



Children's Liturgy
of the Word (CLW)

HANDBOOK

CLW Procedures

Before Mass:

- Arrive 30 minutes before Mass.
 - Leader and assistant(s) meet to continue preparations together.
- Check the door to the Upper Room (UR) to make sure it is unlocked.
 - If the door is locked, find a staff member to unlock it for you.
 - One of the priests, Deacon Tim, Sr. Francine, or Carolyn will have a key.
- Prepare the UR for CLW.
 - Close and latch the gate on the top of the stairs and close any open doors, cupboards, etc.
 - Arrange tables and chairs if necessary.
 - Prepare take-home handouts. These may be found in the CLW folder located in the desk's center cabinet.
- Sign-in on the liturgical minister's sheet in the sacristy (both leader and assistant).
 - Tell the presiding priest you are the CLW leader and you are here.
 - If you cannot find the priest, tell the deacon.
 - Ask the presider if there is anything special you need to be aware of for this Mass.
 - Find the Children's Lectionary in the desk's center cabinet
 - [Optional] Leaders and assistants may pray with the liturgical ministers before Mass.
 - Sit near the front of the congregation where the presider can see you and you may easily exit the pew. (Have family/friend save your place if necessary.)

During Mass:

- Mass will begin with an opening song and procession.
- At the end of the opening prayer, the congregation will be seated, and the leader and assistant(s) come to the front with the Children's Lectionary.
 - The presider will announce that children may come forward for CLW. If he forgets, come up anyway. This will remind him, and kids will know what is going on.
 - Wait for the kids to collect, and process out with the children down the main aisle.
 - The Leader may lead the procession and walk out elevating the Children's Lectionary for all to see.
 - Depending on the Mass, there may be a song for the sending forth of the children.
- **CHILDREN'S LITURGY OF THE WORD:** Follow the weekly leader's handout at this time.
- End of CLW and rejoining the congregation.

- The assistant is responsible for listening at the door for the appropriate time to prepare to leave. Appropriate timing is essential to avoid interrupting or distracting the worship of the congregation.
- When only a few minutes remain, give the kids their activity sheet to take home, line them up, and prepare them to re-join the congregation by being quiet and respectful. (This is an excellent opportunity to teach them how to behave in Mass. They should not run back to their seats, and they should be taught about being reverent.)
- Activity sheets to take home may be found in the CLW folder. Please only take the sheets for your Mass. If there are not enough sheets, give one per household, to the oldest student, or any other way you see fit.
- Allow the children to go back to their seats at the end of the prayer of intercession and the beginning of the offertory. The congregation will all be seated and the offertory song will be announced. It is essential to have precise timing to respect the worship of the community.
- The order of Liturgy of the Word is as follows:
 - First Reading
 - Responsorial Psalm
 - Second Reading
 - Alleluia
 - Gospel
 - Homily (RCIA will dismiss after the homily at the 9:00 Mass)
 - Creed
 - Prayer of Intercession (“...through Christ our Lord, Amen.”)
 - Offertory (collection of donations by passing the baskets)
- Leader and assistant(s) may rejoin the congregation at this time.

After Mass:

- Return the Children’s Lectionary to its shelf in the sanctuary above the sink.
- Leader and assistant(s) return UR to its original order.
 - Unlock and open the gate at top of the stairs.
 - Put tables & chairs back if they were moved.
 - Pick-up the floor if it is dirty.
 - Return the CLW folder to the center cabinet in the desk.