

A DAILY OFFICE CHEAT SHEET

Opening Sentences

Morning Prayer pp. 3–5

Evening Prayer pp. 21–22

You can select any opening sentence you want. They are organized by liturgical season. The first set on pp. 3 and 21 can be used at any time during the Church Year. You can choose to read as many or as few as you prefer.

Prayer of Confession

Morning Prayer p. 6

Evening Prayer pp. 23–24

The Declaration of Absolution, or Remission of Sins

The Declaration of Absolution, or Remission of Sins is only read by a priest or bishop. If you are praying the Office by yourself, you can do two things:

1) Pray the Collect for the Twenty-First Sunday after Trinity on pp. 218-219.

2) Use the shorter form of Absolution on p. 24 and change the “you” to “us” or “me.”

When a priest pronounces the Absolution, it is appropriate to make the Sign of the Cross as a reminder of your baptism.

The Lord’s Prayer

Morning Prayer p. 7

Evening Prayer pp. 24–25

Note: the Lord’s Prayer can be omitted here and prayed right before the Suffrages (see below).

The Presces

Morning Prayer pp. 7-8

Evening Prayer p. 25

Presces mean short petitions prayed by a minister and the congregation during a liturgical service. It comes from the Latin word *prex* which means “prayer, request.”

When the phrase “O Lord, open thou our lips” is said, it is appropriate to make a small sign of the cross on your lips with your thumb.

Venite, exultemus Domino

Morning Prayer p. 9

The Venite is said at Morning Prayer but usually not at Evening Prayer. During the penitential seasons of Advent and Lent, it can be replaced by Psalm 95. Further, the BCP

The Venite is not normally said during Evening Prayer. *Gloria in excelsis* (pp. 25–26) can be said here, but it’s rare for it to be said corporately.

The Psalms

The Psalm(s) for the day can be found in the Daily Office Lectionary at the front of the Prayer Book (x–xliii).

For a more intense Psalm reading, you can also choose to say the Psalms in a 30-day cycle by following the Psalter schedule on the beginning of p. 345 “The First Day. Morning Prayer.” This should be worked up to over time.

At the end of each Psalm, the “Glory Be to the Father, and to the Son, and to the Holy Ghost, as it was in the beginning, is now, and ever shall be, world without end” is said.

There is a Psalter in the Book of Common Prayer, pp. 345–525.

At Evening Prayer, the *Gloria in excelsis* (p. 25) may be said after the Psalms. It is often omitted.

The First Lesson

The First Lesson for the Office can be found in the Daily Office Lectionary at the front of the Prayer Book (x–xlili).

The First Canticle

Morning Prayer pp. 10–13

At Morning Prayer, you can choose one of three canticles: *Te Deum laudamus*, *Benedictus es, Domine*, or *Benedicite, omnia opera Domini*. The *Te Deum* is especially appropriate for Feast days, the *Benedictus es Domine* for ferial (normal) days, and *Benedicite* for penitential seasons.

Evening Prayer pp. 26–28

At Evening Prayer, there are three options for the first canticle: *Magnificat*, *Cantate Domino*, and *Bonum est confiteri*. The *Magnificat* is the most appropriate option but the other two can be said at your discretion.

When the *Magnificat* is said or sung, it is appropriate to make the Sign of the Cross at the beginning of the canticle.

The Second Lesson

The Second Lesson for the Office can be found in the Daily Office Lectionary at the front of the Prayer Book (x–xlili).

The Second Canticle

Morning Prayer pp. 14–15

At Morning Prayer, you can choose one of two canticles: *Benedictus* or *Jubilate Deo*. The *Benedictus* is the historic canticle for Morning Prayer and can be used on any day. The *Jubilate* can be substituted at your discretion.

When the *Benedictus* is said or sung, it is appropriate to make the Sign of the Cross at the beginning of the canticle.

Evening Prayer pp. 28–29

At Evening Prayer, there are three options for the second canticle: *Nunc dimittis, Deus misereatur*, and *Benedic, anima mea*. The *Nunc dimittis* is the most appropriate option but the other two can be said at your discretion.

When the *Nunc dimittis* is said or sung, it is appropriate to make the Sign of the Cross at the beginning of the canticle.

The Apostles Creed

Morning Prayer p. 15

Evening Prayer pp. 29–30

The Nicene Creed can also be recited at your discretion. It is especially appropriate to do this on Trinity Sunday and the seven days following.

The Lord's Prayer

Morning Prayer p. 16

Evening Prayer p. 30

If you skipped the Lord's Prayer at the beginning of the Office, you can pray it again here.

The Suffrages

Morning Prayers pp. 16-17

Evening Prayer pp. 30-31

A suffrage is a prayer for help. These are the call and responses before the Collect of the Day.

The Collect of the Day

The Collect of the Day typically comes from the Sunday at the beginning of the week. However, on certain Feast days, the Collect for that day should be said. The Prayer Book Calendar is xlvi-xlix. Collects for Sundays can be found on pp. 90-226. Collects for Saint Days can be found on pp. 226-269.

The Statutory Collects

The Statutory Collects are the two collects after the Collect of the Day before the Prayer for the President.

Morning Prayer p. 17: The Collects for Peace and Grace (p. 17)

Evening Prayer p. 31: The Collects for Peace and Aid against Perils (p. 31)

After the Statutory Collects, you have three options: (1) you can pray the rest of the Collects on pp. 17-19 or pp. 32-33; (2) you can pray the Great Litany that begins on p. 54; (3) you can skip to the Prayer of St. Chrysostom (p. 20).

The Other Collects

Before you pray these other collects, you are free to add any other collects from the Book of Common Prayer. You can find some lovely additional prayers on pp. 35-53; 594-600.

Morning Prayer pp. 17-19

Evening Prayer pp. 32-33

These prayers are for the President of the United States and all in Civil Authority, the Church, a general intercession for all people, and a Thanksgiving to God for the many gifts he gives us.

The Prayer of St. Chrysostom

Morning Prayer p. 20

Evening Prayer p. 32

The Grace

Morning Prayer p. 20

Evening Prayer p. 34

It is customary to make the sign of the Cross during the Grace.

Endnotes

- If you're ever unsure about the readings or the Collect of the Day, check out <https://anglicanprovince.org/common-prayer>
- If you'd like to listen to the Office, check out Cradle of Prayer (<https://cradleofprayer.org/this-weeks-prayers/>)
- For a more robust Kalendar, you can check out the Ordo Kalendar we keep in the office. You can find that here: <http://episcopalnet.org/Kalendars/index.html> or buy a physical one here: <https://anglican-parishes-association.myshopify.com/products/2024-or-do-kalendar>
- There are a few helpful supplements to the Book of Common Prayer's Daily Office that you can purchase if you desire:
 - St. Augustine's Prayer Book
 - The Anglican Office BookThese are not required but they can be helpful.
- If you are in a hurry and cannot commit to doing a full Office, the Family Prayers in the back of the Book of Common Prayer are both beautiful and brief (pp. 587–593).
- If you ever need help figuring out how to pray any part of the Office, come talk to Fr. Wesley or Dcn. David!