

St. Vincent De Paul Lector Guidelines

Always find a Sub!

- **Qualifications:** You must be a registered member of the Parish; you must be at least 16 years old; you must be confirmed in a Catholic Church.
- **Arrive at least 20 to 25 minutes early.** The Lectionary should be on the ambo or on the shelf within the ambo (if it is missing, check on the outside table of with the presiding Priest). Look over the readings in the Lectionary to make sure they match what you prepared. Open the Lectionary to the correct Sunday and place the Lectionary on the ambo. If the other Lector is absent 15 minutes prior to the Liturgy, begin preparing for the other reading.
 - A. The 1st Lector is responsible for reading the announcements before mass. There will be a binder within the ambo with a one page section for the announcements to be read. The 1st Lector should review the announcements before mass. If there is not a binder within the ambo, the 1st Lector should check with the presiding Priest and/or the Deacon who will be serving at that mass to see if there are going to be announcements for that mass. Before mass, the Priest, Deacon, Altar Servers, and Lectors, who hands in a circle near the sacristy, and the Priest says a prayer for a successful Liturgy. Immediately following this prayer, the 1st Lector goes to the ambo and reads the announcements. After the announcements are read, the 1st Lector returns to the Northeax and proceeds in with the Deacon, other Lector, Priest, and altar servers. The procession does not begin until the 1st Lector returns from the ambo.
 - B. If a Deacon is participating as a minister within the Liturgy, he should read the General Intercessions. If not, then the Lector (typically the 1st Lector) will read the General Intercessions. The Intercessions will be in a notebook titled “General Intercessions”. Before each Liturgy, the Lector, once reviewing the Intercessions, should place the notebook on the shelf within the ambo.
- **The order of processions** is as follows: Thurible (incense) if needed, cross, candles, 1st Lector, 2nd Lector, Deacon, and Priest. Leave about five feet between each person processing. Upon entering the altar space, the 1st Lector should move to the left of the altar and the 2nd Lector to the right of the altar. There are lines on the floor on each side for where the Lectors should stand. All will bow (at the Priest’s cue), and the Priest will move to venerate the altar as the Lectors move to their seats. Lectors are to sit with their families somewhere in the first two rows in the section next to the choir. Preferably sitting on the end of a row. If the first two rows are not available, then sit as close to the front in that section, as possible. If you get to mass 20 to 25 minutes before mass starts, then you should be there early enough to reserve your seats. If you are by yourself, make sure you save yourself a seat, either by leaving a personal item of yours in the seat, like a coat, or purse, or by putting a piece of paper in your seat with the word “Lector” on it or something to that effect.
 - A. If the Book of Gospels is used in the procession (which is the normal case), the Deacon should carry it in and place it on the altar. If there is no Deacon for that mass, then the 2nd Lector should carry the Book of Gospels in during the procession. In the procession, remember to carry in the book holding it up and in front of you. When you reach the altar, immediately place the book on the altar and then move to your spot in front of the altar. The Lectionary should already be on the ambo or on the shelf within the ambo.
- **Be aware of transitions and sudden changes.**
 - A. 1st Lector, remember, if there is Children’s Liturgy of the Word (CLOW), wait until the choir has finished singing before you stand up. Then stand and approach the ambo. Bow to the altar before you reach the ambo. Do not rush into the reading. It helps to take a deep breath and then proclaim in a strong clear voice. The first Lector should position the microphone before mass when they are preparing, so that it is positioned correctly for their reading. When the 1st reading is completed, turn the page of the book to have it prepared for the second Lector. Leave the book where it is on the ambo, do not move it when the 1st reading is completed.
 - B. 2nd Lector, remember, wait until the Cantor, who has completed the Responsorial Psalm, has returned to their seat, before you get out of your seat. Then stand and approach the ambo. Bow to the altar before you reach the ambo. Do not rush your reading. It helps to take a deep breath and then proclaim in a strong clear voice. The 2nd Lector should not adjust the microphone before mass, because then it will be out of position for the 1st Lector. When the 2nd Lector approaches the ambo for their reading during mass, at that time, if needed, they can adjust the microphone before they begin reading. After the 2nd reading is completed, remember to put the Lectionary on the shelf within the ambo, before leaving the area.

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C. Both Lectors:

1. It is important to arrange the microphone to your mouth level if someone has sung or read before you.
2. Remember to end the readings with “The Word of the Lord”.
3. Remember to pause (count to 5) before saying “The Word of the Lord”.
4. Remember to bow before returning to your seat.
5. Memorize the title of the reading (only) so that you make eye contact through out the reading of the title.

- **The Deacon/Lector reading the General Intercessions** should approach the ambo towards the end of the Profession of Faith. After the Priest’s Invitation to Prayer, the Deacon/Lector reads the Intercessions. Be deliberate and clear in your reading. Pause for a few seconds before each Intercession. Do not add any additional prayers or ask the congregation to pray aloud. The Priest will try to insure that any special petitions to be read are printed with the other Intercessions. If you have a question about the Intercessions, check with the presiding Priest before the liturgy. Remain at the ambo and do not close the notebook until the Priest finishes the prayer that concludes the General Intercessions.
- **Recessional:** When the altar servers have moved to their locations with their candles, cross, and thurible, the Lectors move to the same place before the altar as during the Processional. You process out in reverse from which you processed in (2nd Lector first, the 1st Lector second). **DO NOT CARRY THE LECTIONARY OR THE BOOK OF GOSPELS OUT!!** The Lectionary remains at the ambo during the Recessional.

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• **PROCLAIM IT!**

Do not just read your reading. Proclaim it! Don’t be afraid of being to loud. As we no longer use missaletes, it is very important for each Lector to proclaim clearly and with appropriate emotion. We are called to feed the hungry with God’s Word! The assembly gathers to hear the Living Word, not read it.

Remember that this is a ministry that you feel you have been called to. It is very important to take the time to practice, meditate, and reflect on the Sunday readings during the week prior to your scheduled mass. By your proclamation of the Word of God, the assembly should hear and feel that God’s Word is a Living Word of yesterday, today, and tomorrow.

Practice your reading and the other scheduled reading for that mass, a week prior to your scheduled date. You never know when you might have to read both readings because someone doesn’t show up. Read it a few times during the week. Make sure you are comfortable with the reading. Make sure to read the comments for your reading in the Lectionary Workbook. **DO NOT MEMORIZE THE READING.** But know your reading well enough to make eye contact throughout the reading during mass.

ALWAYS FIND A SUB, when needed. Email requests for a sub, when you cannot read at your scheduled mass. After not hearing from anyone for 24 hours, then you must start calling other Lectors from the directory of Lectors you will be given. But you must always find a sub! Our goal is to always, always have two Lectors at every mass.

When you are not scheduled to read, and you come to mass, go by the area where the Lectors wait to start mass and make sure we have two Lectors present. If there are not two Lectors present, find a book in the Northeax and volunteer to be the other Lector for that mass. We would rather have two Lectors at mass.

Thank you for giving yourself to this ministry. I hope you find it as fulfilling as it has been to all of us who profess the Word of the Lord to our congregation.

And remember; in case I hadn’t mentioned it before, it is very important to always find a sub. Lectors in mass are a focal point of the Liturgy. Everyone’s eyes are on us. Everything we do is scrutinized, especially when we do not show up. There is no excuse for missing a mass, for finding a sub, for being responsible to this ministry.

Last, but not least, it is always crucial, whenever you cannot make it to mass, that you contact another Lector, when you cannot be present to read at your appointed time. This is one of the most important aspects of this ministry. Remember, **always find a sub.**

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