

ST. CECILIA PARISH

Guidelines for Lectors

Procedures:

1. You should arrive in the Priest Sacristy early enough to familiarize yourself with the Prayers of the Faithful, announcements and name pronunciations. A good rule of thumb is 15 minutes or more before Mass starts. A binder in the Servers Sacristy contains a Sign-In sheet for each Mass. Please sign in to document your attendance.
2. Check that the ribbon in the Book of the Gospels is placed on today's gospel reading. Place the lectionary (open to the right page) on the pulpit (ambo). Adjust the microphone if needed. The Prayers of the Faithful binder is to be placed on a shelf in the ambo.
3. Lector 1 will read the first reading and the Prayers of the Faithful. Lector 2 will read the announcements prior to Mass and the second reading. At Masses where a deacon is present, the deacon will read the Prayers of the Faithful.
4. Prior to the beginning of Mass, when the priest and servers head to the back of church for the entrance procession, Lector 2 will go to the choir microphone and read the announcements. Leave the announcement binder there when finished and return to your pew. Make a profound bow when you cross in front of the altar. Please be seated close to the sanctuary.
5. After the opening prayer, while the congregation is getting seated, Lector 1 will approach and make a profound bow toward the altar and read the first reading. When finished, exit the sanctuary, make a profound bow toward the altar, and return to your pew.
6. After the Responsorial Psalm, Lector 2 will approach the sanctuary and make a profound bow toward the altar and read the second reading. When finished, close the lectionary, place it on the shelf in the ambo, exit the sanctuary, make a profound bow toward the altar, and return to your pew.
7. At Masses where there is no deacon, Lector 1 reads the Prayers of the Faithful at the appropriate time. (After the last prayer, remain at the ambo and turn toward the priest until he has finished the concluding prayer.)
8. After the Mass has ended, please retrieve the Book of the Gospels, the lectionary, the Prayers of the Faithful binder, and the announcement binder and return them to the sacristy.

Lector Expectations:

- Please be seated close to the sanctuary.
- Commit to prayerfully studying your reading so that you comprehend its meaning and are able to communicate that meaning to the congregation.
- Study the pronunciation guide and background material in the lector's workbook to gain further understanding of the passages you will proclaim. The introduction at the beginning of the workbook contains excellent tips.
- A good rule of thumb is to practice your reading multiple times. Make yourself so familiar with the readings that you can maintain eye contact comfortably with both the congregation in the main church and the annex.
- Practice the readings aloud and push your voice. Use inflection and pacing to reflect the message.
- Learn the pronunciation of all proper nouns in the scriptures, Prayers of the Faithful, and the announcements. This requires your arriving at least 15 minutes before Mass starts.
- Keep track of the schedule. You are responsible for finding a substitute when you are not able to read. Ideally, your replacement should have several days to practice.
- You are proclaiming the Word of God. Dress appropriately!

Schedule of Liturgical Assignments:

A schedule of Liturgical Assignments is generally prepared quarterly. A few weeks before the current schedule ends, participants are encouraged to review their personal calendar for the next period and submit dates they will be unavailable to serve. Assignments are adjusted accordingly. The schedule is published on the St. Cecilia Parish web site at www.stceciliachurch.org/eucharistic-ministers-amp-lectors. The scheduler will e-mail a copy of the schedule to participants, along with a phone number roster to help them contact a substitute. Hard copies are generally available in the servers' sacristy.