts both)
  - 3.4) “...Ministry is the noble and unselfish impulse to tell the good news of God’s love for the world in Jesus Christ.” – Aelred Rosser, OSB
- 4) How can a Children’s Liturgy of the Word (CLW) minister live the definition of these two words?
  - 4.1) The Lord has given me a well-trained tongue, that I may know how to speak to the weary a word that will rouse them. – Isaiah 50:4
  - 4.2) “It is Christ himself who speaks when the holy Scriptures are read in the Church.” – Constitution on the Sacred Liturgy
  - 4.3) For many years, we as Catholics were “people of the table”—we exercised our faith and religion more vividly through the Eucharist. Protestants were “people of the book,” focusing on Scripture. Over time, we are realizing that we are *both*.
  - 4.4) CLW ministers assist in feeding the people of God through the Word in a similar manner to the EMs who assist in feeding the people of God through the Body & Blood of Christ.
  - 4.5) At any given Mass, there will be a wide variety of personalities and degrees of receptivity to what is heard. But the Readings are for everyone, and it can and will reach each child or adult no matter where their journey has led them. Your ministry is to be clear regarding the words and meaning so that through the Word, Christ can speak to the children.
  - 4.6) The readings have been heard repeatedly by the faithful (although less so by the children). Your challenge is to lead the group in such a way that each reading is “heard again for the first time.”

# Our Lady of Lourdes Parish

## Liturgical Ministry Training – Children’s Liturgy of the Word

### General Information and Reminders

- 1) Dress
  - 1.1) Should not distract the assembly from your ministry—Christ should always be the focus
    - 1.1.1) Reverent, not casual – avoid jeans, tennis shoes, sweats, and other “lounging” clothes
    - 1.1.2) Modest, not revealing – avoid low-cut tops and short skirts
    - 1.1.3) Humble, not commercial – avoid large/obvious labels, branding, or printed messages
  - 1.2) Should reinforce your commitment to the nature of the ministry
    - 1.2.1) Willing to serve the whole church community
    - 1.2.2) Willing to serve even if inconvenient or sacrificial
    - 1.2.3) Willing to serve diligently, taking the required time to do all things well
  - 1.3) Dress as though you are going to serve, even if you are not scheduled
    - 1.3.1) “Emergency” Subs may be required right before Mass begins due to a shortage of ministers
    - 1.3.2) Minister may become ill during Mass and require replacement (rare, but it happens)
- 2) Presentation
  - 2.1) Movement / Procession
    - 2.1.1) Pace yourself – do not rush, but do not proceed too slowly
    - 2.1.2) Eye contact – respectfully address the person/people to whom you are ministering
    - 2.1.3) Instill reverence – focus on the nature of your ministry and its role
    - 2.1.4) Participate fully and reverently in liturgy as much as possible (e.g. kneeling, genuflecting, etc.)
  - 2.2) Speaking
    - 2.2.1) Use good diction – pronounce your words clearly and crisply; do not mumble
    - 2.2.2) Use moderate inflection – convey enthusiasm and meaning in the message
      - 2.2.2.1) Change volume when appropriate (e.g. angry prophets, merciful Jesus)
      - 2.2.2.2) Pauses to emphasize changes in thought or direction of content
      - 2.2.2.3) Avoid an overly dramatic “Ten Commandments”-style performance
      - 2.2.2.4) Avoid a completely uninteresting monotone pattern, as it becomes hard to follow
    - 2.2.3) Consider content – different types of readings need to be read in their own style:
      - 2.2.3.1) Narrative (stories, parables, Acts of the Apostles)
      - 2.2.3.2) Poetry (not literal) and Hymns
      - 2.2.3.3) Discourse (explanation of beliefs, or focusing on truths *a la* St. Paul)
      - 2.2.3.4) Sermons (Jesus’ teachings)
      - 2.2.3.5) Sayings (i.e. Proverbs, Wisdom, Ecclesiastes)
    - 2.2.4) Pace yourself – do not rush, but do not proceed too slowly
    - 2.2.5) Practice – insure you know what to say and how to say it
      - 2.2.5.1) Review your assigned scripture prior to Sunday
      - 2.2.5.2) Know the pronunciation of all words in the readings

