

ST. JOSEPH-ON-CARROLLTON MANOR

Guidelines for Lectors

Schedule

The schedules are usually emailed two-weeks prior to the start of the month. If you know that in the coming month you will not be able to lector during your usually scheduled time, please email your unavailability to the scheduler. If you find you cannot lector after the schedule has been sent, you must find a substitute and notify the scheduler. Ask your substitute to check in with the Mass Coordinator before the beginning of Mass so that he or she knows that there is a lector for that Mass. If you are substituting for someone else, again please let the Mass Coordinator know before the beginning of Mass.

If you are interested and available to lector at any upcoming Holy Day or special Masses, please let the scheduler know.

Practice

Use the Lector workbook to get some insight into the readings and learn where the emphasis should be. Practice at home, out loud and in front of a mirror. The more familiar you are with the text the easier it is to read confidently. Memorize the opening, for example "A letter from Saint Paul to the ..."

Sunday Best Attire

Gentlemen – (jacket optional) tie, slacks, and shoes. Ladies – dress or nice outfit. You are proclaiming God's word – you should look the part.

Before Mass

- Arrive early. Check to make sure that the lectionary is on the correct page. Make sure the Prayers of the Faithful and Announcements are inside the podium and there are no words or names you cannot pronounce. . If you are not sure about the pronunciation of certain words, please ask Father or the Deacon before the Mass.
- Please let the Mass Coordinator know that you will be proclaiming the Word of God at the Mass.
- Please introduce yourself to the priest before Mass.
- Process in with the priest and servers at the beginning of mass.
 - If there is no deacon, the lector follows the servers and carries the book of the Gospels, places it in the stand on the altar, bows with the priest and servers, then goes to his or her seat.

- When the deacon is serving, he will carry the book of the Gospels and the lector will process after the servers and before the deacon.

During Mass

The first reading begins after the priest says the opening prayer and everyone sits down.

When you come up to read, stop and bow to the altar, adjust the microphone, set your feet shoulder width apart, one hand on the book to keep your place. Look down and silently read the opening, then look up and slowly and deliberately proclaim it. This will get the congregation's attention. Now you start reading, slowly, looking up often.

When you are done, without looking down and while maintaining eye contact with the congregation, proclaim "The Word of the Lord"

- Between the readings, take the lectionary with you when you sit down so the cantor can use the ambo.
- If there is no cantor then you will also read the responsorial psalm. Please allow for a pause between the reading and the psalm and then also pause after the psalm before the second reading

After the second reading, when you are finished carefully close the lectionary and place it on the small table.

Immediately after the Profession of Faith, come up to the lector podium (ambo) and read the intercessions – unless the Deacon is co-celebrating, then he will read the prayers. They are in a plastic sheet protector under the podium. Read each one slowly then look up and proclaim, "We Pray to the Lord" and wait for the response from the congregation. After the last prayer replace the sheet protector back in the podium, bow your head and face the priest until he has said a closing prayer. **Then** go back to your seat.

During the Offeratory Procession when the priest and altar servers move to the front of the altar, come up and stand on the right side of the altar server – unless the Deacon is present. The lector will take the basket from the priest and when the priest and servers go up to the altar, places the basket on the ground in front of the altar.

- At the end of mass, the lector will make the announcements **after the prayer after the Eucharist** unless Father indicates that he will do them. If the Deacon is present, he will do the announcements. The announcements are located on the back side of the Prayers of the Faithful in the plastic sheet protector.
- The lector does not need to process out.

Thank you for your ministry to the Community of St. Joseph's!

Scott Wight,
Coordinator of Lectors
July 19, 2010

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Coordinator of Lectors
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