

St. Jude Catholic Church
Guidelines for Readers
(Last Revised December 2019)

SCHEDULE

Monthly lector schedules are published on the parish website. You can access the calendar from the “Quick Links” on the home page of www.stjudeparish.com

Quick Links

- [Location](#)
- [Sunday Bulletin](#)
- [Liturgical Assignments](#)
- [RE Registration](#)
- [Send a Prayer Request](#)
- [Subscribe to Our Mailing Lists](#)

The parish uses software called Ministry Scheduler Pro to manage all of the liturgical ministry schedules. The website for Ministry Pro is

<https://secure.rotundasoftware.com/l/web-terminal/login/stjudeallen?>

You should have received login information from Debbie Greszler. The program will send you scheduling reminders at the beginning of the month and 2 days before you are scheduled to serve. Note that many users find the ministry pro reminder emails in their spam folders, so you may want to add the rotundasoftware domain to your safe senders list.

If you need to request a substitute for one of your assigned times, just log in to the software and click “request sub” next to your assignment.

The screenshot shows the top navigation bar of the Ministry Scheduler Pro interface. It includes tabs for Home, My Schedule, Full Schedules, Rosters, My Profile, Help, and Admin. To the right, it says "(Victoria) Switch to Timothy Sublette | Logout". Below the navigation bar, there is an "Export to:" section with icons for Google calendar and iCal / Outlook. The main content area displays a message: "You are scheduled to serve at the following times." Below this, there is a link for "Sunday, Oct 22, 10:00 AM: Twenty-ninth Sunday in Ordinary Time (Church) - Extraordinary Minister - Host" with a "(request sub)" link next to it. A red arrow points to the "(request sub)" link. Below the link, there is a note: "If you can't serve at one of your scheduled times, it is very important that you find a substitute ahead of time to take your place. You can make a sub request by clicking on one of the (request sub) links above."

You can also use the Ministry Pro software to enter dates when you are not available to serve to avoid scheduling conflicts. That is on the “My Profile” tab.

If you have issues accessing or navigating Ministry Scheduler Pro, please contact Debbie Greszler at dgreszler@stjudeparish.com

It is very important that you do request a sub if you are unable to serve. Even the best lector is better if given the opportunity to reflect and prepare.

BEFORE MASS

Please sign NOT LATER THAN 15 minutes before Mass time with the EM captain at the table in the narthex. The captain will have a lector sign-in sheet and a cross for the first and second readers. The crosses say (“First Reader” or “Second Reader” on the back – please make sure you take the correct one.) If the captain is not there, please wait until someone returns. Do not just pick up the cross and go.

At 15 minutes before the start of mass, the EM captain will give the unclaimed crosses to Jeanne and Ann and they will find a substitute for you. DO NOT GO UP TO READ if you did not sign in and receive a cross.

***** **NEW INSTRUCTIONS** *****

- 1) *The EM Captain should have a list for you about what to expect – Children’s Liturgy or no? Psalmist at Ambo or no? Deacon or no?*
- 2) *Facing the altar, choose a seat on the left aisle of the left main section OR on the right aisle of the right section in the west transept. (SEE APPENDIX). These seats are not reserved so be there early!!*

Please dress in keeping with the dignity of the ministry. The general guideline is to dress as if you were going to a job interview.

For Sunday Mass, the 1st Reader ensures that the Lectionary is on the ambo before Mass, open to the appropriate reading.

Normally, the Prayers of the Faithful are read by the deacon. However, in the absence of a deacon, a third reader will be chosen on an ad hoc basis.

(Review the Prayers before Mass begins and if there is any doubt about the pronunciation of any name, please check with a member of the staff at the sign-in area to be sure that it pronounced correctly.)

ENTRANCE PROCESSION

(The 1st Reader only participates in the entrance procession if there is not a deacon.)

The 1st Reader carries the Book of Gospels in procession behind the servers and in front of the presider. The servers will line up at the step in front of the altar. The reader stands behind the servers and beside the priest. When the priest genuflects, the reader genuflects also. A bow is sufficient if genuflection is not possible.

Then the reader steps up to the front of the altar and reverently places the book on the altar. The reader then steps back down off the steps of the sanctuary and goes to his seat. The priest will wait for the first reader to leave the altar before he ascends the steps.

