

DETAILED LECTOR PROCEDURES

This document is intended to provide the Lector with some familiarization with the procedures associated with their role in the Liturgy. It is imperative that the Lector is prepared spiritually and mentally to present the Readings to the congregation at mass. It is the Lectors responsibility to follow the scheduled dates and times or find a substitute when unable to attend.

I. Attire

- A. The dress for mass should be reverent, modest, and neat; it should never detract from the role of lectoring.
- B. Men: A jacket and tie will always be appropriate for weekend masses, but you may also wear a shirt and coat or a shirt and tie.
- C. Ladies: Modest, knee-length dresses and skirts or slacks may be worn. No sleeveless or strapless tops should be worn. Careful selection of shoes should be made; very high heels can make it be difficult to climb the altar stairs and shoes that do not make a lot of noise should be worn.

I. Preparation

A. **Practice Reading**: This is essential to make the Word of God become present to us at Mass. It is not just something that happened 2000 years ago. When we read the scriptures, especially at Mass, the events become real and relevant to our lives.

1. All lectors should have and use the Lector Workbook provided by the Parish. It provides historical context, explanations of terms and pronunciation of difficult names and words.
2. Prepare and practice all the readings for that day and do so well in advance by reading and rereading the texts. Practice the readings numerous times so as to become completely comfortable with the reading. Please go over and be familiar with both readings.
3. Understand the mood of the reading for proper inflection and emphasis. You may have to consult the whole chapter, or the preceding chapters, of the Bible to determine the reading's mood/purpose. Know as much as possible of the full context in which the reading exists in order to give proper meaning to the text you read.

B. Where to find which Reading

1. Lector workbook
2. Church bulletin from church
3. Web site, United States Conference of Catholic Bishops, www.usccb.org.

C. Pronunciation resources

1. Lector workbook
2. Ask M.C. and/or Fr. Jack before Mass.

II. Before Mass

A. Preparation

1. Please arrive 10 minutes early to Mass so that you can prepare yourself.
2. Sign in on white board
3. Re-read your Reading

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4. Review the General Intercessions. Make sure you have pronunciation of names. Please ask if you are not sure.
- B. Coordinate with others
1. If Fr. Jack is celebrating Mass he will read the announcements. If Fr. Jack is not there, Amy Gallwas will read them. In the event that both Amy and Fr. Jack are gone, then the lector will do the announcements.
 2. If there is a deacon
 - a. He will carry the book of Gospels in the entrance procession.
 - b. He will read the General Intercessions.
- C. Is everything at the ambo
1. The lectionary is open to the correct first Reading
 2. The binder with the General Intercessions is on the lower shelf
- III. During Mass
- A. Entrance procession
1. The 2nd lector will carry the book of Gospels. Please carry the book chest high near your heart.
 2. The 1st lector follows the altar servers and the 2nd lector follows last. The 1st lector genuflects when they arrive at the altar and then proceed to your seat on the altar.
 3. The 2nd lector places the book of Gospels in the “stand” on the altar give a slight bow and then proceed to your their seat on the altar.
 4. If the Deacon is carrying the book the two lectors walk in side by side following the altar servers. Genuflect together when you arrive at the altar and then proceed to your seat on the altar.
- B. The first Reading
1. Do not reverence the altar again. Please wait until the congregation has seated before you begin. For the 10:30 Mass please wait until all of the children have left the sanctuary to begin.
 2. At the end of the Reading, pause before saying “The Word of The Lord” (Please do not add-lib and say extra words, for example "This is the Word of the Lord") – do not bow to the ambo.
 3. Step back and pause, step forward and turn the page to the 2nd reading before returning to your seat on the altar.
- C. The second Reading
1. Wait till the cantor has revered the altar before approaching the ambo.
 2. see steps 1 and 2 above.
 3. Close the Lectionary and place it on the lower shelf of the ambo.
 4. All lectors in the Sanctuary will now leave the altar together with Lector 1 leading the way.

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5. The two lectors will descend the steps to the left of the ambo, turn and reverence the altar by bowing before returning to their seats.
- D. The General Intercessions
1. Be at the foot of the altar when we begin to say "I believe in One, Holy, Catholic and Apostolic Church." As soon as we say "Amen," reverence the altar by bowing and then ascend the altar and open the binder.
 2. After the Priest finishes the prayer (leave the ambo with the binder still on the ambo – no need to return it to the underneath shelf), reverence the altar by bowing, and return to your seat.
- E. Recessional procession
1. All lectors join the priest at the foot of the altar, immediately following the final blessing.
 2. Reverence the altar with the others and process to the vestibule following the altar servers, you will walk side by side.
 3. Join the priest and other participants as they reverence the processional cross.

COUPLE OF EXTRA NOTES

- 1st Reader please sit towards the front on the left hand side as you face the altar to make it easier to come forward for the General Intercessions
- Beginning with Advent we will no longer wear the lector necklaces.
- As you are on the altar please be sure to participate by singing and praying with the rest of the congregation.
- If the Gospel has been left on the ambo when you come up to do the prayers please simply put it on the shelf where the prayers binder is kept.
- If there is a Baptism and you are doing the prayers, you would come up with Father after the Baptism.

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IV. Work Forms

A. Lector schedules availability

1. In the back of the church next to the white board
2. In the Lector's mailbox in back of the church
3. Sent as an attachment in e-mail
4. On the church web site <http://www.standrewsummer.org> selecting **Parish Ministries** and the **Lectors** and the within **Section Navigation**.

B. Lector directory

1. In the Lector's mailbox in back of the church
2. Sent as an attachment in e-mail

C. Easter worksheet

This form is made available to the lectors either as an attachment to an e-mail or in hard copy that is placed in the altar server room in back of the church near the kitchen. The lector is requested to indicate **all** dates and times that they would be available to participate. Several weeks before the events the Lector Coordinator will use that information to develop a schedule. The schedule will then be made available through e-mail attachments, hard copies placed in the Lector mailbox, a copy placed on the board near the white board, and an entry to the church web site in the Lectors section.

D. Christmas worksheet

This form is similar to the Easter worksheet and will be processed in the same manner.

E. Lector Letters for information sharing from the Lector Coordinator

1. In the Lector's mailbox in back of the church
2. Sent as an attachment in e-mail

V. Contacts