

## **Holy Family Catholic Church** **Procedures for Lectors**

*The following are for Sunday Masses; adapt as necessary for weekday Masses. These procedures are effective as of July 1, 2013.*

### **1) Before Mass begins**

- a) Arrive at least 20 minutes before Mass begins; as soon as you arrive, please go to the priests' sacristy and initial the schedule.
- b) The reader who arrives first should immediately check the following:
  - i) The Lectionary is on the ambo, opened to the correct 1<sup>st</sup> reading
  - ii) The white binder with the intercessions is beneath the ambo
  - iii) The Book of the Gospels is in the sacristy.
- c) Check with the priest to see if there are any special instructions (e.g., if a deacon is serving, choice of readings).
- d) Check that the other reader has arrived. This can be done simply if both of you initial the schedule.
- e) You should not perform *any other* ministry, including singing in the choir, if you are acting as lector at a particular Mass.

### **2) Entrance Procession**

- a) If there is a deacon, lectors take their places in the assembly.
- b) If there is no deacon, the lector for the 2<sup>nd</sup> reading carries the Book of the Gospels (never the Lectionary). Walk behind the servers with the book *slightly* elevated. When you have arrived at the foot of the altar, pause, bow your head slightly, and immediately enter the sanctuary. Place the Book of the Gospels flat in the center of the altar with the binding on the left on the assembly's side. Then go to your chair on the Mary side of the sanctuary.

### **3) 1<sup>st</sup> Reading**

- a) Following the Opening Prayer, remain standing. After the congregation is seated, walk to the foot of the sanctuary in the center, reverence the altar with a profound bow, and proceed to the ambo.
- b) Adjust the microphone as needed
- c) Looking at the congregation, announce the reading; pause for a count of 3. (*Never* say "The first reading is from ... ")

- d) Proclaim the reading, keeping your hands on the ambo
- e) Pause for a count of 3 before looking at the congregation and saying, “The Word of the Lord.” Do not hold up the book. Do not say “This is the Word ... ”
- f) Bow your head, fold your hands, and say the Lord’s Prayer silently and *slowly* to yourself. Then, if necessary, turn the page for the next reading; do *not* adjust the ribbon.
- g) After you leave the ambo, wait for the cantor to join you at the foot of the sanctuary, reverence the altar, and return to your seat.

#### 4) **Responsorial Psalm**

- a) The cantor will lead the Responsorial Psalm.
- b) If no cantor is present, the 1<sup>st</sup> lector does not leave the sanctuary, but reads the antiphon, allows the people to respond, and reads the verse. Do *not* say, “The Responsorial Psalm is ...”. Do *not* say the response with the congregation; allow your voice to inform the congregation when to respond, and look up at that point.
- c) When the psalm is concluded, return to your seat.

#### 5) **2<sup>nd</sup> Reading**

Repeat the steps for the 1<sup>st</sup> reading, except:

- a) *After* the pause for silent reflection after the 2<sup>nd</sup> reading, close the Lectionary and move it to the shelf under the ambo.
  - b) If there is a deacon present, return to your seat in the congregation.
- 6) If there is no deacon present, the 2<sup>nd</sup> lector proceeds to the ambo towards the end of the Profession of Faith, and, following the priest’s introduction, leads the intercessions. Do *not* say, “The response is ... ”. After the concluding prayer, return to your seat in the congregation.

#### 7) **After Mass**

- a) The Book of the Gospels is *not* carried out in the recessional.
- b) The 2<sup>nd</sup> lector should return the Lectionary to its position on the ambo and bring the Book of the Gospels back to the priests’ sacristy. Please don’t confuse the 2 books!