Introduction
Hi, my name is Peter Kushnick, and I am the Lector coordinator here at Saint Bede. I want to welcome you to this rewarding ministry. Lectors are excited about what they do, and take pride in doing it well. Please read these guidelines as an aid to better perform your ministry duties. Thanks!

General Ministry Information
1. Lectors are responsible for serving when scheduled.Courtesy and common sense dictate that you contact a substitute, or switch with another lector when he or she has a schedule conflict. Please use the online Scheduler program to secure a substitute.

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. Dress sharp!!

3. Please sit on an aisle near the ambo.

4. Lector 1 reads announcements/commentary before start of Mass. This is read at the Cantor stand for all Masses except the 5pm Mass, where it is read from the Ambo.

5. Lector 2 proclaims the second reading.
   If there is no Deacon present: Lector 2 also processes the Book of Gospels down the aisle to the Altar in the entrance procession and also proclaims the Universal Prayer from the Ambo. If a Deacon is present, he will carry the Book of Gospels and proclaim the Universal Prayer from his chair.

6. Take your time when reading the Word of the Lord! (The echo in the Nave takes a long time to die down. If we read too fast, our words will become jumbled and the congregation will not be able to hear the passages clearly.) When we serve as Lectors, we are the written Word of God brought to life. Please respect your role in the Liturgy.

7. 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.

8. If there is an option of readings, please consult the Liturgy and Music office for the correct reading. Lectors should be preparing the readings at least a week in advance.
9. Make eye contact with the assembly— at least during the time the reading is announced and when you say “The Lord of the Lord”. Maintain that eye contact until the assembly has completed its response to your invitation “Thanks be to God”.

10. 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, which alter the sense of the sentences.

Before Mass
1. Check-in with the Sacristan at least 20 minutes prior to your scheduled Mass time. About 10 minutes before the start of Mass the Sacristan will secure a substitute Lector if you haven’t checked in. Please be on time!!

2. Review the copy of the Commentary (Lector 1) and the Universal Prayer (Lector 2) in the Vesting Sacristy. Be sure you are aware of how to pronounce any names. There is a Biblical pronunciation guide in the Sacristy. If you have any questions about pronunciation, consult the priest before Mass.

3. Review the Lectionary in the sacristy and be sure that it is marked to the correct readings.

4. Double check the Book of the Gospels and be sure that it is marked to the correct reading.

5. Carry the Lectionary down to the Ambo after both Lectors have had an opportunity to review the readings for that Mass.

During the Mass
1. The commentary at the beginning of the Mass needs to begin as soon as the prelude is completed. Usually the organist or musicians will look in the direction of where they think the Lector should be. The commentary should end so that the hymn begins at the start time for that Mass. *I know that most of you like to take part in the prayer circle with the EM’s before Mass. I know I do. But, when I am Lector 1, I stay at my pew during the prelude so I can begin reading the Commentary at the proper time."

2. When there is no Deacon present and you are carrying the Book of Gospels in procession, observe these directions: You should not bow while carrying the Book. Proceed in procession — walk up the Altar steps and place the Book on the Altar. Then proceed to walk down the right side of the Altar — turn toward the Altar and bow along with the priest and then move to your seat.

3. When approaching the Ambo for a reading or Universal Prayer, bow toward the Altar BEFORE ascending the Ambo step. After your reading is complete — step down from the Ambo and bow toward the Altar before returning to your seat.
4. When Lector 2 is finished reading the 2nd reading, close the Lectionary and put it on a shelf in the Ambo. If the Priest’s Homily is written, avoid placing the lectionary over the Homily so the Priest doesn’t have to look for it.

5. When there is no Deacon present, follow this procedure for reading the Universal Prayer:
   Move from your seat toward the Ambo when this part of the Creed is read: "We believe in One, Holy, Catholic and Apostolic Church".... Once at the Ambo, await the introduction by the priest to the Universal Prayer and then read them. Once you have finished, remain at the Ambo until the priest concludes the closing prayer. Then return to your seat.

After Mass

1. Bring the Lectionary back to the sacristy counter.
2. Bring the Book of Gospels back to the shelf near the Baptismal Font.

General Notes

1. Ambo etiquette: The Lectionary should never be raised while reading. Please remember that all activities regarding the Lectionary should be done as quietly as possible. The book should not be closed creating a loud noise. No gestures of any kind should be made by the lector when they are standing at the Ambo — no bowing and no hand gestures.

2. Microphone etiquette:
   a. Become familiar with the Ambo microphone. The sound minister controls the microphone from a remote console. Never — 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. When reading at the Ambo, the microphone should be pointed at your mouth. Move the mic if necessary to place it directly in line with your mouth. *I have seen it pointed at a Lector's forehead, chest, other body parts.* Since this mic is very directional, it is vital that we speak directly into it. It's also vital that we speak up when we are proclaiming the Word while at the Ambo.
   b. While the microphone at the Cantor stand is also directional, its operation varies slightly from the Ambo mic. There is a button on the base of the microphone that turns it on or off. An indicator will be either red (off) or green (on) depending on the state of the mic. The Sound Ministry and Ministers provide us with good sound equipment and work hard at making sure that we sound good. But the system cannot compensate for whispering, mumbling, bad diction, all the things that might make for a less than ideal performance.
   c. *We’re supposed to imagine that there is no sound system at all so we remember to project our voices. This doesn't mean that we yell, just project clearly.*