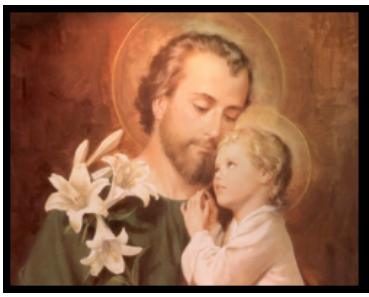

St. Joseph-on-Carrollton Manor Catholic Church

LECTOR MANUAL

Revised December 2014

"When the Scriptures are read in the Church, God himself is speaking to his people, and Christ, present in his own word, is proclaiming the gospel"
(General Instruction of the Roman Missal #29).

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Welcome

Welcome to this important liturgical ministry. We are grateful that you were inspired to share your talents and become a Lector. The purpose of this manual Is to share some basic information and helpful hints that will help you effectively proclaim the Word of God.

Pre-Requisites

To become a Lector, you must first complete the STAND Volunteer Ministry Training. Visit http://www.stjoesbuckeystown.org/stand/ for the instructions on how to complete the training. If you are a teen ages 14 through 17, there are instructions for your training at the bottom of this website. Please contact Jeanne Geisinger (jgeisinger@stjoesbuckeystown.org) if you have any questions. This training must be renewed every five years.

Secondly, you must be trained by this parish. Please contact Chuck Grover (cgrover71@gmail.com) to arrange a training session.

Preparation during the Week

1. **Read the Lector Workbook**
   At the beginning of the new liturgical year, you will be provided with a *Workbook for Lectors and Gospel Readers*. You will be notified by e-mail when and where they are available. This will be your greatest tool. It has all of the readings and detailed explanations to help you understand and deliver the content. Alternatively, the readings may also be found on the St. Joseph Ministry Scheduling website. Simply click on the mass for which you are scheduled to Lector and in the top right side you will see links for the readings.

2. **Pray**
   With prayer, you will move beyond the technical preparation and have spiritual preparation. This will help you to understand the meanings of the readings and better enable you to proclaim them to the congregation at mass.

3. **Practice**
   About a week before your scheduled reading time, become familiar with what you will read and read it aloud many times. This is necessary because the writers did not speak as we do and there are many run-on sentences and unfamiliar names of people and places. However, we have to deliver the readings as is. By practicing it many times you will best be able to understand how to best proclaim it properly.

   To help you, there is an audio version of the readings on the Ministry Scheduling website for each weekend mass. Take advantage of this resource to help you pronounce unfamiliar names and practice the cadence of the readings.

4. **Memorize First Lines**
   Try to memorize the first couple of lines so that you make eye contact immediately with the congregation. For instance, memorize the introduction to the reading, i.e. “A

reading from the Letter of St. Paul to the Philippians." (See more suggestions below under "Tips.")

5. **Practice General Intercessions and Announcements**
   Each Friday before that weekend's Masses the Liturgical Ministries Committee Chairperson will post the General Intercessions and Announcements on the Ministries Scheduling website for those masses (See Attachments 1 and 2 for samples of these). Practice reading these as well so that you are familiar with pronunciations, etc.

Dress Code

Please remember to dress reverently and modestly. Men should wear slacks, shoes, shirt, and a tie. (A jacket is highly recommended). For women, a knee-length or longer dress, skirt, or pants would be appropriate, along with a top that does not have a revealing neckline. You are proclaiming the Word of God, and you should look the part.

Before the Mass

1. Arrive at least 20 minutes before Mass. You need this time to prepare spiritually, mentally, and physically for the liturgy. Check in with the Mass Coordinator and let him/her know that you will be proclaiming the Word of God.

2. Secure a seat at the end of the first short pew closest to the organ and the Ambo. We don't want to delay Mass by having everyone wait for you to go to and from the Ambo.

3. Go to the Ambo and make sure that the Lectionary is there and properly prepared. Briefly review reading from that book since it looks different from how it did in your workbook. Also 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.

4. About 10 minutes before the Mass, join the priest, deacon, servers, and other ministers in the narthex to prepare for the Mass.

During the Mass

1. At the Mass time (or when instructed to by the Mass Coordinator or priest), welcome guests and read the announcements if there is no deacon present to do this. Once you finish, reverently bow at the bottom of the steps and walk to the back of the church using the side aisle to line up for the opening procession.

