

## Instructions for Lectors

The proclamation of the Word of God is an important ministry in the Church. Lectors bring the living Word of God to the entire parish assembly.

The Word of God is not merely read during the liturgy, it is proclaimed. Effective proclamation involves the delivery of the message with clarity, conviction and appropriate volume and pace.

The ministry of the Word is to be treated seriously and with great dignity. The key to effective proclamation lies in understanding the meaning which is contained in the words you are about to read. Spend some time in prayer and contemplation during the week before you will be reading. It is important to familiarize yourself with all the readings so that you understand the tone and the flow of the Word for that Mass. Review the commentaries in your Workbook for Lectors and Readers, which will help you understand something about the purpose of the author and the historical setting out of which the passage arises.

Once you have an understanding of the content of the reading, begin to consider the tone and the pace at which it should be read. Read through each reading several times aloud. Decide where it is most appropriate to pause, and for how long. Review any words that you find difficult to pronounce. Becoming familiar with the readings will let you feel comfortable enough to lift your eyes from the page occasionally to make eye contact with the congregation.

### **On Your Scheduled Day:**

1. Arrive 15 minutes before Mass begins.
2. Pray for guidance and direction to help you through the readings.
3. Check to see that the Book is open to the correct readings.
4. Check that the microphone is turned on and is working.
5. Place the Lectionary open to the day's readings on the shelf in front of the Ambo. If it is already there check to be sure it is open to the correct readings.
6. Check to see if there will be music or if you will recite the Responsorial and Gospel Verse.
7. Check on the shelf under the Ambo or in sacristy for the Announcements and Prayers of the Faithful. Pre-read the Announcements and Prayers of the Faithful. Check with the Sacristan or a parishioner if you are unsure how to pronounce a person's name.
8. Check with Father to see if you are to read the long or short versions or a sequence, or if anything special is being done-especially on Holy Days.

9. Carry the Gospel Book (with the front facing away from you) to the altar in the processional. Do not stop in front of the altar. Move directly behind the altar facing the congregation, place the Book with the front down (so that when Father picks it up the front is facing the congregation) in the center of the altar leaving **adequate** room below for Father to kiss the altar and then return to the front with Father and the Eucharistic Minister(s). **Bow reverently in unison** with the others and then return to your pew.

### When to Read:

1. After Father reads the opening prayer and the congregation has responded, walk with dignity to the Ambo and as you approach, **stop and bow with reverence** toward the altar and then proceed to the Ambo. Remove the lectionary from the shelf at front of ambo. Proceed to the microphone.
2. Begin the First Reading. Do not begin by saying "The first reading is from" (after the reading, **pause** to allow a moment of reflection by congregation) **Before** saying "The word of the Lord"
3. **With Music:** DO NOT READ the Responsorial Psalm – just step back, turn and face the altar.  
**Without Music:** READ the Responsorial Psalm (after the reading, **pause** to allow a moment of reflection by the congregation).
4. Begin the Second Reading...Do not begin by saying "The second reading is from". (after the reading, **pause** to allow a moment of reflection by congregation. **Before** saying "The word of the Lord"
5. **With Music:** DO NOT READ the Alleluia Verse.  
**Without Music:** READ the Alleluia Verse.
6. Close and place the Lectionary on the shelf under the Ambo and return to your seat leaving the altar area with a reverent bow to the altar.

### After the Homily

1. As Father completes his homily and begins moving to his chair, you walk with dignity to the Ambo, as you approach **make a slight bow of reverence toward the altar. If Father did not place the Gospel book on the shelf on the front of ambo, move it there open to the page with the ribbon.** Return to the Ambo and lead the congregation in saying the Profession of Faith.
2. Upon completion of the Profession of Faith, wait for Father to say the introductory prayer to the Prayers of the Faithful.
3. Read the Prayers of the Faithful slowly and with dignity. **Look** at the congregation when you say, "We pray to the Lord". **Wait** for the congregation to respond before beginning the next petition.
4. When you have finished, turn toward Father to indicate that you have finished. **Leave** the note book **open** and turned to the announcements. (That way you will not be pulling it out from under the shelf and turning to the announcement page

when it is time to read the announcements) **Wait** until Father says the concluding prayer then return to your seat leaving the altar area **with a slight bow of reverence toward the altar.**

### **The Announcements**

1. As Father moves to his chair after Communion, move to the Ambo, making a **slight bow of reverence toward the altar. Stand facing Father.**
2. Father may sit for reflection or a prayer of Thanksgiving following Communion. He will then stand which is your signal to move to the Ambo. Father will then read the Post-Communion Prayer. Father will then ask the congregation to be seated for the Announcements.
3. Read the Announcements.
4. Remain at the Ambo while Father completes his concluding remarks and gives the Final Blessing. At the beginning of the Final Hymn, Father will move to the front of the altar facing the Tabernacle. Join Father and the Eucharistic Minister(s) for the Recessional. **DO NOT CARRY OUT THE GOSPEL BOOK.**

### **After Mass:**

1. On Saturday and especially on Sunday return the Gospel Book, Lectionary and the Announcement Book to the sacristy.

### **Miscellaneous:**

1. If you are unable to serve as a Lector on a date that you have been scheduled please arrange for a substitute by calling another Lector from the quarterly Liturgical Calendar that you have been provided. If you are unable to find a substitute please call the Lector Coordinator who is also listed on the quarterly Liturgical Calendar.

**Thank you for accepting this Ministry!**