



Children's Liturgy
of the Word (CLW)

HANDBOOK

CLW Procedures

Before Mass:

- Arrive 20 minutes before Mass.
 - Sign-in in the book in the Sacristy when you first arrive.
 - Head to the Upper Room to make sure the room is set-up with all you will need to properly teach the children about the Gospel for the day
- Prepare the Upper Room 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.
 - If not already done, set up TV tray (in closet) with appropriate color cloth for the liturgical season and cross with 2 candles (in desk cabinet)
 - Find the Children's Lectionary in the desk's center cabinet and take it with you to your pew
 - Sit where you may easily exit the pew.

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
 - 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 desk cabinet in the Upper Room.
- Leader and assistant(s) return Upper Room to its original order.
 - 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.

CLW Basic Outline

- 1) Greet children
If you are new: Introduce yourself and have the children introduce themselves
- 2) Ask for a volunteer to “light” the candles
- 3) Say a prayer (found in closet)
- 4) Ask what liturgical season we are in and the color. Point it out on the liturgical calendar on the wall.
- 5) Sing a song (found in closet)
- 6) Read the Gospel (from the Children’s Lectionary)
- 7) Discuss Gospel
- 8) Say a prayer (go around and have them offer up intentions if time)
- 9) Sing a song
- 10) Ask for a volunteer to “extinguish” the candles
- 11) Line up & pass out children’s bulletins

**If you need to fill time: Do an activity or read a book from the library