

April 7, 2007
St. Margaret Mary Catholic Church
Lector Ministry Procedures

Lectors proclaim the Word of God during Mass. God is present and speaks when we proclaim His Word. We speak in a clear way, with gentleness, strength, and wonder, and with the conviction of its truth and value in our lives, so that His message can touch the hearts and minds of our listeners. We prepare ourselves with prayer, and reflection upon the passages to understand them. Being a Lector is a privilege and an important ministry in our parish.

Getting Ready for Mass:

Prepare: Read, study and reflect on the readings so that you understand what you are saying... believe what you are saying...and live what you are saying. Scripture is alive. Give that to the congregation. Use the Lector Workbook to prepare for the scriptures on your assigned day. **Practice and prepare for your assigned reading during the week before you come to Mass on Saturday or Sunday. Be sure to look up difficult to pronounce words or names and rehearse saying them aloud.**

Dress: Lector as ministers on the Altar and as such we should dress appropriately for the sacredness of the occasion so as not to draw attention in the wrong way. There are 3 simple rules:

- Not permitted: **Jeans, sneakers, shorts, t-shirts or sandals.**
- Women: **Modest dresses, dress pants, or a 2- piece pantsuit.**
- Men: **Suit, or Sport-coat, shirt, tie, dress slacks.**

Report Time: Arrive at church at least **fifteen (15)** minutes or more before Mass. Proceed to the Church Ministry Room. Find the lector schedule on the bulletin board and sign-in by initialing your name. This helps the schedule coordinator know who's reporting. Substitutes, please initial next to the name of the person you are substituting for.

Two Lectors: Two lectors are assigned to each mass. The First Lector is responsible for the First Reading. The Second Lector is responsible for the Second Reading and the Prayers of the Faithful when there is no Deacon. **Make sure you both communicate to each other before mass to insure both readings are covered.** If for some reason, only one lector is present, the one lector will do both readings.

Assemble Procession in Vestment Room: at least **Five (5)** minutes before Mass, meet in the Vestment Room with other ministers and altar servers for prayer and formation of Entrance Procession. Verify that the Lectionary is available and that the ribbon is placed on the First Reading. If you have a last minute question on how to pronounce a word in your reading, there is A Book of Pronunciation in the vestment room left drawer. The first lector is responsible for carrying the Lectionary into the sanctuary for Mass.

Procedures for Mass

Entrance Procession. Both lectors are part of the entrance procession. Lectors line up directly behind the altar servers. The First Lector carrying the Lectionary, held high, is on the RIGHT, the Second Lector is on the LEFT. Lectors process behind the altar servers, and in front of the deacon (if a deacon is present), otherwise walk in front of the priest.

First Lector: Hold the Lectionary high as you carry it in with the cross design facing forward, towards the altar. Show reverence and dignity as you handle the book and approach the altar and the ambo.

Note: do not carry anything else with the Lectionary

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Arrive at the Altar. When the procession arrives in front of the altar, the **First Lector** stands on the **RIGHT** side of Priest, just inside the altar boys who are standing on the right end. The **Second Lector** stands to the **LEFT** side of the Priest (or the left of the Deacon when present) and inside the altar boys who are standing on the Left end. Pause and keep an eye out for the Priest to bow. The entire procession group bows at the same time.

After bowing, the **First Lector** moves to the right and in front of the altar boys walking toward the Ambo. Pass between the Altar and the Ambo, placing the Lectionary gently on the Ambo, open to the page marked for the first reading. Remain standing at the chair behind the Ambo.

After the procession bows, the **Second Lector** returns to his/her seat in row 3 on the center aisle, right side.

First Reading: After the opening prayer when Father sits down, approach the lectern, Reverence the Lectionary with a bow and begin the FIRST READING with a simple "A Reading from the Book of" (exactly as written in the Lectionary)

Helpful Hints: Please do not vary from the script. No need to announce that the readings begin on page _____. No need to say "The First Reading is:" Please do not ad lib...."Good morning" Follow the Lectionary, it's that easy!

Read slowly, clearly and distinctly. Pause where effective and make eye contact with the audience.

End the First Reading with "**The Word of the Lord**". After your reading Reverence the Lectionary with a bow and walk to the front of the altar by walking between the ambo and altar down the same steps you first walked up to the ambo. The Choir Cantor will meet at the front of the altar (on your right side). **Bow together** and then **return to your reserved seat in the row 2** on the center aisle, right side.

Special Note: If only one lector is present, remain on the altar and perform the duties of the second lector. Position yourself behind the Ambo during the Responsorial Psalm.

Second Reading: After the Choir sings the Responsorial Psalm, the **Second Lector** approaches the altar to the left of the Choir Cantor who will leave the ambo to stand at the front of the altar. Stand on his/her left side and **Bow Together**. Then walk to front of the ambo, up the steps to the Ambo to begin the reading.

Reverence the Lectionary with a bow and begin the SECOND READING with a simple "A Reading from the Book of" (exactly as written in the Lectionary). End the reading with "**The Word of the Lord**".

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IF A DEACON IS PRESENT the second lector will Reverence the Lectionary with a bow after the reading, return to the Sanctuary by walking between the ambo and altar down the same steps you first walked up to the ambo. Walk to the front of the altar, bow and **return to your seat in row 3.**

IF THE DEACON IS NOT PRESENT the second lector will remain standing at the chair behind the ambo. Return to the ambo from your seat in the altar. Following the Creed, you will present the Prayers of the Faithful from the Ambo. After these prayers, return to the Sanctuary by walking between the ambo and altar down the same steps you first walked up to the ambo. Walk to the front of the altar, bow and **return to your seat in row 3.**

After Mass:

Do not carry the Lectionary out at the end of Mass. Do not process out. The Word now rests in the people and **they** carry it out in their hearts.

Following the closing song the Lector for the Second Reading retrieves the Lectionary from the Lectern and returns it to the Vestment Room ready for the next Mass.

SPECIAL NOTE:

RESPONSIBILITY FOR SUBSTITUTES Each lector is responsible for finding their own replacement in the event that you are not able to be present for a Mass. Please find a substitute from the list of lectors, if you cannot serve your appointed time. Please notify the lector coordinator via email if possible so he is aware of the change. If you have trouble finding a replacement, call Brian Hill, at 335-5138 or email: hillbri@austin.rr.com.

THANK YOU FOR YOUR SERVICE TO THE LECTOR MINISTRY.