FIRST READING

After the Opening Prayer, the 1st Reader remains in place in the pew as the congregation is seated and the priest blesses and dismisses the children for their liturgy. The musicians will play music as the children process out of the church. **WHEN THE MUSIC STOPS (no sooner and no later)**, begin walking to the altar. Do not go early to stand by the credence table. Do not go up to the ambo and look over your right shoulder while the children process in silence.

From your seat, go to the place at the side of the altar that is the shortest, most direct ascent to the ambo and go up there for the reading.

The opening to the reading is simply “A Reading from...” The closing is “The Word of the Lord.” No more. No less.

*After the reading is complete, **pause** with head bowed for a short time – (COUNT to 5 MISSISSIPPI) – to allow the congregation to begin reflection on the Word just proclaimed.*

**** **NEW INSTRUCTIONS** ****

The walking pattern AFTER the first reading is new. SEE APPENDIX

SECOND READING

After the responsorial is finished, the 2nd Reader proceeds to the ambo.

**** **NEW INSTRUCTIONS** ****

The walking pattern BEFORE the second reading is new. SEE APPENDIX

The 2nd Reader follows the same formula as the first, including allowing a reflective pause after the reading. (COUNT to 5 MISSISSIPPI)

After the moment of reflection, the 2nd Reader closes the Lectionary and carries it down off the altar and places it on the shelf of the credence table (where the chalices, etc. for communion are arranged) and then returns to his seat.

PRAYERS OF THE FAITHFUL

At the end of the Nicene Creed, the 3rd Reader proceeds to the ambo (same fashion as others) for the Prayers of the Faithful. Try to arrive about the time the Creed finishes.

The presider will make an introduction to the prayers.

At the conclusion of the Prayers of the Faithful, the reader remains at the ambo with his head bowed until the presider has offered the concluding prayer and then returns to his seat.

RECESSIONAL

The lector does not participate in the recessional. Ever. With or without a deacon does not matter.

AFTER MASS

It is the responsibility of the first reader to make sure that the lectionary is back on the ambo – open to the appropriate page – in preparation for the next mass and that the Book of the Gospels is returned to the vesting sacristy (off the narthex).

WEEKDAY MASSES

Usually, no readers are assigned for the weekday masses. If you would like to read, just check with the presider before Mass.

Masses on Holy Days of Obligation follow the format of a Sunday Mass.

NAVIGATING THE PARISH WEBSITE

There are a few helpful links on the parish website for locating the readings, commentary, and pronunciation guide. You can find on the website:

- 1) From the St. Jude website homepage, look for “Get Involved” on the top banner



- 2) Look for “Liturgical Ministries” on the drop down menu and click “lectors”
- 3) Scroll down ☺

CLOSING THOUGHTS

Please bear in mind that the lector is – in a very real way – a facilitator of worship. The pauses and non-verbal cues help direct the faithful in focusing and in appropriate response.

It is very important to WAIT to approach the altar for the readings until the appropriate time. The short walk to the altar – taking only a few seconds – allows the congregation to focus on what is coming next.

Approach the altar with all possible reverence. Fold your hands in front of you. Don't rush.

At the end of the reading, PAUSE and bow your head and close your eyes. It may feel awkward, but it helps the congregation understand that this is a time to reflect on the Word they have just heard.

Please keep in mind that the Lectionary is the Tabernacle of God's Holy Word and should always be handled with reverence and respect.

