

Sacred Heart Catholic Community

Lector Procedures 2012

1) Before Mass: Arrive at least 15 minutes before Mass. Retrieve your name badge from the usher's room. Be sure that the Lectionary is on the ambo and opened to the correct first reading. Turn the light on at the ambo. Check to be sure that the sound system is on and that both microphones are adjusted without touching the tip of either microphone. Read over the Prayers of the Faithful and announcements after deciding with the other lector who will do which reading. Check with the presider or the Director of Liturgy to see if there is any additional information that you need to know for this liturgy. In addition, check to see if the plastic book holder is on the altar. It should be placed about 18 inches from the center edge of the altar.

2) Entrance Procession: In the absence of the deacon, the lector carries in the Evangeliary (Gospel Book), holding it ahead of them and bowing at the foot of the altar and following the procession around to the right of the altar. At the altar, the lector places the Book on the altar in the plastic holder. It is important to set the Gospels near the center of the altar so the presider has room to kiss the altar in front of it. Step back, bow and go to your place.

If you are not carrying the Evangeliary, bow at the foot of the altar with the presider (bow as deeply as him) and walk to your left and go to your place. In general, all bows are to be head and shoulder only, not a profound bow as at the Creed. However, when bowing with the presider, follow his lead.

3) Readings: Move out from the pew on the end closest to the tabernacle, bow to the altar while standing just next to the front of the pew. Then walk over to the stairs behind the ambo and walk directly to the ambo. (*You should have placed the Lectionary on the ambo and opened it to your reading before Mass.*)

Children's Liturgy: Whenever there is a children's liturgy, wait in your pew while the presider walks down to bless the children before they process out. Only after the presider has returned to his chair, stand, bow to the altar as above and walk to the ambo.

Before beginning your reading, establish eye contact with the assembly and state the reading citation while looking at the assembly, e.g. "A reading from the Letter of St. Paul to the Ephesians". Then proceed with your reading. During the reading, please stand still and erect. At the conclusion, pause for 3 to 4 seconds, and proclaim, "The Word of the Lord," while looking at the assembly. Always read from the lectionary rather than the workbook. If you need larger print insert the page into the lectionary. Return to your seat by the same route. Bow to the altar when you are next to the front pew. Turn and enter your pew.

4) Removal of the Lectionary: Scripture is proclaimed from the ambo four times at Mass: the first reading (Old Testament), the sung response (Psalms), the second reading (New Testament), and the Gospel. Remove the book from the ambo whenever a cantor will be using the ambo to lead the Responsorial Psalm between readings (generally at the eleven o'clock Mass). Also, the Lectionary should always be removed after the second

reading and placed on the ledge to the right of the ambo so the priest or deacon can place the Evangeliary there.

5) Reading at the lectern: Before Mass, the lector reading the announcements will bow to the altar in the same fashion as during the Liturgy of the Word. If necessary, ask Kevin or the Music Director of the day when to start the announcements. After reading the Mass introductions, return to your place down the stairs behind the ambo and upon reaching the aisle next to the front pew, turn and bow to the altar before entering your pew.

6) Prayers of the Faithful: Remain in your place until after the profound bow, "He became Man" (during the Creed). Then slowly leave the pew, bowing as above, and use the same route as above to the lectern. Read the petitions and be sure to include the phrase "and especially ***those for whom this mass is offered***" just before the final name or names in the petitions. Then remain standing and attentive at the lectern!

Only after the presider completes his prayer at the conclusion of the petitions do you return to your place, bowing as above when you reach the aisle next to the front pew.

7) Our Father: After the Great Amen, both lectors walk to the altar to join the presider and the other ministers in the Our Father and to exchange the Sign of Peace.

8) Exit Procession: Both lectors join the procession right behind the Cross as it passes in front of your pew. No book is ever carried out. (*The rationale for this is that we are to carry what we have heard in our hearts.*)

Follow the Cross to the center aisle, turn and face the altar, standing behind the presider, and bow when he does. Then, turn and resume procession.

7) After Mass: Sign the attendance sheet, when applicable, in the Usher's Room. Return your name badge to the board. Be sure that the Gospel Book is returned to the Vesting Room for the next Mass and turn off the sound system if necessary. After Mass on Saturday evening, and Sunday at 8:30, replace the Lectionary on the ambo and move the Gospel book to the Vesting Room. After the 11:00 Mass, please return all books to the Vesting Room (Lectionary, Evangeliary, *Roman Missal, and the presider's bible).

Please Note: When you are filling the ministry of lector, it is not appropriate to also act as a Eucharistic Minister unless there are not enough EMs that come forward. Please do not come forward to the altar until you see that there are not enough EMs.

** On and after the first Sunday of Advent 2011, the Sacramentary will be known throughout the English-speaking world as the Roman Missal.*

August, 2012