2. Process in with the priest and servers at the beginning of mass.

    a. If there is no deacon, the lector follows the servers and carries the book of the Gospels, moves to the left to allow room for the priest, bows just the head when the priest and servers bow, and then places the book of the Gospels on the altar before going to his or her seat.

    b. 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. Move to the left to leave room for the deacon and the priest, bow with them, and then proceed to your seat.

3. Proceed to the Ambo as soon as the priest finishes the Collect (formerly known as the Opening Prayer, which is after the Gloria) and as the congregation begins to sit. If there is the Children's Liturgy of the Word, wait until the children are walking to the back of the church, and then proceed to the Ambo. Bow reverently at the bottom of the steps that are diagonal the altar in front of the Ambo, and then proceed up.

    In the Comments section of the weekend schedule on the Ministry Scheduling website the Liturgical Ministries Chairperson will post whether there is Children's Liturgy of the Word at that Mass or not. This will help you to be prepared for the proper time to approach the Ambo.

4. Make sure the microphone is at the correct height, set your feet about shoulder's width apart, and make eye contact with the congregation. After you proclaim the introduction, pause about two seconds and then begin the reading. After completing the First Reading, follow with a distinct pause, and acclaim, "The Word of the Lord." <u>After a brief pause, turn and be seated in the seat behind the ambo.</u>

5. If there is no Psalmist, the Lector will proclaim the Responsorial Psalm. Pause for a moment after the First Reading and then begin the Responsorial Psalm.

    a. Do not say, "Responsorial Psalm" at the beginning. Start with the Refrain.
    b. There is no need to raise your hand to signal the congregation to repeat the psalm.

6. Proceed back to the Ambo when the Cantor finishes the Responsorial Psalm and has returned back to the choir and proclaim the Second Reading. When you are finished with the reading, follow with a distinct pause and acclaim, "The Word of the Lord." Then, <u>place the Lectionary on the side of the lower shelf of the Ambo</u> and proceed back to your seat after bowing. *If the priest has notes in the lower shelf, be sure not to cover them, or the General Intercessions up with the Lectionary*.

7. If a deacon is not present, the Lector reads the General Intercessions.

    a. To read the General Intercessions, start walking to the Ambo near the end of the Nicene Creed when you hear the line "We believe in one, holy, Catholic, and apostolic church…" so that when it is time to read the intercessions you will be ready to begin without making the congregation wait.
    b. Don't read them as announcements, but as prayers of the people.
    c. After reading the final intercession, turn and face the Priest while he says the concluding prayer. As the congregation sits, step down, bow to the altar, and return to your seat.

General Tips

1. Throughout the week, ask the Holy Spirit to use you as an instrument to reach the hearts of others. Try to say a final prayer as you walk to the Ambo.

2. Periodically record yourself at home as you practice your readings and listen to yourself or have a family member listen. Can you hear and understand every word? Are you modulating your voice to keep your listener interested?

3. Let your emotions show through your voice. Ask yourself, "What are the most important points I am trying to convey here?" Then, emphasize those. Listen to your recording with your eyes closed and see if you can hear the wisdom come through. Let yourself become the voice of the person who wrote what you are reading. Don't just read it to us; remember you are *proclaiming God's holy Word*!

4. Enunciate every syllable, and pause at appropriate places to help the congregation better understand what you are trying to say. If there is a comma in your sentence, let the listener hear it in your voice. Practice difficult words (names, towns, etc.) throughout the week.

5. Don't read too quickly or too slowly just because there is a microphone before you. However, take into account the acoustics to allow your words to strike home with the listeners.

6. Make eye contact with the congregation, but keep your finger on the spot where your eye left the page. If you feel uncomfortable doing this in the middle of a passage, try to memorize the beginning and ending lines and deliver those while looking at the congregation.

7. A great link to help prepare is: http://Lectorprep.org.

Schedule

Our scheduling is done online through our St. Joseph-on-Carrollton Manor Ministry Scheduling website. Approaching the end of each month you will receive an e-mail asking you go online and update your availability for the next month. **It is extremely important that you do this so that you are not scheduled when you are out of town or otherwise unable to serve**.