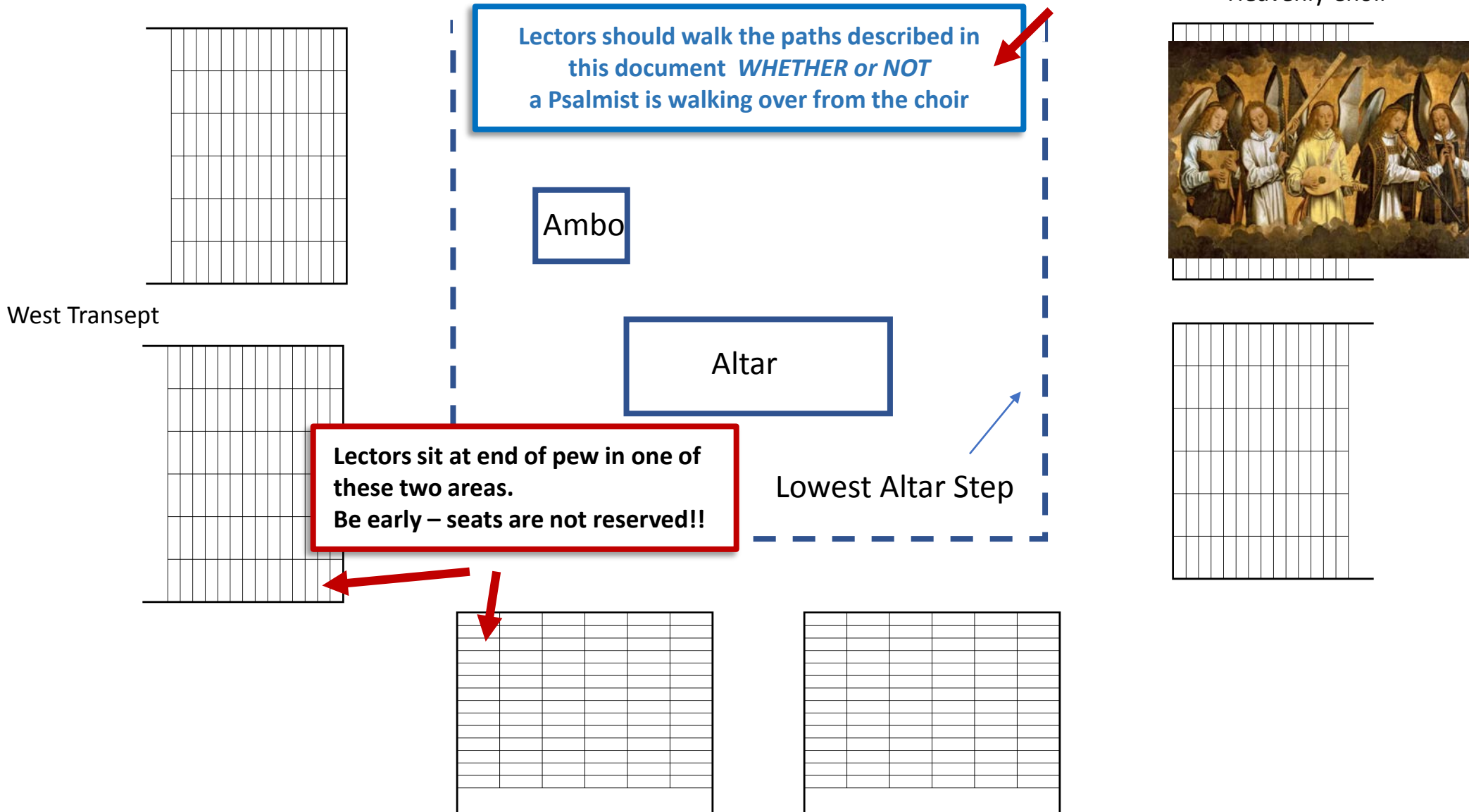
QUESTIONS ?????

Contact Victoria Sublette at vsublette@outlook.com

OR call the church office at 972-727-1177.

GOD BLESS YOU FOR YOUR SERVICE!!!!

BEFORE MASS



Lectors should walk the paths described in this document *WHETHER or NOT* a Psalmist is walking over from the choir

Ambo

Altar

Lectors sit at end of pew in one of these two areas. Be early – seats are not reserved!!

