

# PROCLAIMERS OF THE WORD

## Guidelines - 2016

- This is Year “C”. Year “A” begins 1<sup>st</sup> Sunday of Advent (27 November 2016)
  - Rosters are printed in the bulletin and available at our site [www.res-parish.org](http://www.res-parish.org)
  - Should you be unavailable at any time please notify the Parish Office at your earliest convenience.
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1. Readings and pronunciation guide are available at [www.res-parish.org](http://www.res-parish.org) or at the Parish Office. There is also a pronunciation in the priest’s sacristy, at the back of the Lectionary and at the Welcome Desk.
  2. You are expected to report to the Welcome Desk at least **10-15 minutes** before Mass commences. Should you come late please don’t be offended if you have been replaced. The Hospitality Minister cannot assume you are coming!
  3. Check the Lectionary before Mass. Make sure the assigned reading is on the open page. Note page number. If a shorter reading is an option check with the priest before Mass to ascertain if the shorter or longer version is to be proclaimed.
  4. Process in with other ministers led by 1<sup>st</sup> Proclaimer who will carry the Lectionary. After placing the Lectionary on the ambo, she or he is to check if the microphone is on (red light showing). Gather around the altar but do not bow; after priest kisses the altar go to your seat.
  5. Don’t say: 1<sup>st</sup> Reading, Responsorial Psalm, or 2<sup>nd</sup> Reading.
  6. Don’t say stand for the Gospel.
  7. **KNOW HOW TO USE THE MICROPHONE (see separate instructions).** After 2<sup>nd</sup> Reading AND Prayers of Intercession mute the microphone.
  8. Come to the ambo deliberately and reverently. A slight bow would be appropriate behind the ambo before stepping up to ambo. Wait until the previous Proclaimer has sat down before moving from your seat.
  9. Person reading intercession prayers to come forward **DURING** the Creed.
  10. Think about coming during the week or Saturday morning to familiarize yourself with the microphone, P.A. system, and practice your reading.

## PROCLAIMERS





### **POWER MUST BE ON**

(Press & hold small red button at bottom of the microphone, orange light with black writing will display).



### **RF MUTE OFF?**

(Press small Red button at bottom of Microphone again) and the above screen will appear.



### **MUTE BUTTON (MIC)**

On the side of the Microphone you will find a button with the word "MIC". The red light must be on for microphone to work.