

FOCUS READER

Focus readings are in a small burgundy color softcover binder and kept in a black carrying case. The Capuchin Sisters usually place the carrying case on the first pew. If it is not set out, check the top shelf of the cabinet straight ahead as you enter the priest room.

FOCUS READING

1. Focus readings will be Sunday's readings (the next day). Readings are in sequence by date. Saturday evening mass is considered Sunday's mass obligation.
2. There are two printouts in the binder. One is birth dates and the other anniversaries.
3. Step up to the pulpit at 5:15 pm., be sure Father is ready to enter (the priest usually stands at their doorway)
 - a. Greet the people saying "Good evening and welcome to our Saturday Evening English Mass celebration"
 - b. Announce the title of the mass being celebrated saying "This evening we are celebrating.....(Mass Title)"
 - c. Read the Focus introduction for tonight's mass
 - d. When you finish the Focus say "Please stand and join Father.....as we sing our entrance song.....on-page,,,,,,,"
 - e. When the priest is behind the altar, you can return to your pew.

LITURGY INTRODUCTION

1. After the people pray the Gloria, the priest will read the Collect. At the end of the Collect, you step up to the pulpit and read the liturgy introduction. At the end of the reading, you go down to the bottom of the stairs and wait for the first reader to come up next to you. You both bow and as the first reader goes up to the pulpit, you return to your pew.

UNIVERSAL PRAYER (PRAYER OF THE FAITHFUL)

1. When the priest finishes his sermon, we will pray the Profession of Faith (Creed). At the end of the prayer, you take the Focus book to the priest at the altar opened to the Universal Prayer (Prayer of the Faithful). When you hand the book to the priest, take a few steps back from the priest while he reads the first paragraph. When the priest finishes, step up, take the book and go to the pulpit to read the prayers.
2. The response to the prayers will be written on the whiteboard. Be sure to check it before you go up. Before you start the prayers, say "Our response for tonight's Prayer of the Faithful will be " "....." and let the people repeat it before reading the prayers.
3. Before you say the last prayer "a moment of silence", announce our parishioners who will be having a birthday or anniversary in the coming week, today through the coming Friday. You get the names and dates from the two printouts in the binder. Should say day, date and name.
4. Finish your last prayer, "a moment of silence" and then repeat step one above so the priest can read the last paragraph of the prayers and then return to your pew once he hands the book back to you.

END OF MASS AFTER FINAL BLESSING

Please lead the congregation and thank Father and the Sisters by saying ...

1. Please join in thanking Father ____ for leading the celebration of our Mass this evening (applaud)
2. Please join in thanking the Capuchin Sisters for their lovely music and the use of this beautiful chapel this evening (applaud)

END OF MASS AFTER THE FINAL SONG

Please lead the congregation in praying the Prayer for the Reign of the Word of God saying ...

1. Please join in praying the Prayer for the Reign of the Word of God that is on the English Mass – Prayers card

You are done for the evening except for returning the Focus book in the black case to the top shelf in the cabinet.

FOCUS READER SHOULD ARRIVE AT THE CHAPEL BETWEEN 4:30 TO 4:45 PM