Lowest Altar Step

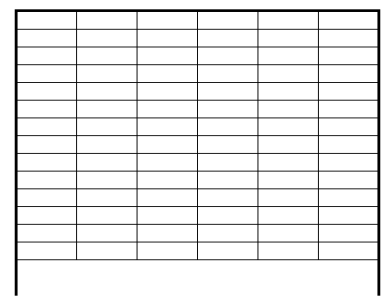
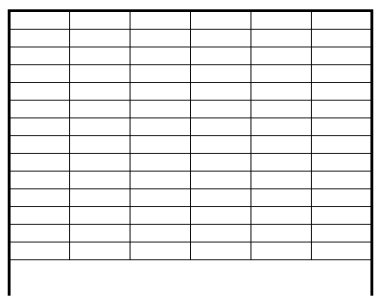
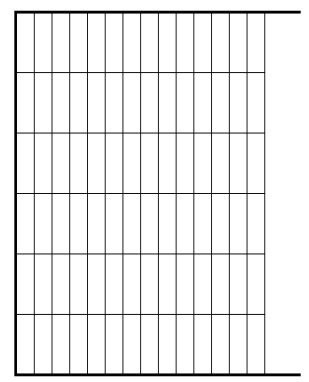
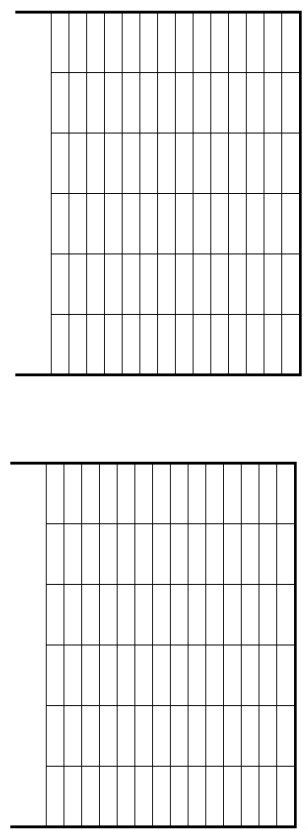
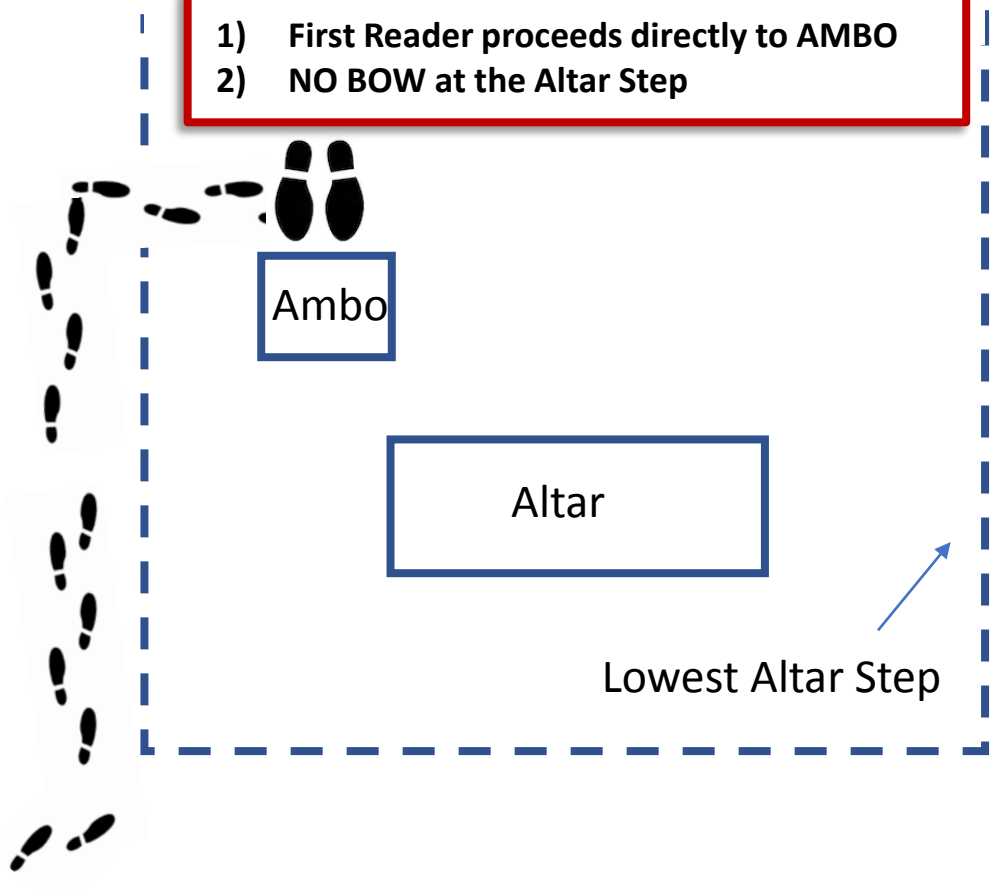
Heavenly Choir



Time for the First Reading

(After the Opening Prayer or **IMMEDIATELY AFTER THE MUSIC STOPS** for Children's Liturgy)

