

DUTIES OF THE LECTOR

Preparation for Reading

1. The readings for each week are in the lector resource book and online (e.g. USCCB.org).
2. Prayer, Preparation, and Practice are essential. A quick read through as preparation is not enough. Examine the connections among the first reading, psalm response, second reading and the gospel in the Liturgy of the Word. Your ministry is to proclaim the readings. The proclamation is a form of preaching, so preparation is essential.

Fifteen minutes or more before Mass

1. Go to the sign in located in Herrmann Hall, sign in, and receive any special instructions from the presider, deacon or Mass coordinator if there are additional ceremonies incorporated into the Mass such as baptisms, commissioning, or rites for RCIA that will affect the order of events in the Liturgy of the Word.

Call to Worship

1. Three to five minutes before Mass begins, the lector leading the Call to Worship should approach the ambo from the stairs at the left of the ambo in front of the choir.
2. Reverence at the bottom of the stairs before ascending. Proceed to the ambo.
3. Place the **closed** Lectionary **on top of the ambo**, greet the congregation, and read the Call to Worship. Please be certain to place the Call to Worship under the petitions for the Prayer of the Faithful when you finish.
4. Use the same route to descend. Reverence from the bottom of the steps and take your seat.

Entrance Procession

Book bearer

1. **Note:** *When a deacon is present, he will carry the Book of the Gospels into the worship space. The lector goes to her/his seat before Mass and is not part of the entrance procession.*
If no deacon is present, follow the cross in procession with the *Book of the Gospels* (opening of the Book in your left hand) held comfortably high (make sure you can see where you are going).
2. At the signal from the presider or emcee, proceed **slowly** down the aisle about six feet behind the cross bearer.
3. At the end of the aisle, ascend the front steps and carry the Book around the left side of the altar.
4. Place the Book of the Gospels on the altar about 10 inches from the back center edge.
5. Turn and descend the altar platform by the steps in front of the choir, reverence from the floor, and go to your seat.

Cues and General Instructions

First Reading

1. When the presider has concluded the opening prayer (the Collect) and the entire congregation is seated, remain standing and approach the ambo from the stairs at the left of the ambo in front of the choir. **If there is a dismissal (e.g. Children's Liturgy of the Word or Catechumens and Candidates) the lector should approach after the movement music is finished.**
2. Reverence at the bottom of the stairs before ascending. Then ascend to the ambo.
3. **Before** opening the Lectionary, look at the assembly and begin the proclamation by announcing, **"A reading from..."** Do **not** say, *"The first reading is...."*
4. Open the Lectionary and locate the beginning of the reading. Adjust the microphone if necessary. Proclaim the reading slowly, clearly, and according to the sense of the text.
5. **Pause** at the end of the reading. If you hold the Lectionary while proclaiming, place it back on the ambo.
6. End the reading with **"The Word of the Lord."** Do **not** say, *"This is...."* **Note:** *Do not elevate the Lectionary as you speak these words.*
7. Step back from the ambo and **do not** turn the page **or touch** the Lectionary. **Hold** your position for a few moments of meditative silence (at least a slow count of 5). Meditative silence is called for in the General Instruction of the Roman Missal (GIRM). In the appropriate silence, the **cantor** will not move until you do, looking for and taking the cue from you. You are setting the pace. Let there be silence and no movement until you cue it.
8. Use the same route to descend to the floor. When you begin to move, the cantor will come to meet you at the bottom of the steps so that you may reverence together. The lector will be seated.

Psalm:

1. The cantor will ascend the steps to the ambo as the pianist begins the introduction to the Psalm.
2. At the end of the Psalm, the cantor will hold position at the ambo silently (at least a slow count of 5).

Second Reading:

1. As the cantor moves away from the ambo to descend the steps, stand and proceed to meet the cantor at the bottom of the steps to reverence together.
2. The cantor will return to the choir area. The lector ascends to the ambo.
3. The Lectionary is already open. Look at the assembly, announce **"A reading from..."**, (*Do not say, "The second reading is...."*), then locate the beginning of the reading, turning the page, adjusting the bookmark and/or microphone. Proclaim the reading slowly, clearly, and according to the sense of the text.
4. **Pause** at the end of the reading. If you hold the Lectionary while proclaiming, place it back on the ambo.
5. End the reading with **"The Word of the Lord."** Do not say, *"This is...."* **Note:** Do not elevate the Lectionary when ending the reading.
6. Step back from the ambo and **do not** touch the Lectionary. **Hold** your position until the organist or pianist sounds a musical tone signaling the Gospel acclamation. Then, carefully push the microphone straight up so as not to snap it off, close the Lectionary, and place it **sideways** (not top end in) in the shelf in the ambo. Moving the mic and placing the Lectionary sideways help the deacon or priest make room for handling the large Book of the Gospels. Double check that the petition for the Prayer of the Faithful is on top of the Call to Worship.
7. Use the same route to return to your seat. Reverence at the bottom of the steps. Take your seat.

General Intercessions: (*If there is no deacon assisting*)

1. Proceed to the ambo on the second mention of the Holy Spirit in the Creed. Approach the ambo from the stairs at the left of the ambo in front of the choir. No need to reverence the altar (you move during a prayer; the less attention drawn, the better).
 2. Begin when the presider finishes the opening prayer.
 3. Lead the congregation in the response.
 4. Wait until the presider concludes the prayer before returning to your seat.
- Notes:** 1. Names of the ill and the deceased are sometimes listed in the petitions. Check that you can pronounce the names correctly. Ask around if you need to.
2. In special circumstances after the homily (commissioning, scrutinies, baptism, etc.), the Creed may not be said, and the presider will go straight to the Petitions. Be prepared. Check before Mass.

After Mass

Book bearer **Note:** *The Book of the Gospels is **not** carried out of the church in the recessional.*

1. **After** the congregation leaves the church, retrieve the *Book of the Gospels* from the stand beside the credence table and take it to the gathering space, place it on the exposition stand and **open** it to the gospel of the day.
2. After each Mass, return the Lectionary to the check-in table in Herrmann Hall.

To obtain a substitute

1. Use the Ministry Scheduler sub request or contact another lector and attempt to switch or obtain a sub.
2. If your attempts to get a sub are unsuccessful or you become ill or experience a last minute emergency, please contact your Mass coordinator or call the other lector on the schedule with you and leave a message if you are able.

To be a substitute

Be a blessing; be a back-up.

1. Check the Ministry Scheduler and/or email and volunteer.
2. If, indeed, you prepare the readings for each Sunday even when you are not on the schedule, let your Mass coordinator know that you are present and ready to proclaim in the event that someone is ill or delayed by weather or some other circumstance. It is a blessing to them—and to other lectors—to know you are available.