# Our Lady of Lourdes Parish

## Liturgical Ministry Training – Children’s Liturgy of the Word

### Ministry-Specific Procedures

- 1) Advanced Preparation
  - 1.1) Preparation is more important for Lectors / Children’s Liturgists than for any other ministry
  - 1.2) Please review and practice prior to Mass
  - 1.3) Pray the readings and pray about the readings
    - 1.3.1) Read each reading as you normally would, thinking about it as an adult would
    - 1.3.2) Ask the Holy Spirit to help you discern the Word’s meaning
    - 1.3.3) Now think about how a child will interpret the readings; be ready with any clarifications
    - 1.3.4) Think about how a child would apply this reading to his/her life; write down any examples
  - 1.4) If you arranged a sub, make sure they know what readings to use—this is your responsibility
- 2) Prior to Mass
  - 2.1) Setting Up Materials
    - 2.1.1) CLW supplies are found in the Hospitality Closet of the Cry Room
    - 2.1.2) Take the plastic tub and move it to the stage area of Flanagan Hall
    - 2.1.3) Insure that you have the correct copy of the Leader’s Guide available (Year A, B, or C)
    - 2.1.4) If you require a CD player (rather than the included tape player), contact DML in advance
    - 2.1.5) If you will sing any songs, insure that the tapes are correctly cued to begin immediately
  - 2.2) Seating
    - 2.2.1) Sit in one of the two sections middle sections, if possible
    - 2.2.2) Sit in the front 2-3 rows of section
    - 2.2.3) Sit at very end of pew so that you have easy access to the aisle
    - 2.2.4) To insure your seat is not taken, feel free to use “Reserved” sign from Hospitality Closet
    - 2.2.5) If you do arrive late and pews are full, sit in chairs along the front of the pew “rail”
      - 2.2.5.1) Allows you to get to the front quickly
      - 2.2.5.2) Provides visual reminder to priest (you will have reminded him verbally as well)
  - 2.3) Signing In
    - 2.3.1) Remember to sign the Sign-In Sheet in the Vesting Sacristy (by the bathrooms)
    - 2.3.2) Remind the priest that the children will be dismissed for Children’s Liturgy before the readings
- 3) Entrance Procession
  - 3.1) Lectors are encouraged to process to the altar with priest, but this is not required
    - 3.1.1) Prior to Mass, wait in back of church for priest
    - 3.1.2) When procession begins, walk with Lectors behind deacon (if present) or Altar Servers
    - 3.1.3) At altar, step to one side (priest(s) are behind you) and bow together with priest
    - 3.1.4) Return to your seat
  - 3.2) Occasions on which Lectors should not process with priest(s)/deacons
    - 3.2.1) Palm Sunday – Mass begins with reading and does not follow normal sequence of events
    - 3.2.2) Good Friday – procession does not follow normal sequence of events
    - 3.2.3) Easter Vigil – procession begins outside and includes candidates / catechumens
    - 3.2.4) Additional occasions as directed by priest
- 4) Procession to Flanagan Hall
  - 4.1) After the Opening Prayer / Collect but prior to readings, walk to bottom step with Children’s Lectionary
    - 4.1.1) Hard-cover book found in plastic tub
    - 4.1.2) **Must be CL**—you **cannot** substitute another book (e.g. the soft-cover Weekly Leader Guide)
    - 4.1.3) If the CL is missing, then simply fold your hands on your chest
  - 4.2) The priest will ask all children who are participating to come forward
  - 4.3) Once most of the children come forward, turn and face the priest
  - 4.4) Wait for the priest to dismiss the group—this may include a blessing, so be sure he’s done
  - 4.5) Process slowly out of the church and head straight to Flanagan Hall

