

## Procedures for Lectors

### Prior to Mass

1. At home, reflect and study the mass readings and commentary from the Workbook for Lectors and Gospel Readers. Take some time to pray about the scriptures and try to understand and internalize the scripture message that you are proclaiming. ( Suggestion: prepare going thru the readings 3 times – once for familiarity, once for understanding and content, and a third time with prayer/meditation on the message )
2. It is important that both the Reader and the Announcer prepare and practice the Readings, in the case of a no-show at your scheduled time.
3. Please dress respectfully for your public ministry as lector. Remember you are proclaiming the Word of God.
4. Lectors and Announcers should arrive at least 15 minutes before Mass begins. Both Reader and Announcer should introduce themselves to the Celebrant. This will assist the priest to know that the liturgical team is present.
5. When you arrive, please sign in on the black binder schedule.
  - a. If it is your scheduled time, initial next to your name
  - b. If you are switching or substituting with someone, write in your name and initial
  - c. If you are filling in for a No-Show then draw a line thru their name, write the word No-Show and write in your name and initial
  - d. The Lector Cross will be in the drawer or on the counter. Wear the Lector cross whether you are serving as a Reader or Announcer. After mass please return to the drawer or on the counter for the next scheduled mass.
  - e. Both the Reader and the Announcer will minister from the ambo on the alter.

### Order of Duties – Announcer

1. Prior to Mass:
  - a. Read the Announcer's Black binder, reviewing the Liturgy Sheet – Sunday of the Year, Celebrant, Prayers of the Faithful, Names of the Sick ( if you do not know how to pronounce a name listed ask Father Haydock ), and after Mass announcements.
  - b. Select a family to present the offertory gifts. Write their name on the liturgy sheet as you will be introducing them in your welcome. ( Generally during the school year the Good News Children will carry in the gifts at the 9:00am Mass. ) Bring the book with you to your pew and to the ambo.
  - c. At about 5 minutes prior to the beginning of Mass, locate a seat on the chairs in front of the choir area so that the Celebrant will know where to find you and cue you, familiarize yourself once more with the announcements, occasionally looking up and watching for Father's cue.
  - d. Watch for the Celebrant, servers and lector to gather at the interior entry door. Watch for the Celebrants wave or cue to walk to the ambo. Once you see Father's wave, approach the ambo. Look in the congregation, smile, and then begin your Opening Remarks.
  - e. Once at the ambo, look into the congregation, smile, and then begin reading your Opening Remarks script on the liturgy sheet provided. "Good Morning, ... this the \_\_\_\_ Sunday ..."
  - f. Once finished return to your seat in the congregation with the Announcer's Binder. The choir will announce the opening song.
2. General Intercessions:
  - a. Near the end of the Nicene Creed, following the Homily, listen for the phrase, "... We believe in one, holy and apostolic church ..." this is your cue to walk to the ambo and prepare to be in place at the ambo when you hear, "Amen"
  - b. The Celebrant will introduce the General Intercessions with a prayer. After the prayer, begin immediately to read the intercessions as written. After you have finished reading remain standing at the ambo until the Celebrant has finished with the Closing Prayer, then return to your seat.

- c. If in the event that a parishioner asks to have a name added to the General Intercessions at the last minute, prior to mass, accompany the person to consult with Father Haydock before you add.
- 3. Announcements:
  - a. After the distribution of the Eucharist is complete and the Celebrant has returned to his chair the assembly will sing the closing hymn. After this has finished proceed up to the ambo and ready the announcements. Look for Father's cue, you will know it is time.

### **Order of duties - Reader**

1. Before Mass place the Lectionary Book, properly marked, on the ambo. Be sure the Lectionary Cycle matches the yearly Cycle of Readings (A, B or C). If this is the first mass of the day, the Lectionary may be in the front sacristy if not found in the vestry. Test the microphone if you are serving the first Mass of the day. If no sound is heard, inform Susan who leads the choir, as she can help.
2. Locate the gold Book of the Gospels in the sacristy if it is not in the vestry. The Reader processes in with the Book of the Gospels, a few paces behind the servers, holding it aloft as you are able. Upon arriving at the base of the alter steps you will see that the servers are on the left side waiting, you move over to the right side and wait, when the priest arrives, positioning himself in the middle, then the Reader will bow with the priest. The servers and the priest walk around the left side of the alter, the Reader walks up the right side (between the ambo and the alter) and facing the congregation, places the Book in its holder on the alter, facing the celebrant. Proceed to the pew (position yourself somewhere in the first few rows so that the Celebrant can see where you are in the congregation )
3. When the Celebrant concludes the opening prayer, the Reader can pray a "Hail Mary" silently, while approaching the ambo and adjusting the microphone. This allows the entire congregation to be seated and quiet down. Once the assembly is seated, settled and silent, then the Reader proceeds to proclaim the word of God, with a strong voice, slowly and distinctly.
4. At the end of the first reading, the Reader pauses for a second before saying, "The Word of the Lord". The reader then sits in the chairs in front of the choir during the Responsorial Psalm.
5. In the rare absence of a choir or cantor, the Reader will introduce the psalm response and read the psalm.
6. After the Responsorial Psalm has finished the Reader will approach the ambo and pause, then begin the second reading. After proclaiming the second reading the Reader picks up the Lectionary Book and places it **open** at the front of the ambo facing the congregation.
7. At the end of the liturgy, the Reader does not process out with the lectionary. At the end of Mass, after the choir has finished, the Reader will reposition the Lectionary Book back to the reading side of the ambo and collect the Book of Gospels from the back and bring it back up in the sacristy in preparation for the next mass. If this is the last Mass of the day then collect both books and place back on the shelf in the vestry. Don't forget to remove your Lector Cross and place back in on the black binder schedule for the next Lectors. If it is the last mass of the day then position the cross back in the little box in the drawer.

### **Comments:**

Thank you for your proclamation ministry. If you cannot fulfill your Reader/Announcer role at a scheduled mass, please arrange for a sub in advance. If you are a Reader or Announcer and your ministry partner does not arrive by 10 minutes prior to mass, you should assume both roles. Check with Father Haydock as he may be able to look out in the congregation and help you find a substitute. In the case that a sub can be found, you will assume the Reader duties and your sub will assume the Announcer duties. This is why when you are assigned to be an Announcer you should always practice the readings incase your Reader is a No-Show. If a sub can not be found, and you need to serve both roles, do not take part in the procession, but position the Book of Gospels in the holder on the alter prior to the beginning of Mass. Then go position yourself in a seat in front of the Choir and wait for Father's cue. Then as normal, proceed up to the ambo and deliver the opening greeting.

Contact Laurie Hatch at 206.546.2393 if you have questions.