

Lector Procedure

Before Mass:

- Be at church at least 15-20 minutes before Mass begins.
- Let Father or the Deacon know that you are there. If you check-in with Father ask if there will be a Deacon at that Mass.
- If there won't be a deacon at the Mass:
 - Review the Prayers of the Faithful (petitions).
 - Check to see who the Mass intention is for. If it's a name you are not familiar with review the phonetic pronunciation provided.
- Check things at the ambo:
 - Check the microphone to be sure the PA system is on. If the PA system is not on; turn it on. (The sound system is located in the tall cabinet just inside the Eucharistic Chapel. Turn it on at the power strip located to the right of the amplifier. Do not change any of the settings on the amplifier.)
 - Check to see that the Lectionary is open to the correct 1st reading and that a copy of the petitions is on the ambo.
- If there is no deacon: The Book of Gospels should be on the altar. Pick it up and take it with you to the main entrance of the church so you can carry it in during the procession. Carry it high and with reverence. Your place in the procession is between the altar servers and the celebrant. When you reach the sanctuary steps you do not need to reverence the altar because you are carrying the Word of God. Go directly to the back side of the altar and place the Book of Gospels in the clear plastic stand on the altar. Then you should go to the pew behind the ambo and stand during the Sign of the Cross, the Penitential Rite, the Gloria (if done) and the Collect Prayer.
- If a deacon is present your place in the procession is between the altar servers and the deacon. Whenever processing or moving about without the Book of the Gospels, fold your hands as in prayer. When you reach the sanctuary steps you should bow to reverence the altar. Then you should go to the pew behind the ambo and stand during the Sign of the Cross, the Penitential Rite, the Gloria (if done) and the Collect Prayer.

Readings:

- Wait until Father sits down before going to the ambo. Adjust the microphone to a good position for you and then wait for the congregation to settle down before you begin.
- Announce the 1st reading as written in the Lectionary and pause. Read the 1st reading, from the Lectionary (not from your Lector Workbook, notes or other books). At the end of the reading, pause for a few seconds and look at the congregation before saying "The Word of the Lord".
- Then sit down in the pew behind the ambo. (Exception: if there is no choir or cantor the lector should read the Responsorial Psalm, not sing it).
- After the cantor and/or choir finishes the Responsorial Psalm and the cantor has taken his/her seat, go back to ambo and announce and read the 2nd reading, as you did the 1st reading.
- After the 2nd reading close the Lectionary, place it on the shelf of the ambo and sit down again in the pew behind the ambo.

Prayers of the Faithful (Petitions)

- If a deacon is present he will read the petitions. If no deacon is present the lector reads them.
- If you are reading the petitions you should be at the ambo before Father reads the introductory prayer for the petitions so start walking toward the ambo just before the "Amen" following the Creed.
- When you read the petitions, keep in mind that you are having a dialogue with the congregation. Read each petition and then look at them during their response.
- If you read the petitions stay at the ambo until Father has finished the closing prayer for the petitions. Then leave the sanctuary by the steps between the ambo and the wall, reverence the altar and take a seat with the congregation, preferably toward the front of the congregation. If the deacon reads the petitions remain seated in the pew behind the ambo until Father is finished reading the closing prayer for the petitions then leave the sanctuary as you would if you had read them.
- In the event you are a Lector and Eucharistic Minister at the same Mass, you should leave the Sanctuary after the petitions and return when the Eucharistic Ministers enter the Sanctuary.

After Mass:

- Stay in the pew where you've been sitting, do not join the procession.
- After completion of the closing hymn, return the Lectionary to the top of the ambo and open it to the correct page.

Lector schedule and roster:

- When you receive the schedule save the email.
- Review entire schedule when you receive it and check it against your calendar. If you see you will be unable to lector as scheduled find a substitute as soon as possible. If you know another lector who might sub for you contact them directly. If not, use the email by which you received the schedule and "Reply to All" asking for a sub.
- Please let me know as soon as possible of any changes to the Lector Roster.
- Watch the schedule for notes regarding which readings to use, when there are options, or for special Masses, such as vigils or Holy Days.

11/30/2019