

ST. ANDREW'S CHURCH  
**CLOW TRAINING**

What CLOW is-

"Children's Liturgy of the Word" is an opportunity for young children to celebrate the Liturgy of the Word in a separate area, which allows them to hear the Gospel proclaimed in words that they can relate to, and to be able to discuss what they have just heard, not just listen to a homily about it. We retain the Sunday readings of the liturgical year, and follow the same year A, B, C cycle as the Church, which means that children will be hearing the same Gospel reading that the rest of the Church does.

Who it is for-

CLOW is for young children ages 4 through 8. Although they are not prohibited from attending, most of the older children remain in Mass for the Liturgy of the Word once they have received First Eucharist.

CLOW procedure-

See attached procedure sheet.

Resources available-

It is recommended that you have a copy of "The Liturgy of the Word with Children" (Katie Thompson – Twenty-third Publications) to help you plan your session. This book is available from me, so please ask if you would like to have one to use. Lectionaries (hard cover) are color coded for the Liturgical years. Year A – Blue, Year B – Green, Year C – Red. We also have a Planning Guide ("The Complete Children's Liturgy Book") that is kept in the roll top desk in the Music Room, and several books that may pertain to certain Holy Days, Feasts, or liturgical seasons that you might want to use with the children. If available, these books would also be in the roll top desk. These are good reference materials, but need to be kept in the desk. Finally, we have leaflets for the children that are to be distributed after CLOW when they leave the Music Room.

Scheduling-

Scheduling is done every 4 months with the other Liturgical Ministers through a scheduling program, and is posted on the Parish Website. Email reminders are sent out.

Background checks-

Every adult who works with children under the age of 18 is required by the Diocese of Richmond to complete a ScreeningONE Application, and attend a VIRTUS training session, which assists the Church in teaching how to create a safe haven for children and how to prevent child sexual abuse within the Church and in our community. This includes CLOW leaders. Return the form to the Church, as St. Andrew's is responsible for sending in the form, and paying the fee for the search.

1. Preparations before Mass – Get the CLOW cross and the Children's Lectionary from the Priest's sacristy, and put the Children's Lectionary (hardcover) on the armrest of Father Mark's presider's chair up on the altar. This lets him know that the leader is present and ready to proceed with the program. The CLOW leaflets for this week, and the Leader's guide are kept in the roll top desk in the Music Room. There may also be children's books that accompany the Gospel readings for the day. For the processional, it is nice if you are able to find a child to help. The child can carry the cross, but in the absence of available children, carry the cross yourself.
2. In the procession you or the children are to follow the Altar Minister/Cross Bearer, and proceed in front of Father Mark and the Book of the Gospels.
3. When you or the children get to the Altar, move to the right of the Altar Minister. Wait until Father venerates the altar, then move to the right (toward the font) and wait until Father or the Deacon calls the children to come forward, usually after the opening prayer. If there is a visiting priest, remind him about CLOW and that he should call the children up after the opening prayer.
4. When Father calls the children to come forward, PLEASE move in toward the altar and stand with Father. This is when the priest or deacon will hand the Lectionary to you. Greet the children as they come forward and then have either your Middle School Aide or one of the children lead the procession out of the church and into the CLOW area. We use the Music Room downstairs for CLOW. Please leave the cross upstairs.
5. The children should be seated quietly. Using the CLOW lectionary (to be kept in the roll top desk), go according to the scheduled reading and Gospel. The first reading and the response can be read by your Middle School Aide if you would like. The Gospel should be read by the leader. When discussing the Gospel reading afterward, try to avoid 'teaching'. Rather, make it an opportunity for participation and conversation. Use "The Complete Children's Liturgy Book" for assistance in this. (Please keep this book in the Music Room – do not take it home, as we have only 1). This is also an excellent opportunity to get the children interested in what's going on in the Church at that time (Advent, Christmas, Lent, etc.) and the meanings of those things.
6. Use the volume control on the wall of the Music Room to hear when to bring the children back upstairs. Here is what is happening in the Church while you and the children are in the Music Room:
  1. First Reading
  2. Responsorial Psalm
  3. Second Reading
  4. Alleluia
  5. Gospel Reading
  6. Homily
  7. (Optional) Baptisms, Rites, etc.
  8. Profession of Faith (Nicene Creed)
  9. Prayers of the Faithful

When the church is saying the Profession of Faith it is time to start lining up. During the prayers of the faithful, the children can be walking back to the Church and lining up at the Commons door. (You may have a longer session when there are Baptisms, Confirmation rites, or RCIA rites.) You may pass out the CLOW leaflets to the children at this dismissal time. The ideal time to get the children back is during the collection – this causes the least amount of confusion. Please remember to replace the cross and lectionary in the priest's sacristy for the next Mass!

7. **If you are running late coming back into the church, do not send them in during the Eucharistic prayer.** Keep them in the hallway or Commons until the Lord's Prayer. Try to keep all of the children together so they enter the church at once. Make sure the children have all found their seats and then take your seat and enjoy the rest of the Mass.