# Our Lady of Lourdes Parish

## Liturgical Ministry Training – Children’s Liturgy of the Word

- 5) Children’s Liturgy Proper
  - 5.1) Lead the children to the stage area of the Hall
  - 5.2) Welcome them and ask them to sit down
  - 5.3) If candle is present in storage container, you may light it prior to beginning
  - 5.4) Optional (but encouraged) – sing a song from the tapes / CDs provided
  - 5.5) Read the opening prayer
  - 5.6) Proclaim the first reading
    - 5.6.1) Start with “A reading from the book of *N.*”, with “*N*” being the book’s name
    - 5.6.2) Pause briefly
    - 5.6.3) Proclaim the reading at a slow enough pace for the kids to absorb it
      - 5.6.3.1) Emphasize important words without being overly dramatic
      - 5.6.3.2) Make eye contact with them to encourage listening
    - 5.6.4) When finished, end with “The Word of the Lord.”
    - 5.6.5) If the children do not answer right away, cue them to answer, “Thanks be to God.”
  - 5.7) Reflect on the reading
    - 5.7.1) Ask them questions about the people, places, and actions in the reading
    - 5.7.2) Clarify any confusing items, such as big words or confusing concepts
    - 5.7.3) Keep them focused on the reading and watch your time—they will drift off-topic
  - 5.8) Sing or recite the Responsorial Psalm from the Leader’s Guide
    - 5.8.1) Encourage the children to answer with the response listed
    - 5.8.2) Optional (but encouraged) – If one of the tapes includes that Psalm, sing with the tape
    - 5.8.3) Very briefly discuss any images or words that relate to the first reading
  - 5.9) Ask the children to stand
  - 5.10) If time allows, sing the Gospel Acclamation (included on the tapes; *if not sung, then omit this*)
  - 5.11) Proclaim the Gospel
    - 5.11.1) Start with “A reading from the Holy Gospel according to *N.*”, with “*N*” being the book’s name
    - 5.11.2) Pause briefly
    - 5.11.3) Proclaim the Gospel at a slow pace, emphasizing important words; make eye contact
    - 5.11.4) When finished, end with “The Gospel of the Lord.”
    - 5.11.5) If the children do not answer right away, cue them to answer, “Praise to you, Lord Jesus Christ.”
  - 5.12) Ask the children to sit
  - 5.13) Discuss the Gospel and how it relates to the first reading and the Psalm
    - 5.13.1) Allow them to express their thoughts and feelings about the readings
    - 5.13.2) Ask the children to retell the Gospel in their own words
    - 5.13.3) Ask them to pick out words that they remember which appear in all three readings
    - 5.13.4) Ask them what lesson was learned in the readings
    - 5.13.5) Use questions provided in the margin of the Leader’s Guide
    - 5.13.6) *Above all, try to stay on-topic and keep moving, as you cannot omit the items below*
  - 5.14) Recite the responsorial version of the Apostle’s Creed
    - 5.14.1) After each section, ask the children to answer, “I believe.”
    - 5.14.2) Begin “Do you believe in one God, the Father Almighty, Creator of heaven and earth?”
    - 5.14.3) “Do you believe in Jesus Christ, His only Son, our Lord, who was born of the Virgin Mary, was crucified, died, and was buried, rose from the dead, and is now seated at the right hand of the Father?”
    - 5.14.4) “Do you believe in the Holy Spirit, the Holy Catholic Church, the communion of Saints, the forgiveness of sins, the resurrection of the body, and life everlasting?”
    - 5.14.5) End with “This is our faith, and this is the faith of the Church. We are proud to profess it in Christ Jesus our Lord.”
    - 5.14.6) Ask the children to answer, “Amen.”

# Our Lady of Lourdes Parish

## Liturgical Ministry Training – Children’s Liturgy of the Word

### 5.15) Prayers of the Faithful / Petitions

5.15.1) Ask the children for what they would like to pray; if needed, prompt them with questions like:

- 5.15.1.1) Are any of your family / friends sick?
- 5.15.1.2) Are any of your family / friends going on a trip?
- 5.15.1.3) For what would you like to thank God?

5.15.2) Briefly repeat their petition, saying “For (insert petition), we pray to the Lord.”

5.15.3) Everyone should answer, “Lord, hear our prayer.”

5.15.4) Remember that this is an expression of their faith; any prayer done with honest reverence is OK

5.15.5) If they get off track, guide them back to the readings or the previous questions

### 5.16) Closing prayer

5.16.1) Select a short prayer that all should know

- 5.16.1.1) Our Father
- 5.16.1.2) Hail Mary
- 5.16.1.3) Glory Be to the Father

5.16.2) Ask the children to recite it together

### 5.17) Dismissal

5.17.1) Have the children stand

5.17.2) All should make the Sign of the Cross together and answer, “Amen.”

5.17.3) If any candles are lit, blow them out

5.17.4) **You** should lead the children back into the church

- 5.17.4.1) Remind them to take any hand-outs that were provided
- 5.17.4.2) *Remind them to be quiet*—they are returning to church where people are praying
- 5.17.4.3) *Remind them not to run*—it is disrespectful to disrupt people’s prayer time with God

5.17.5) Stop outside the glass doors to the church

5.17.6) Quickly determine what point has been reached in the Mass

- 5.17.6.1) If the collection has just begun, then lead them into church and remind them not to run
- 5.17.6.2) If the procession of gifts is not finished, make them wait *quietly*
  - 5.17.6.2.1) If they run down the main aisle, they could trip the person with the bread / wine
  - 5.17.6.2.2) If the offertory procession will begin soon, they will interrupt the Mass

### 5.18) Clean-Up

5.18.1) Return to Flanagan Hall immediately after returning children to church

5.18.2) If candle was burned, allow it to cool while you return all other items to plastic bin

