

IHM Guidelines for Lectors

1. **Clothing.** Lectors should be dressed in a way that expresses respect and dignity proper to the Eucharist and Scripture. Professional dress, such as coat and tie for men and a dress or suit for women is preferred. Shorts, “jeans”, bermudas or the like are never permitted.
2. **Preparation.** Preparation has two parts: remote and immediate. Immediate means arriving at least 15 minutes prior to the Mass start time, locating the readings in the Lectionary and coordinating with the other lector. Remote preparation includes a Spiritual, Scriptural, and Practical component. Spiritual involves understanding the text and interpreting it sufficiently so as to evoke a response from the assembly. See the [Lector Preparation Link](#) on the web site. The Scriptural component involves prayer of the text and reflection on its message. Practical preparation involves mastering difficult words, learning the correct pronunciation and practicing the delivery of the text aloud. The USCCB Daily Readings site is your first help in preparation.
3. **Language.** No one may change the texts approved for the liturgy. This means you read what is on the page. Do not change words, make up or add words etc.
4. **Procedures.**
 - a. Arrive at least 15 minutes prior to the Mass start time. In the Vesting Sacristy, sign in on the sheet provided (found on the counter top near the window). Remain in the sacristy so as to coordinate with the second reader (if one). Decide who will proclaim which reading, and in the case of the Deacon not being present, which lector will carry the Book of Gospels in the entrance procession. The lector who proclaims the second reading also, in the absence of the Deacon, will present the general intercessions (these can be found on the counter near the window in the sacristy.)
 - b. In the absence of the deacon, the lector may carry the Book of the Gospels, slightly elevated, in the entrance procession. Upon coming to the Sanctuary, the lector holds the Book elevated, pauses and waits for the priest to genuflect, then goes directly to and places the Book on the Altar. The Lector then steps back, waits for Father to kiss the altar, then makes a profound (from the waist) bow to the altar and then goes directly to his/her place in a pew. The lector(s) will sit with the assembly.
 - c. At the conclusion of the Opening Prayer (*Collect*), the lector will reverently approach the sanctuary, bow to the altar, and go to the Ambo. Do not rush to get to the ambo. Do not leave your seat until after the “amen” of the opening prayer. Pause to allow the assembly to become quiet, or the children to depart Church if there is Children’s Liturgy of the Word. Begin the reading with the words in the lectionary “A reading from....”. While reading:
 - (1) Look up at the assembly as often as possible, making eye contact.
 - (2) Keep your feet flat on the floor. Shifting weight or propping a foot behind is distracting, especially to the people who sit to the right and behind the lector.

(3) Use the microphone. It is sensitive, and you do not need to adjust its position. But, speak with sufficient volume; do not rely on the mic to amplify your voice.

(4) Wait until the Responsorial Psalm is finished before leaving your seat for the second reading. We want some “silent time”.

(5) Pause between the end of the passage and before you state “the Word of the Lord.” Remember to bow when approaching and departing from the Sanctuary (you bow to the altar).

(6) The lector(s) do not process out with the other ministers.

5. In the absence of the deacon, the lector who read the second reading will announce, from the ambo, the intentions of the “Prayer of the Faithful.” During the Profession of Faith (the Creed), when the words “we believe in one, holy, catholic and apostolic church” are recited, approach the ambo as before. After the introduction by the priest, announce the intentions slowly and clearly. Pause slightly before announcing “let us pray to the Lord.” Upon completion, wait for the priest to end the prayer before returning to your pew.