- 1) First Reader proceeds directly to AMBO
- 2) NO BOW at the Altar Step



End of the First Reading – PART 1

- 1) "The Word of the Lord"
- 2) STAY – eyes down – count to 5 Mississippi



Ambo

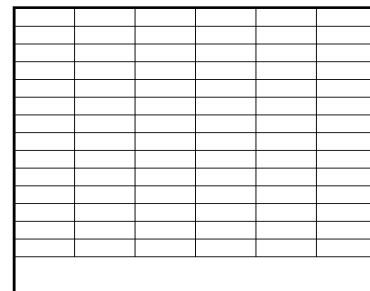
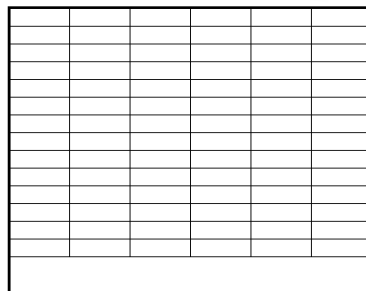
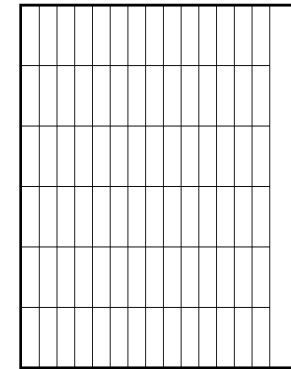
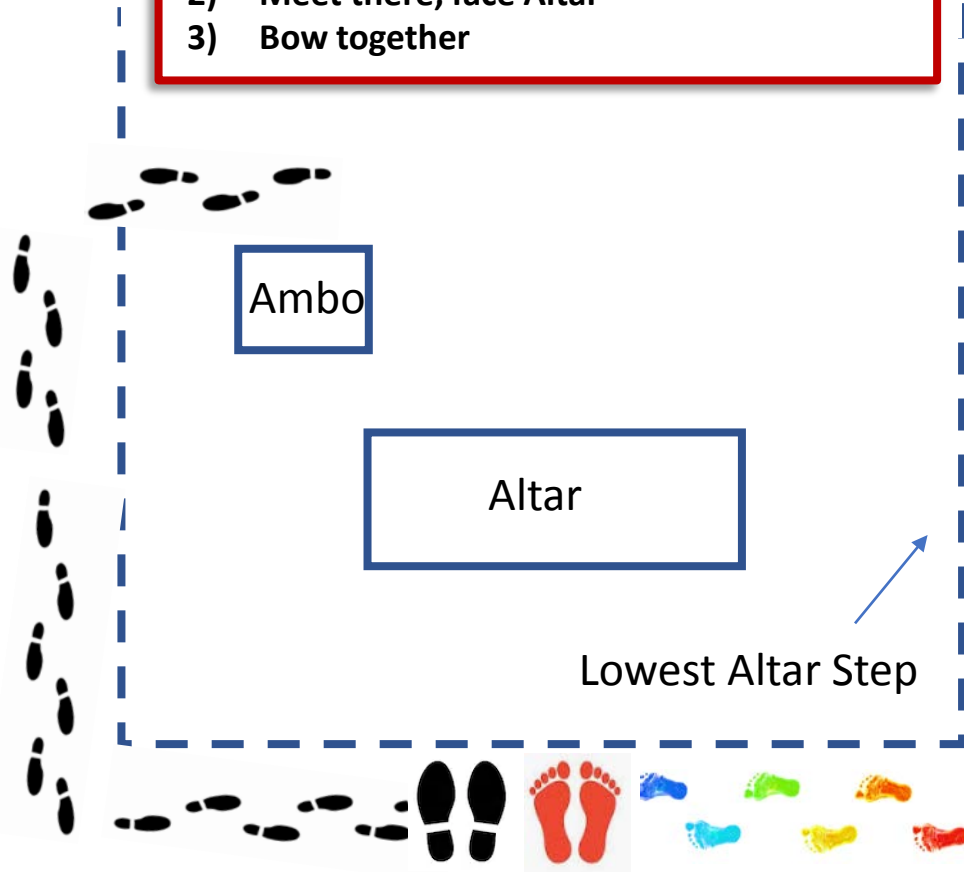
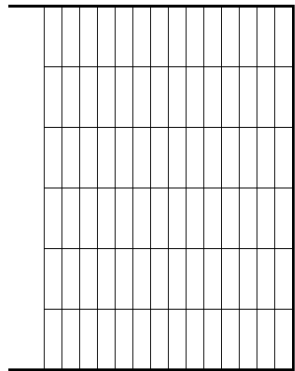
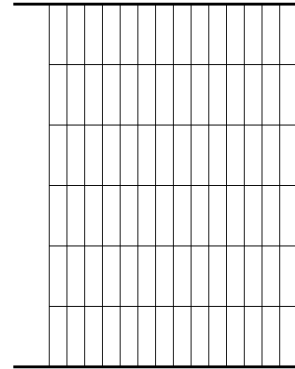
Altar

