

PROCEDURES FOR LECTORS

1. **BE THERE!** Please **mark your scheduled dates on your calendar**. If for any reason you are unable to read as scheduled, it is your responsibility to **arrange for a substitute**. If a partner has not arrived, please **DO NOT DO TWO READINGS**: find a reader from the assembly to read the intercessions. The two readers present will read the first and second readings which they have prepared.
2. **PREPARE!** The Constitution on the Sacred Liturgy tells us that Christ is present in the Word proclaimed at liturgy. "He is present in his word since it is he himself who speaks when the Holy Scriptures are read in the church" (SC#7). **As ministers of the Word, lectors communicate Christ to those assembled at worship**. Thus, they carry a responsibility - to carry out their ministry with dignity, well-honed skill, and conviction. It is vitally important for readers to prepare themselves through prayer, familiarization with the day's readings, checking pronunciation, etc. A pronunciation guide is provided in this package. Preparing by reading aloud will help you figure out the meaning of the text, establish the proper speed and rhythm and get the punctuation and pauses right.
3. **DRESS APPROPRIATELY!** Remember, proclaiming the Word of God is a sacred ministry, therefore, lectors should dress as though they have a sacred calling. Dress how you proclaim - with dignity and respect.
4. **PRIOR TO MASS:**
 - a. Arrive **15 minutes before Mass** begins. Go into the **sacristy and sign in**. If you are doing one of the readings, look it over in the **workbook** to see the notes that will assist you in proclaiming the Word more effectively. If there are options for the readings or length of the readings, ask the Priest which one is being done that day. If you are scheduled to read the **Intentions**, make sure you know how to **pronounce the parishioners' names**, whether deceased or living. When in doubt, ask someone (preferably the Priest or another lector).
 - b. The **Lector** for the **1st reading** should **proceed to the ambo** and find the readings in the lectionary and mark them with the ribbon, if that has not been done already.
 - c. Before Mass begins, the lectors should proceed to the back of the Church to gather with the Priest and the altar servers for the opening processional. Lector 1, secure the Book of the Gospels (which is on the table used for the water and wine) with two hands out in front of you at a comfortable height. **Carry the book with the front cover facing toward you**.

Lector 2, take hymnal.

The order of the procession is:

Cross Bearer
Candle Bearer Candle Bearer
Lector 1 carrying the Book
Lector 2
Priest

- d. When you arrive at the front of the church, **Lector 1 proceeds up to the altar and around it to face the congregation and sets the Book of the Gospels down**. **DO NOT PUSH IT TO THE MIDDLE OF THE ALTAR**. **Then step down toward the altar servers' seating area and proceed to your seat**. During that time, Lector 2 bows to the altar then steps to the right to sit in the front row, on the side of the piano.

5. FIRST READING (Lector 1):

- a. After the Priest has read the opening prayer (this is the prayer after the singing of the Gloria) and the congregation begins to sit down, proceed up the centre aisle - then toward the ambo. If there is Children's Liturgy, wait until the children have been dismissed.
- b. Look at the assembly. Announce: “A reading from . . .” then pause briefly before beginning the reading. DO NOT SAY “The first reading is . . .”
- c. After you have completed the reading, pause momentarily, look at the assembly and announce “The Word of the Lord.” DO NOT PICK UP THE LECTIONARY as you do this.
- d. As a courtesy, turn the page in the lectionary to the second reading.
- e. Step back and bow your head for a few seconds of silent prayer.
- f. Return to your seat the same way you entered the sanctuary.

6. SECOND READING (Lector 2):

- a. Upon conclusion of the Responsorial Psalm, proceed to the ambo as did Lector 1.
- b. c. e. as for Lector 1 above
- d. Please close the lectionary and place it on the shelf under the ambo. The Priest will place the book of the Gospels on the ambo.

7. PRAYERS OF THE FAITHFUL:

- a. At the beginning of the last paragraph of the Creed (“I believe in the Holy Spirit . . .”) the reader seated close to the sanctuary, proceeds up to the podium by way of the space between the organ and piano (where the railing is).
- b. Place the folder on the stand. At the conclusion of the Priest's introduction to the Prayers of the Faithful, read the intercessions.
- c. After the last intercession, wait until the Priest says the closing prayer and the congregation is seated then announce the 5% offering for that week. Return to your seat.

8. RECESSIONAL

- a. After receiving communion, the first and second readers return to the first pew. When the candle bearers and cross bearer turn, the readers with hymnal follow out in single file. (The intercession reader does not process in or out.)
- b. Accompany the altar servers to the sacristy to conclude with a prayer.

Please call or email Jeannette Chicoine-Darroch, Lector Coordinator, with questions or concerns: lector@holyspiritsaskatoon.ca; (306) 374-0832

Thank you for serving our parish in this important ministry!

DO

- Prepare beforehand.
- Read thoughts and ideas.
- Make your voice convey a message.
- Read to people.
- Try to understand the feeling, purpose, and intention of the biblical author.
- Try to understand what kind of literature you are reading: poem, statement of law, story, fable, faith witness, song, psalm, historical narrative, letter, mystical encounter, or prophecy.
- Read slowly! Remember, people listen more slowly than they read.
- Emphasize key words and phrases.
- Come to a definite conclusion.
- Ask someone for assistance with difficult names and meanings.
- Not be afraid to stop and begin anew if you make a mistake.
- Read your passage aloud in practice.
- Speak up.
- Space yourself properly from the microphone.
- Listen to yourself.
- Pronounce your words clearly.
- Look at your audience.
- Take in breath through your nose.
- Check the lighting and the visibility of the book before you begin.
- Have your material organized before you begin.
- Wait until people are listening.
- Stand up straight with both feet on the ground.
- Use facial expressions to give more life to your reading.
- Create an experience, an encounter with the Word. Have the people remember what they heard.

DON'T

- Prepare at the minute last before Mass. (eg. In the sacristy five minutes before Mass.)
- Read just the “words.”
- Speak in a monotone (the Word of God is not the label on a cereal box).
- Read at people.
- Take the punch out of a reading (thinking that it sounds “holier”).
- Approach each reading as if all scripture were mere narrative.
- Read at your ordinary speed.
- Read as though each word is equally important.
- Ramble.
- Slur, skip, or muffle words you do not know.
- Use the machine-gun tactic (ie. Never slowing down or pausing).
- Try to read “cold.”
- Expect the microphone to do more than amplify your voice.
- Allow your voice to explode into the microphone.
- Be unaware of what you’re doing, or be so aware that your hurry through a reading.
- Speed through words and give a blurred sound.
- Glue your eyes to the book.
- Gasp through an open mouth.
- Hold the material in front of your face.
- Give the appearance of being disorganized (even if you’re not).
- Read to a community that is doing something else at the time (eg. Standing, sitting, answering, etc.)
- Slouch over the pulpit or stand askew.
- Read in a “dean-pan” fashion.
- Be a bore or draw attending to yourself in a way that interferes with the congregation’s encounter with God’s Word. You are there for God and His people, not yourself!