Once the schedule comes out, please take note of the date(s) that you are assigned to Lector. In the event that you are unable to Lector as scheduled, please go onto the scheduling website and request a sub as soon as possible. Consider contacting another Lector directly if nobody accepts your sub request in a timely fashion. A list of all Lectors is available on the scheduling website by clicking on the "Rosters" tab. While emergencies and sudden illnesses happen, last minute substitutions should be avoided due to the extensive nature of the preparations required.

Lector Communication

The Lector Coordinator send regular e-mail notices to Lectors that includes special instructions, notices, substitute requests, etc. Please feel free to contact him with any questions, concerns, or suggestions at:

Chuck Grover
cgrover71@gmail.com

Special Occasions

On special occasions, such as Christmas, Easter, and Holy Days of Obligation, we will need additional Lectors. Typically these are not assigned as Sunday masses are. When the schedule for that month comes out you will be asked to go to the scheduling website and volunteer for these masses if you are willing and able to serve. The Lector Coordinator will send you the readings if they are not available in the Lector's Workbook.

Attachments

1. Sample Lector Announcements
2. Sample General Intercessions

Credits

The format, style, inspiration, and much of the text was taken or modified from the Lector Manual of St. John Neumann Catholic Church in Austin, TX (Paul A. Juarez, *Liturgy Coordinator*). It is used with permission, for which we are grateful.

Attachment 1: Sample Lector Announcements

Read by the Lector (if there is no Deacon) before Mass begins

Announcements for Lector
December 6-7, 2014

Good evening/morning: We welcome you to St. Joseph's. We strive to be a warm and welcoming parish and we encourage you to show this sign of welcome. If we have any visitors, if you would like, please stand so we can welcome you. To visitors and parishioners alike please extend a greeting to those around you.

Gift Cards are on sale again this weekend. Remember to get your Christmas gift cards and support the mortgage fund at the same time. We have two events next weekend to celebrate our Bicentennial. On Saturday, December 13, St. Joseph's will be on the Frederick County Museums by Candlelight tour. On Sunday, December 14, we will have an Advent Concert featuring A Capella Catolicam. Make your plans to attend one or both of these events.

Angel Tree gifts are due by 9 am on Saturday December 13th. Wrapped gifts may be dropped off during the day this coming week. Please include the family number tag when you bring in the wrapped gifts.

Remember to RSVP for Breakfast with Santa on Saturday, December 13. This is being hosted by the parish Knights of Columbus. The suggested donation of $9 for adults and $5 for children 5- 12 helps us to defray the costs and allow us to carry on with our functions of charity and support of our parish and community.

There will be three area Advent Penance Services again this season. The first will be on Tuesday, December 9th at 7:30pm at St. Timothy's in Walkersville. These communal penance services with several priests from area churches are scheduled for your convenience. You are encouraged to attend one of these services.

Monday is the Feast of the Immaculate Conception and a holy day of obligation. Masses will be at 12 noon and 7:30 pm. There will be NO 9 am Mass that day.

This week's Poor Box collection will benefit the Religious Coalition. Thank you for your generosity.

Please pick up a bulletin today and visit our website for additional parish news. You can also follow us on Facebook and Twitter.

In a few moments we will begin our celebration of the Eucharist. Please take the next few minutes in silence to reflect upon the sacredness of this time together.

Attachment 2: Sample of General Intercessions

Read by the Lector (if there is no Deacon) after the Nicene Creed

Prayers of the Faithful
Christ the King
November 22-23, 2014

That as a sheep of God's flock, we may feel thankful that we have such a kind and loving Shepherd who protects us. We pray to the Lord.

That we may all be brought to Life through Christ. We pray to the Lord.

That as we gather with family and friends in Thanksgiving, may the warmth of God's Good News be present at our banquet table. We pray to the Lord.

That when we see the least of our brothers and sisters, in hunger or thirst, a stranger or naked, ill or in prison, we may gladly minister to their needs. We pray to the Lord.

That in Christ, the King of Justice and Life, the evils of abortion, infanticide, and euthanasia may be eliminated from our midst, we pray to the Lord.

