

LECTOR GUIDELINES FOR SUNDAY MASSES

Before Leaving Home:

- Familiarize yourself with the First Reading, the Responsorial Psalm and the Second reading.
- Refer to your Workbook for pronunciations, proper phrasing and appropriate emphases.
- Read through the passages several times in a prayerful manner. If you have any doubts about which readings will be used, please call the Parish Office. Sometimes your understanding of the readings will be helped by reading the entire Bible chapter containing the reading.
- Dress properly for liturgical ministry at the Altar of God. Men should wear suits or, at least, coat and tie. Women should wear dresses of appropriate length and with sleeves (or wear a sweater or jacket over a sleeveless dress).

When You Arrive At Church:

- Try to arrive at least 15 minutes before the start of Mass. Please remember that the sacristy is intended to be a place of prayerful reflection prior to the celebration of Holy Mass.
- Ensure that the Sunday Lectionary is on the ambo and open to the correct First Reading.
- Find out if the Choir will be singing the Responsorial Psalms and what if any role you will have in that event.
- Get the *Book of the Gospels* ready for the entrance procession.
- If you are to read the Petitions, make sure they are on the ambo. Familiarize yourself with the contents (usually posted on the parish website [the “Parish Ministries” tab at www.hfccvic.org] the Monday before the weekend Masses) and make sure you know how to pronounce the names of the people for whom we will be praying.
- Make sure the sound system is on.

The Entrance Procession:

- When the procession forms, take your position behind the altar servers and immediately in front of the priest or deacon.
- Carry the *Book of the Gospels*, holding it in both hands and elevated at the level of your chest/head. (If a deacon is present, he will carry the *Book of the Gospels*.)
- When you reach the foot of the Sanctuary, move to the side along with the altar servers, so as to flank the priest (and deacon, if present). When the priest bows, you also bow. As soon as the priest moves up the Sanctuary steps, walk to the left around the ambo and place the *Book of the Gospels* on the altar.

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- Slightly spread apart the two covers of the *Book of the Gospels* and stand it up **in the middle of the altar**. If you have any concerns that the *Book of the Gospels* may fall, lay it flat on the altar.
- Then take your seat in the reserved Lector pew (your family/friends are welcome to join you).

At The Ambo:

- When the priest concludes the Collect, he will sit down. That is your cue to approach the ambo. Do not rush!
- Adjust the microphone as needed.
- When the Assembly has been seated, begin by announcing the name of the reading, (e.g. “A Reading from the Book of Samuel”). **NEVER** say “The first reading is....” Read exactly (adding nothing) what is written in the Lectionary.
- Read slowly. Remember that the Assembly’s brains do not work as fast as your mouth. They must be given time to create “pictures” of your words in their minds. You are not just reading...you are painting a picture, telling a story.
- When you have concluded the reading, pause for about five seconds and say, “The Word of The Lord”
- If the Responsorial Psalm is to be recited rather than sung by the choir, pause for about 15 seconds before announcing the Assembly response. After you have completed each verse, raise your arm slightly to signal the Assembly that they are to respond.
- At the conclusion of the Responsorial Psalm, begin the Second Reading in the same manner as the First Reading. **When finished, close the Lectionary, pick it up, and take it with you to the reserved Lector pew.**
- During the Creed, if the deacon is not present, begin walking to the ambo when we say “I believe in one, holy, catholic and apostolic Church.” **DO NOT WAIT UNTIL THE CREED IS FINISHED!** If the deacon is present, he will read the Prayers of the Faithful. If the *Book of The Gospels* is still on the ambo, place it on the shelf inside the ambo. The priest will introduce the Prayers of The Faithful, after which the lector should begin reading the petitions. After each petition, raise your arm slightly to signal the Assembly that they are to respond. When finished, remain at the ambo until the priest concludes the Prayer. Then return to the reserved Lector pew.

Conclusion:

- At the end of Mass, the priest will reverence the altar and descend to the foot of the Sanctuary and face the altar. That is your cue to join the altar servers, priest (and deacon, if present) at the foot of the Sanctuary. Bow when the priest bows, then turn and allow the altar servers to precede you in the recessional. **Do not carry out the Book of The**

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Gospels or the Lectionary, since the Liturgy of The Word has been completed and the Word is carried out in the hearts of the Assembly.

- **After Mass, return to the ambo** and be sure everything is in order for the next Mass (e.g., Lectionary in place on the top shelf opened to the correct First reading, etc.). Retrieve the *Book of the Gospels* from the shelf inside the ambo and return it to the sacristy.

If You Can't Make It:

Please arrange a substitute. Try to give your substitute enough advance notice so that he/she can be well prepared. Thank you!