Lowest Altar Step



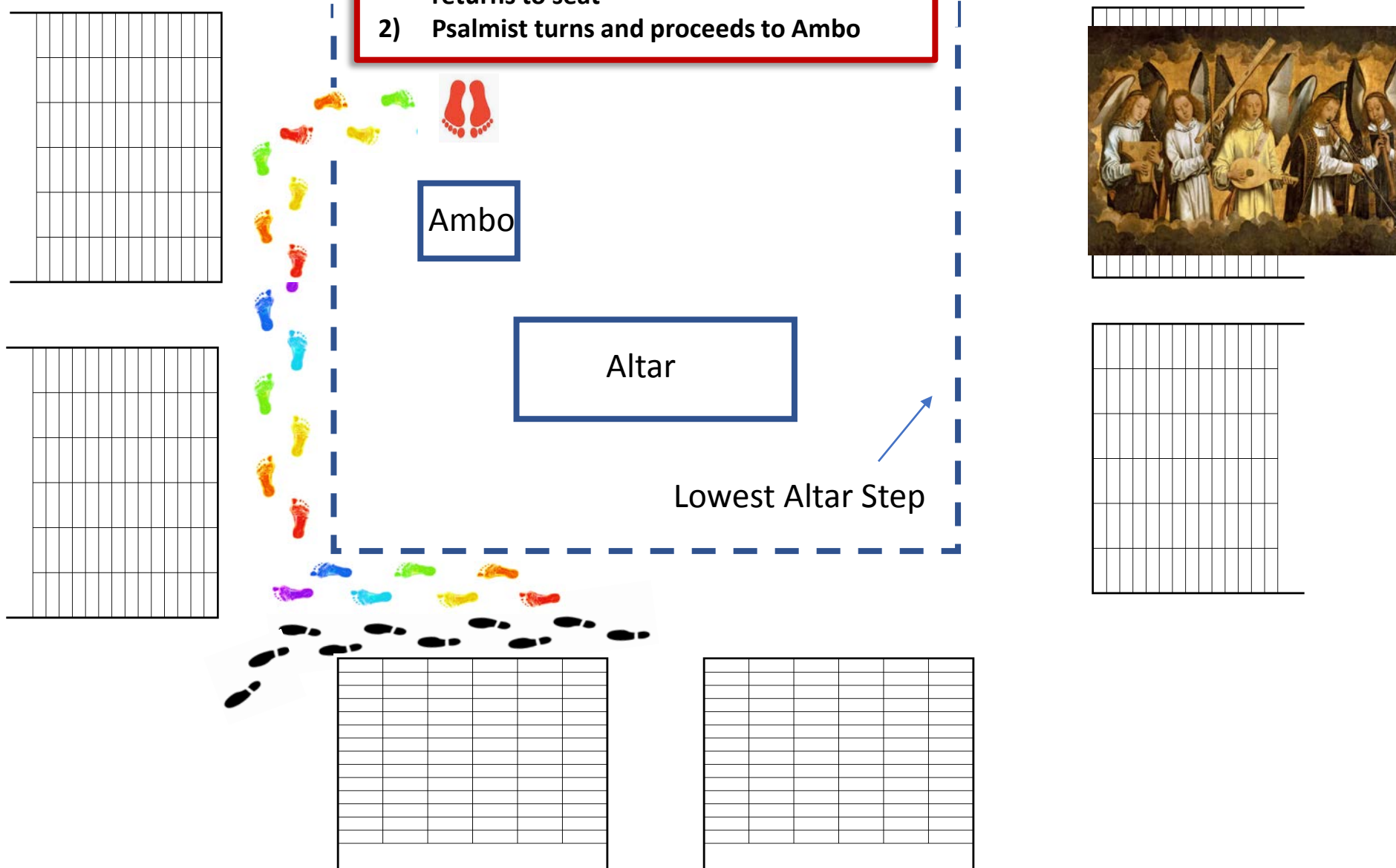
End of the First Reading – PART 2

- 1) Lector and Psalmist walk to front of Altar
- 2) Meet there, face Altar
- 3) Bow together



