The desire to aid people’s participation and the advances in the technology available to parishes are two of the reasons why many communities are now producing their own leaflets for liturgies on a regular basis. These directives are intended for all who prepare leaflets for single occasions and the recommendations are based on both the requirements of the law and good pastoral practice and experience.

Purpose

The primary purpose of a people’s leaflet is to aid and encourage full, conscious and active participation in the liturgy. A leaflet is only one of the ways to help the congregation’s participation: thoughtful leadership by various ministers is more important and more effective.

Different occasions require different types of leaflets. A leaflet for the regular Sunday assembly may include the texts of hymns and the headings and references of the readings but would not include well known responses and texts.

At a wedding or a funeral where many are unfamiliar with the service the leaflet would include all the people’s prayers and responses.

Those who are visually impaired or hard of hearing may be helped, for example, by larger print or orders of service with fuller descriptions or additional texts.

What to include

Outline

It may be helpful to give the service in outline at the beginning of the leaflet. A list of liturgical elements will give a clear visual idea of the structure of the liturgy. Headings for each major part (Liturgy of the Word), subheadings for the component parts (Gospel Acclamation). Different sizes and styles (bold, italic, plain) can be used to indicate the importance of each part. This variation of typeface should also be used in the main part of the booklet so that the text clearly relates to the structure. Outlines of the liturgy are included in every recent liturgical book, some sample outlines have also been included on page 4.

Texts for the assembly

For occasions where a number of people are unfamiliar with the liturgy all the responses and texts of the assembly should be included (e.g. the Lord’s Prayer, Preface Dialogue). Leaflets for a regular congregation would not normally include familiar texts and responses.

It is useful to include music for hymns, responses and acclamations. This not only helps people to follow music but also is a reminder of music’s integral place in liturgy.

Explanation

To help people take part brief explanations may be included, e.g. The preparation for Communion has three main elements: the Lord’s Prayer, the Sign of Peace and the Breaking of Bread.

Posture

Indications of when to stand, sit or kneel are a great help to people who may be unaccustomed to the celebration they are attending.

Clip Art

There is now clip art available both in books and on computer disks. Care should be taken that the art is appropriate to the liturgy and texts, and that there is a unity in the styles of art used.
What not to include

Liturgy is action, it is something that is done. Providing printed texts can never be an adequate substitute for properly training ministers and providing decent amplification system.

Presidential prayers should not normally be included: Opening Prayer, Prayer over the Gifts, the Eucharistic Prayer and Prayer after Communion.

For prayers that demand a response, the following may be included:

**Opening Prayer**

*The opening prayer is concluded by Amen.*

The texts of readings should not normally be included though the headings and the scripture references given in the Lectionary are useful.

Avoid anything that limits the choice of the one presiding. This will encourage the assembly to look and listen attentively.

Form of the texts

Any liturgical texts which are printed (e.g. Profession of Faith) must be taken exactly from the Roman Missal or other official liturgical books. This includes the wording, the punctuation, the setting out of the text in sense lines (short line lengths which facilitate the proclamation of a text with understanding), etc. Presentation is an integral part of the text and important in facilitating full participation. For this reason, it is unwise just to follow a booklet prepared for another occasion: check the official text.

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Whatever material is used, text or music, in a people’s booklet it should be acknowledged.

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Sample leaflet

**Gloria**

*All sing*

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lo ry to od in the high est
```

**Opening Prayer**

*The opening prayer is concluded by Amen.*

**Liturgy of the Word**

*All sit*

**Reading**

*Look, your son is alive*

1 Kings 17: 17–24

**Psalm 29**

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ill praise you or d you ha e ves and e
```
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## FUNERAL MASS

### INTRODUCTORY RITES
- Greeting
- Sprinkling with Holy Water
- Entrance Procession
- [Placing of the Pall]
- [Placing of Christian Symbols]
- Opening Prayer

### LITURGY OF THE WORD
- Reading
- Responsorial Psalm
- Gospel Acclamation
- Homily
- General Intercessions

### LITURGY OF THE EUCHARIST
- Preparation of the Gifts
- Eucharistic Prayer
- Acclamations
- Communion Rite
- The Lord’s Prayer
- Sign of Peace
- Breaking of the Bread
- Communion
- Prayer after Communion

### FINAL COMMENDATION
- [Words of Remembrance]
- Invitation to Prayer
- Silence
- Signs of Farewell
- Song of Farewell
- Prayer of Commendation
- Procession to the Place of Committal

## CONFIRMATION

### INTRODUCTORY RITES
- Entrance Procession
- Penitential Rite
- Gloria
- Opening Prayer

### LITURGY OF THE WORD
- Reading
- Responsorial Psalm
- Gospel Acclamation
- Gospel

### LITURGY OF CONFIRMATION
- Presentation of Candidates
- Homily
- Renewal of Baptismal Promises
- Laying on of Hands
- Anointing with Chrism
- General Intercessions

### LITURGY OF THE EUCHARIST
- Preparation of the Gifts
- Eucharistic Prayer
- Acclamations
- Communion Rite
- The Lord’s Prayer
- Sign of Peace
- Breaking of the Bread
- Communion
- Prayer after Communion

### CONCLUDING RITE
- Blessing
- Dismissal

## GOOD FRIDAY

### Opening Prayer

### LITURGY OF THE WORD
- First Reading
- Responsorial Psalm
- Second Reading
- Gospel Acclamation
- Passion according to St John
- Homily
- General Intercessions

### VENERATION OF THE CROSS
- Showing the Cross
- Veneration of the Cross

### HOLY COMMUNION
- The Lord’s Prayer
- Communion
- Prayer after Communion
- Concluding Rite
- Prayer over the People

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