General Ministry Information

1. Lectors are responsible for serving when scheduled. Please use the online Scheduler program to secure a substitute when one has a schedule conflict.

2. Your respect for God and His people should be reflected in your appearance and attire. Please do not wear any jewelry or clothing that would be distracting to the assembly. What we wear makes a statement, sometimes louder than the words we read.

3. Please sit on an aisle near the ambo.

4. Take your time when reading the Word of the Lord!

5. Prayer, preparation, and practice are the keys to your being an effective proclaimer of God's Word. Pray that you proclaim the Word as God wills it be proclaimed. Prepare well for your reading, reviewing the context of the passage; what happens before or after this selection. Practice your reading aloud in the presence of another, who will be able to give you a critique of your proclamation. This will maximize your ability to effectively proclaim God's Word.

6. At Daily Mass there are various options for readings. The ORDO provides the options for every Mass. It can be found on the vesting sacristy counter. At Saint Bede we use the following system for the choice of readings:
   a. Solemnities (S); the readings should be of the Proper of Saints (found toward the rear of the daily Lectionary). Only one citation to the lectionary will be listed. There will normally be two readings.
   b. Feasts (F); the readings should be of the Proper of Saints (found toward the rear of the daily Lectionary). Only one citation to the lectionary will be listed. There may be two readings.
   c. Obligatory Memorials (big M); the readings should be of the Proper of Saints (found toward the rear of the daily Lectionary). There will be two citations to the lectionary. We will use the second one that is in italics.
   d. Optional Memorials (little m); the readings should be of the day in Ordinary time which is normally the only option given. There may be separate readings in the back of the Lectionary to this memorial but we will not use them.
   e. Regular weekday; the readings should be of the day in the Season (Ordinary Time, Advent, etc.)
7. Following the reading the lector will also proclaim the responsorial psalm. However, the psalm will be sung by the cantor on Solemnities, some Feasts, but generally not on other days. The cantor/organist will inform you prior to Masses when the psalm will be sung.

8. Make eye contact with the assembly— at least during the time the reading is announced and when you say “The Word of the Lord”. Maintain that eye contact until the assembly has completed its response to your invitation (“Thanks be to God”).

9. Remember you want to capture the attention of the assembly, so that the members of the assembly hear the Word of God and can reflect on the words being spoken to them. The readings are printed in sense lines and should be read as such. Avoid reading words in groups of three.

Before Mass

1. Check-in with the Sacristan at least 15 minutes prior to your scheduled Mass time. Please be on time!!

2. Turn on Main Sound System by pushing the green “on” button on the wall of the vesting sacristy. The light will flash as it brings all the various components on.

3. Review the Universal Prayer in the vesting sacristy. Place this book open on the lower shelf of the ambo prior to the Mass. The last page in the binder contains the last petitions to be read. Please check the Mass intention to know which set of petitions should be used (living or deceased). Be sure you are aware of how to pronounce any names.

4. Review the Lectionary in the sacristy and be sure that it is marked to the correct readings. There is a Biblical pronunciation guide in the vesting sacristy bookcase. If you have any questions about pronunciation, consult the priest before Mass.

5. Double check with the priest on the choice of reading(s).

6. Carry the Lectionary down to the Ambo after you had an opportunity to review the readings for that Mass with the priest.

7. 5-10 minutes before Mass turn on the ambo microphone. Make sure the green light is on and that the battery indicator shows good. Replacement AA batteries can be found in the working sacristy.

During the Mass

1. When approaching the Ambo for a reading or Universal Prayer, bow toward the Altar BEFORE ascending the Ambo step. After your reading and psalm is complete — step down from the Ambo and bow toward the Altar before returning to your seat.

2. When you are finished proclaiming the reading and psalm, leave the Lectionary open for the priest to proclaim the Gospel.
After Mass

1. Turn off the ambo microphone. No lights should be lit.

2. Bring the Lectionary and Universal Prayer binder back to the vesting sacristy counter or to the vesting sacristy bookcase on Fridays.

3. Turn off the main sound system by pushing the red “off” button on the wall of the Vesting Sacristy. The light will flash as it shuts down the various components.

General Notes

1. Ambo etiquette:
   a. The Lectionary should never be raised while reading.
   b. Please remember that all activities regarding the Lectionary should be done as quietly as possible.
   c. No gestures of any kind should be made by the lector while standing at the Ambo — no bowing and no hand gestures. Eye contact is used to cue the Responsorial Psalm and the Universal Prayer.

2. Microphone etiquette:
   a. Become familiar with the Ambo microphone. During Mass, never tap the mic to see if it is on. Try to avoid turning the Lectionary pages loudly or quickly while the mic is on. That sound can be picked up and transmitted to the Nave.
   b. The microphone should be pointed at your mouth. Move the mic if necessary to place it directly in line with your mouth. Since this mic is very directional, it is vital that one speaks directly into it.
   c. The system cannot compensate for whispering, mumbling, or bad diction. It's important that one speaks up when proclaiming the Word.
   d. Imagine that there is no sound system at all so as to project one’s voice clearly.