5.18.3) Insure all tapes / CDs are placed in their proper cases

5.18.4) Once wax is firmly set, return candle to bin

5.18.5) Return bin to Hospitality Closet in Cry Room

5.19) Return to church and celebrate the Liturgy of the Eucharist

## 6) Recessional

6.1) Lectors are encouraged to recess from the altar with priest

6.2) When priest leaves chair, walk to a point on the main floor close to the center of the altar

6.3) Stand far enough to one side that the priest(s) and deacon(s) can stand in the middle

6.4) Together, bow deeply from the waist

6.5) Turn and process out behind the Deacon (or Altar Servers, if Deacon not present)

# Our Lady of Lourdes Parish

## Liturgical Ministry Training – Children’s Liturgy of the Word

### Scheduling / Attendance / Substitutions

#### 1) Scheduling Procedures

##### 1.1) New schedules are released every two months

- 1.1.1) Always published on OLL web site - <http://www.ourladyoflourdes.org/ministry/ministry.html>
- 1.1.2) *If a minister’s current email address is known*, then schedule sent directly to email address
  - 1.1.2.1) Should be readable by any word processor or editor (formatting may vary slightly)
  - 1.1.2.2) Any changes in email address should be submitted right away
- 1.1.3) *If minister has no email / internet access* (yes, it happens), hard copies are available
  - 1.1.3.1) “Ministry Schedules” box on literature tables in foyer outside of church (with newsletter)
  - 1.1.3.2) Hospitality Closet (door just inside Cry Room) in plastic drawers on right-hand side
  - 1.1.3.3) *Ministers with email/internet access should not take hard copies*—please print e-copies

##### 1.2) Schedules include several items

- 1.2.1) Mass assignments – lists date, Mass time, and ministry
- 1.2.2) Newsletter
  - 1.2.2.1) Provides deadline for submitting vacation dates before next schedule
  - 1.2.2.2) Provides updates to any procedures (e.g. how to set up items prior to Mass)
  - 1.2.2.3) Provides notice of upcoming events (e.g. special Masses, training sessions, etc.)
- 1.2.3) Readings (mainly for Lectors)
  - 1.2.3.1) Included as attachment for those who provide email address
  - 1.2.3.2) Readings available on US Catholic Bishops’ web site - <http://www.usccb.org/>
  - 1.2.3.3) Hard copies can be provided if no email/internet access—call office directly
- 1.2.4) Any special items not included in Newsletter

#### 2) Unavailable Dates and Substitutions

##### 2.1) Before a new schedule is published, submit vacation/unavailable dates

- 2.1.1) Can be submitted via phone message, email, or on-line web terminal (“My Profile” tab)
- 2.1.2) *Must be received > 2 weeks before next schedule is released* (see deadline at top of Newsletter)
- 2.1.3) Include minister’s name, contact information, and dates/Mass times not available

##### 2.2) After a new schedule is published, each minister must find their own substitutes

- 2.2.1) Request a sub using on-line web terminal (MSP) – *only use when >2 days available to find sub*
  - 2.2.1.1) Login using your username / password (provided when ministry started)
  - 2.2.1.2) On the “My Schedule” tab, find the date/Mass time for which you require a sub
  - 2.2.1.3) Click on the “request a sub” link at the end of this entry
  - 2.2.1.4) Request sent only to ministers who could accept (i.e. have no conflicts on that date)
  - 2.2.1.5) Web terminal updated to show that “sub requested” for that slot/Mass
  - 2.2.1.6) **To accept an automated sub request**, click on “volunteer now” link in requesting email
  - 2.2.1.7) Acceptance sent to requesting minister, confirming that coverage is arranged
  - 2.2.1.8) Web terminal updated again to show that substitute minister is covering slot
- 2.2.2) Request sub by calling other ministers
  - 2.2.2.1) *Required option if sub needed on short notice (<2 days in advance)*
  - 2.2.2.2) Once substitute is obtained, submit information to Director via email/phone
  - 2.2.2.3) Access phone lists on-line (MSP)
    - 2.2.2.3.1) Login to web terminal pages and click on “Rosters” tab
    - 2.2.2.3.2) Login also via OLL page - <http://www.ourladyoflourdes.org/ministry/ministry.html>
  - 2.2.2.4) Pick up hard copy of phone lists from Hospitality Closet
    - 2.2.2.4.1) First door on left in Cry Room
    - 2.2.2.4.2) Phone lists found in labeled plastic drawer on right-hand side of Closet
    - 2.2.2.4.3) Lists are color-coded to prevent confusion

