

Lector Guidelines, November 2018

It is a beautiful gift to be called by God to proclaim His word to the assembly. It is He who is using you to give his words to his people.

1. Look in the bulletin ahead of time as to when you are to Lector. Prepare those readings ahead of time; spend time each day the week before you are to lector. We have Lector Workbooks for you to use to practice.
2. Dress "smart casual" or "business casual." To give proper reverence for The Word of God, please no shorts or t-shirts.
3. Check in on the sign in sheet in the sacristy, where Father, the deacon and servers vest for mass. Wait for the other lector to arrive. If you are the second lector to arrive, determine between you, who will proclaim the first reading and who will proclaim the second reading. Responsorial Psalm should always be sung. If not, Father, deacon or musician will say that it needs to be read. The person proclaiming the first reading also proclaims the Responsorial Psalm. If there is no deacon, the one proclaiming the second reading also proclaims the General Intercessions.
 - a. The General Intercessions are kept in a binder that will be on the counter next to the Lectionary. If there is no deacon, please remove the General Intercessions from the Binder, place them behind the second reading in the lectionary and return them to the binder after Mass.
4. While waiting for the second lector, practice, one more time, all of the readings for the mass asking a deacon or Father for assistance with any words that you are unsure of how to pronounce. If you are the second reader, practice one more time the reading that you have agreed to read.
5. Once both have practiced the readings and are comfortable with them, one takes the Lectionary (with General Intercessions if no deacon for that Mass) and places it on the ambo (podium/lectern.) Check to make sure the green light is on at the base of the microphone.
6. Please sit on the left hand side near the ambo. Take a few moments to thank God you have been called to proclaim his word and ask for his assistance in proclaiming it well today.
7. When we all sit after the opening prayer, the first reader comes to the ambo. Adjust the microphone so it is close to you and at your mouth's height. Speak directly into the microphone. Speak loudly, slowly and clearly when reading. Remember, even though the people are probably reading along with you, the Word is to be proclaimed, so you want to be loud enough to be heard all over the church conscious of the reality babies are restless and many are hard of hearing; let's make sure they hear our lectors proclaim. Read slowly and clearly. We cannot understand if the Word is proclaimed too fast or not clearly.
8. Stay at the ambo facing the people until they have finished saying, "Thanks be to God." When they have finished saying these words, then you may go to your location.
 - a. If you are proclaiming the Responsorial Psalm, in silence pray the "Glory Be" before beginning the psalm. There should be an appropriate silence between the first reading and the responsorial psalm. When it is time for the congregation to say their refrain, lift your right or left hand and say the words with the congregation.
 - b. If the musicians are leading the responsorial psalm and you are the only lector, be seated on the stool next to the servers during the responsorial psalm. After the psalm and before you stand, pray a "Glory Be" then stand, go to the ambo and proclaim the second reading. Stay at the ambo until the people have said, "Thanks be to God."
9. Second reader should not leave their pew until after the conclusion of the last refrain of the responsorial psalm to give adequate silence in the Liturgy of the Word. Adjust the microphone and proclaim loudly, slowly and clearly. Look to see if there is a deacon and book of the Gospel; if so, move the Lectionary off of the ambo and place it on the shelf below. If it is just Father and no Book of the Gospels, leave the Lectionary on the ambo.
10. Stay at the ambo until the people have finished, "Thanks be to God." Father will wait for you to get in your pew before he stands for the Gospel Acclamation. This provides appropriate silence during the Liturgy of the Word.
11. If there is no deacon, the second Lector (unless there is only one Lector) comes to the ambo toward the end of the Creed. Father gives the introduction to the General Intercessions and then the Lector proclaims them. Then, Father concludes them. Please stay at the ambo until the people have responded, "Amen."