For our young people who returned from the Fall Retreat this weekend, that in their busy lives they will always remember to hand over their stress to God and that they need Jesus every hour. We pray to the Lord

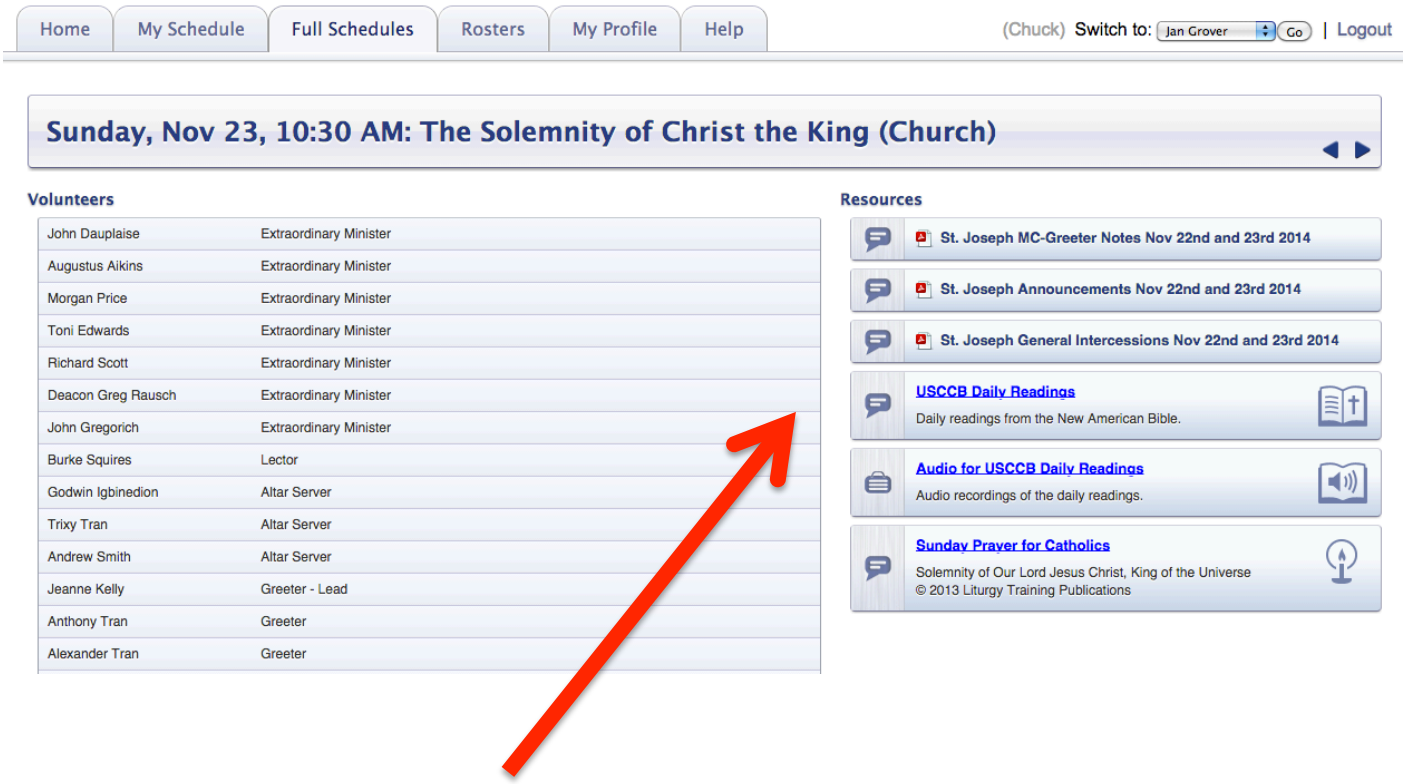
4:30 pm only: For Jason Kyle Regnier baptized today, that he may grow in faith and love of the Lord. We pray to the Lord.

For those who have died, especially Mary Louise Mann, mother of Fr.Shawn Mann, and Josephine Farmer, mother of Fr. James Farmer, may they rejoice in the feast at God's eternal banquet table…

4:30 pm only: …… and for Dale Sanders, who we are remembering at this Mass. We pray to the Lord.

8:30 am only: …… and for Rosemary Miller, who we are remembering at this Mass. We pray to the Lord.

10:30 am only: ……. We pray to the Lord.

Attachment 3: Mass Preparation Resources

This shows the page that appears if you click on an individual Mass on the Mass Scheduling website. In the top right corner you see the links to the readings, audio version of the readings, General Intercessions, and Announcements that you can use to help you prepare to proclaim at Mass.