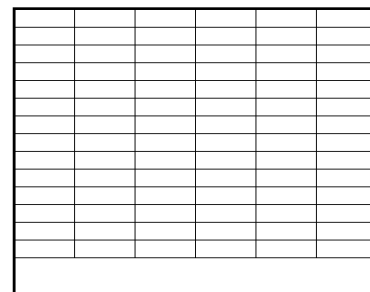
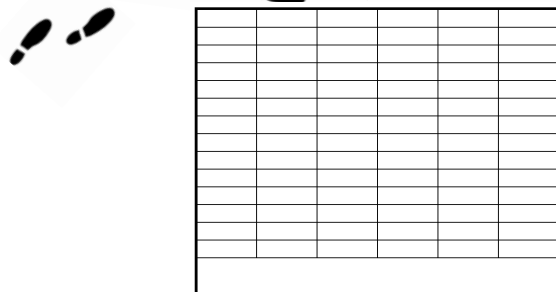
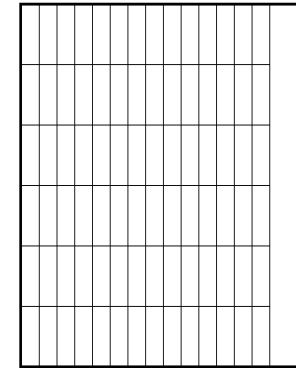
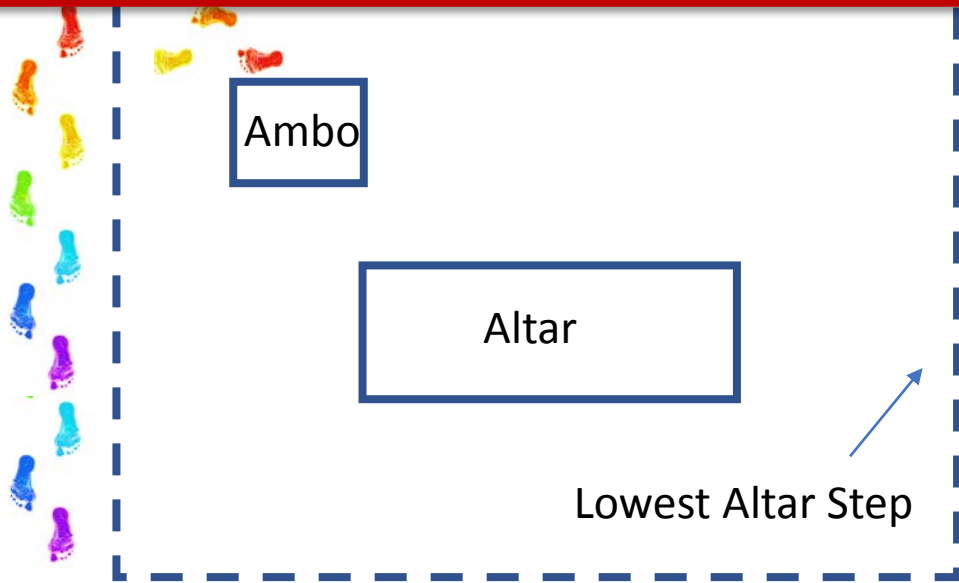
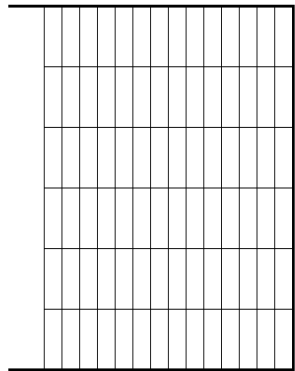
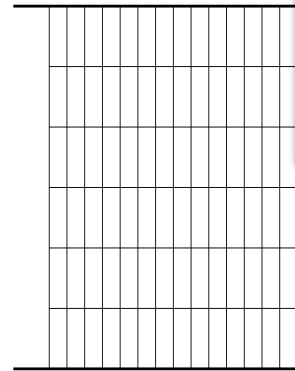
End of the First Reading – PART 3

- 1) Lector takes one step back, left face, and returns to seat
- 2) Psalmist turns and proceeds to Ambo