# Our Lady of Lourdes Parish

## Liturgical Ministry Training – Children’s Liturgy of the Word

- 3) Attendance Procedures for Regular Weekend Mass
  - 3.1) The Sign-In / Attendance Sheet is located in the Vesting Sacristy (at end of bathroom hallway)
  - 3.2) **Ministers should sign in 15 minutes before Mass begins** and then begin their pre-Mass duties
    - 3.2.1) Allows time to complete all pre-Mass duties
    - 3.2.2) Provides an opportunity for clergy to explain any differences (Holy Day, Baptism, etc.)
  - 3.3) **If you arrive late**, check the Sheet immediately; someone may be covering for you already
  - 3.4) **If you are covering for someone else as a pre-arranged sub**, please remember:
    - 3.4.1) Be sure to fill out the sign-in sheet appropriately—*see instructions sheet on cork board*
    - 3.4.2) Do not assume that I received any messages regarding changes/substitutions
    - 3.4.3) Do *not* write substitutions on the master schedule on the cork board
  - 3.5) **If you are not scheduled and you are not a pre-arranged substitute**, please remember:
    - 3.5.1) **Wait until 5 minutes before Mass and check the sheet**—someone may simply be running late
    - 3.5.2) If you sign in as though you are scheduled, you will take away someone else’s chance to serve
    - 3.5.3) Please don’t sign in the margin or in another ministry’s blanks—confuses me and the clergy
- 4) Attendance Procedures for Special Masses/Services
  - 4.1) Sign-up sheets are posted in advance to allow trained ministers to volunteer for service
    - 4.1.1) Poster board in foyer – allows people without email/internet access to volunteer
      - 4.1.1.1) Contact me directly for changes / substitutions
      - 4.1.1.2) If number of required ministers changes, I will rearrange names and contact everyone
    - 4.1.2) Web terminal (MSP) – allows people with internet access to volunteer on-line
  - 4.2) **Holy Days have sign-in sheets just like regular Sundays, so please remember to sign in**
- 5) Policy Regarding Attendance
  - 5.1) Based on the Sign-In Sheets – *if you don’t sign in prior to Mass, you’re considered absent*
  - 5.2) Chronic absenteeism (> 50%) will entail a reminder, asking if we need to adjust your schedule
  - 5.3) Further absenteeism after the reminder will entail suspension and/or removal from schedule
  - 5.4) Reason for Attendance Policy
    - 5.4.1) Must have minimum number of ministers for Mass to proceed smoothly
    - 5.4.2) Experience dictates that we cannot rely solely on volunteers every week
    - 5.4.3) Prevents confusion and accidents caused by lack of practice/involvement
    - 5.4.4) Encourages respect for other ministers and for the community
    - 5.4.5) Scripture (Acts, St. Paul’s letters) repeatedly tells us that we are accountable for our actions
- 6) Extra Schedules / Phone Lists
  - 6.1) Extra copies of new schedule provided every two months when assignments released
  - 6.2) Phone lists updated every 6-12 months depending on turn-over
  - 6.3) Location of extra copies
    - 6.3.1) Hospitality Closet (see above)
    - 6.3.2) Web Site (<http://www.ourladyoflourdes.org/ministry/ministry.html>, see above)

# Our Lady of Lourdes Parish

## Liturgical Ministry Training – Children’s Liturgy of the Word

### Concluding Notes

- 1) Training
  - 1.1) All liturgical ministers **must** receive training before assuming their duties
    - 1.1.1) Specific to Our Lady of Lourdes – procedures from other churches may not be the same
    - 1.1.2) Provides basic knowledge needed when events require change (visit by bishop, etc.)
  - 1.2) Training dates are normally advertised in at least one of the following places
    - 1.2.1) Sunday Bulletin – primary location; listed several weeks in advance
    - 1.2.2) Ministry Newsletter – included with each schedule
  - 1.3) The following ministers should attend a refresher training periodically based on procedure changes
    - 1.3.1) Lectors
    - 1.3.2) Hospitality Ministers
    - 1.3.3) Offertory Ministers
    - 1.3.4) Children’s Liturgy of the Word
    - 1.3.5) Altar Servers
    - 1.3.6) Extraordinary Ministers of the Eucharist – require additional steps beyond standard training
- 2) Who to Contact with Questions / Problems / Issues
  - 2.1) Worship and Spiritual Life Commission members – talk to the person who trained you
  - 2.2) Director of Music and Liturgy – contact me via email, phone, or personal conversation
  - 2.3) Clergy – contact a deacon or priest through the parish office

Paul Fell  
Director of Music/Liturgy  
903 Bernadette Drive  
Columbia, MO 65203

(573) 445-7915, extension 1137  
[musicliturgy@ourladyoflourdes.org](mailto:musicliturgy@ourladyoflourdes.org)  
<http://www.ourladyoflourdes.org>