

**Good Shepherd Parish**  
**Procedures for Lectors**

(revised 1/2019)

**PRIOR TO MASS**

- (a) Arrive at the church **at least 15 minutes before Mass**, and sign in on the Liturgical Ministers check in list in the sacristy. This will let the priest, deacon, and other lector know that you are present. You should be appropriately dressed to formally participate in the celebration of the Mass (please avoid shorts, jeans, t-shirts, etc.).
- (b) Check the Lectionary to make sure that the book is open to the correct page for the Mass of the day. Review the readings briefly (page layout, punctuation).
- (c) The lectors are encouraged to join the extraordinary ministers of Holy Communion in the sacristy for a brief prayer about 10 minutes prior to the Mass as a way of preparing to participate fully in the celebration.
- (d) If you cannot lector at the Mass you have been assigned to, please utilize the Ministry Scheduler app to request a substitute as soon as possible—at least by Friday morning for weekend Masses. *Please note, last minute requests through the scheduler app are not usually noticed, so make an attempt to contact the 2<sup>nd</sup> lector by phone to be prepared to do both readings.*

**LITURGY OF THE WORD**

- (a) The lector will not be part of the entrance procession unless there is no deacon present. In that case, after checking with the presider to confirm the absence of the deacon, one of the lectors will take part in the entrance procession, carrying the Book of Gospels (located in the priest sacristy). The Book should be carried slightly elevated. On reaching the altar, the lector DOES NOT BOW, but moves directly to the altar and places the Book in the center; then before going to his/her seat, the lector should bow to the altar before leaving the sanctuary.

- (b) The lector should sit on the “ambo side” of the church—preferably in the far left section of pews and near the front so that he/she can move easily to the ambo once the introductory rites have concluded.
- (c) The first lector goes to the ambo immediately following the opening prayer. Upon reaching the top of the ramp, before entering the sanctuary, reverence the altar with a bow.
- ❖ At Masses where the Children’s Liturgy of the Word is celebrated (currently 10:15 and 12:00) *do not* go the ambo immediately following the opening prayer, but wait until the adult Children’s Liturgy leader has received the book from the priest and begins walking down the center aisle. Then wait to begin your reading until the children have left the church, otherwise the first part of the proclamation may not be heard.
- (d) Look for a moment at the congregation to see that all are ready and listening. Then begin the proclamation of the Word from the Lectionary. Introduce the reading by saying “A reading from...” just as it is presented in the Lectionary. Do not say “the first reading is” or “our first reading is from”. Read clearly and distinctly, with meaning, and without haste. At the end of the reading, pause for 2 seconds, look up at the congregation and PROCLAIM: “The Word of the Lord.”
- (e) When all have responded—“Thanks be to God”—there will be a period of silence for meditation. First turn the page to the next reading if necessary, and then step back from the ambo, reverence the altar with a bow, and return to your seat.
- (f) The second lector approached the ambo at the conclusion of the Responsorial Psalm, and follows procedure described in (c), (d) and (e).
- (g) If, in the rare instance, you are doing both readings bow your head slightly and move reverently to a seat in the sanctuary behind the ambo, while the cantor/choir lead the Responsorial Psalm. At the conclusion of the Responsorial Psalm, move reverently to the ambo and begin the second reading.

- (h) When the Gospel Acclamation begins, the lector should reverently move the Lectionary to the shelf in the ambo to make room for the Book of Gospels. He/she should reverence the altar with a bow and return to his/her seat.

**PRAYERS OF THE FAITHFUL (only when there is no Deacon)**

- (a) Before Mass, you should review the Prayers of Faithful petitions, and most especially the names of the sick and deceased that we are praying for. If you are not sure of pronunciation of names, attempt to get clarity. The printed page of the Prayers of the Faithfull is found on the top shelf of the ambo. Please do not remove it.
- (b) As the Creed is being recited, the lector should approach the ambo, again reverencing the altar, at the words “ascended into heaven”. (At the 6:00 pm Life Teen Mass, a sung version of the Apostles Creed is used, and the lector should approach the ambo at the phrase “Yet he rose from the dead....”
- (c) The presider introduces the Prayers of the Faithful and the lector prays the petitions. There should be no delay between the presider’s opening of the Prayers of the Faithful and the lector leading the petitions. DO NOT say, “Please respond Lord hear our prayer” prior to reading the first petition.
- (d) After the last petition, invite the people to pray in silence for their personal intentions (this is normally listed on the sheet as the final petition)... pause 15 seconds before saying—“We pray to the Lord”
- (e) The lector remains at the ambo until the presider concludes the Prayer and then returns to his/her seat.

There are occasionally special liturgies, or a need for trained lectors to participate in Lessons and Carols or the Stations of the Cross. This is communicated through the Ministry Scheduler email. Additionally, if it is known in advance that the Deacon will not be present and a lector will need to carry in the Book of Gospels and read the Prayers of the Faithful, that will be communicated in advance through email to the scheduled lectors. Please do check the email address you entered into the Ministry Scheduler regularly for any messages.