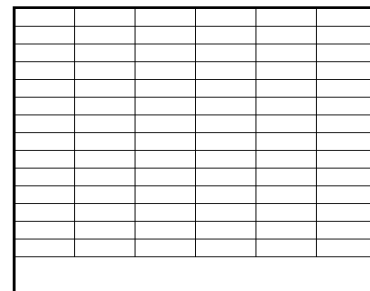
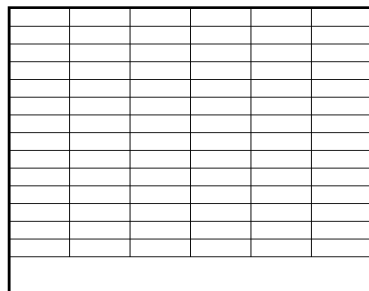
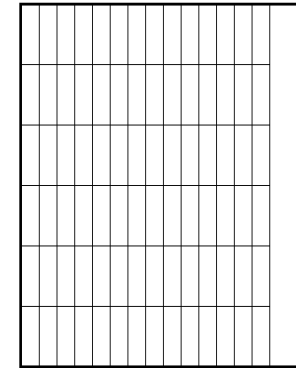
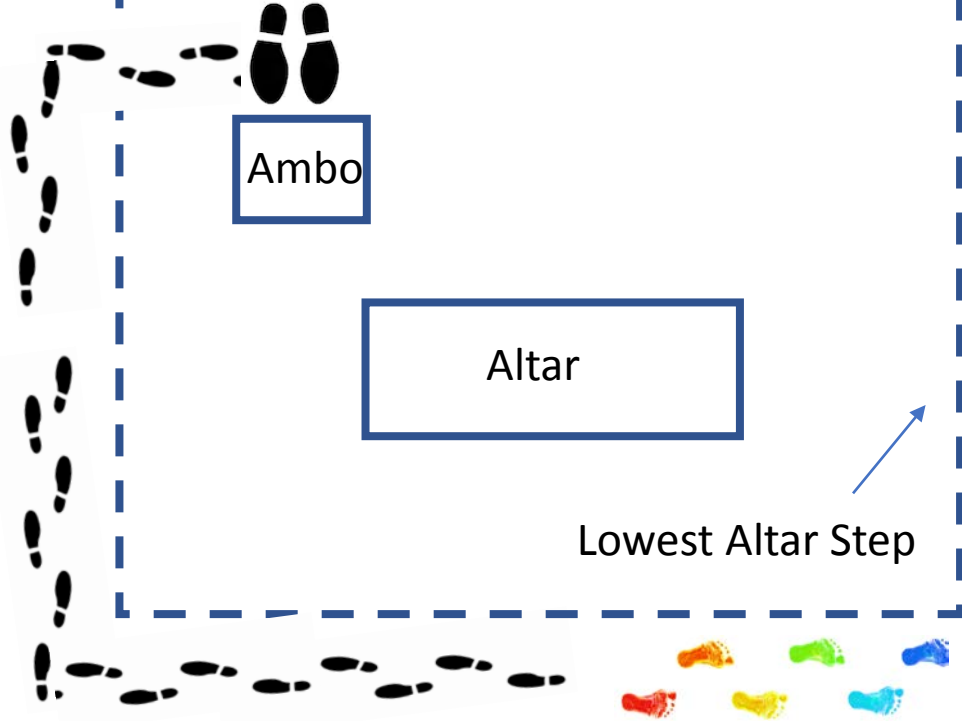
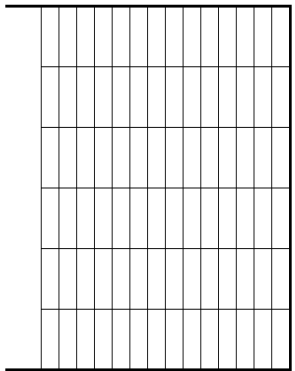
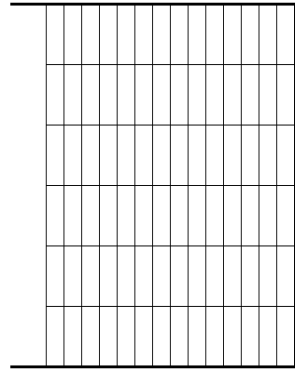
End of the Psalm – PART 1

- 1) Psalmist leaves immediately and walks to the front of the Altar (right of center)
- 2) 2nd Lector meets Psalmist at Altar (fall in a step behind as Psalmist is passing)
- 3) Bow together



End of the Psalm – PART 2

- 1) Psalmist returns to choir
- 2) 2nd Lector proceeds to Ambo
- 3) NO BOW before ascending steps



End of the Second Reading – PART 1

- 1) “The Word of the Lord”
- 2) STAY – eyes down – count to 5 Mississippi



Ambo

Altar

Lowest Altar Step



End of the Second Reading – PART 2

Credence
Table

- 1) Close the Lectionary
- 2) Carry Lectionary to the Credence table
- 3) Return to seat

Ambo

Altar

Lowest Altar Step

