

## Church of the Nativity Lector Procedures

*"The Lord has given me a well-trained tongue,  
That I may know how to speak to the weary  
a word that will rouse them." Isaiah 50:4*

Welcome to the Lector Ministry at The Church of the Nativity! Thank you in advance for your prayerful preparation and study of the scriptures, so that each time you are at the Ambo the faithful will develop a warm and lively love for Scripture from listening to your proclamation of the sacred texts.

Two lectors are assigned to each Mass. Please arrive 10-15 minutes early and sign in on the open notebook outside the priests vesting room. If the other lector has not arrived, keep an eye out for them. Please sit in the front pews by the Annunciation Statue, to the side of the ambo. You may walk up the ramp or the stairs to approach the ambo. After you sign in, please go up to the ambo and make sure the Lectionary is open to the readings of the day. The petition/announcements notebook is on the shelf under the Lectionary. You will need to read over these before Mass. We ask that you take the notebook and step into the open space to the right of the altar behind the ambo in order to prepare. When you have read them over replace the notebook on the shelf.

### DUTIES OF LECTORS

#### LECTOR #1

Lector #1 carries the Book of the Gospels in the opening procession, proclaims the first reading and the announcements.

#### Opening Procession

The Book of the Gospels is on the lector sign in table. Altar servers and the priest will gather in that area and then you all will lineup in front of the Baptismal Font. You are in front of the priest, and behind the servers. Carry the Book of the Gospels elevated slightly with the front of the book (picture of Jesus) facing the altar. Follow the servers up the aisle and to the left and place the book in the red book holder, with the Jesus side facing the people. It is a good idea to check before the procession to be sure the book holder is on the altar. Proceed to your seat in the pew. PLEASE NOTE you DO NOT BOW or STOP at the foot of the altar, just follow the servers. If a DEACON is helping with Mass, THEY WILL CARRY the book in the procession.

When the priest has completed the opening prayer and is seated, you go up and proclaim the first reading. When you are done leave the lectionary open to the second reading.

LECTOR #1 READS THE RESPONSORIAL PSALM AT THE 7:30 MASS ONLY! When finished, leave the book opened to the second reading

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Little People's Church is at the 9 and 11 o'clock Masses. They gather and Father blesses them BEFORE the first reading. PLEASE DO NOT GO UP TO THE AMBO UNTIL ALL THE CHILDREN are well on their way out. If there is music, wait until the song is ending. Focus is on the children, not on you standing there!

ANNOUNCEMENTS are read after Communion. When the Tabernacle door is closed and the priest is seated you go up and read the announcements. If there is a special speaker or video after Mass, you will be told before Mass.

### LECTOR #2

Lector #2 proclaims the second reading, and prayerfully reads the petitions, ( the Deacon does this when present), resets the Ambo with the Lectionary and carries back the Book of the Gospels after Mass.

Approach the Ambo after the Cantor has finished the Responsorial Psalm and is walking down the ramp. Proclaim the reading. IMPORTANT!!! WHEN YOU ARE DONE CLOSE THE LECTIONARY AND PLACE ON THE SHELF UNDER THE AMBO! This leaves room for the priest to place the Book of the Gospels on the Ambo. If a DEACON is present, HE WILL do the petitions.

For the petitions, approach the Ambo when you hear the words "WE BELIEVE IN THE HOLY SPIRIT" This gives you plenty of time to walk up, open the notebook, and be ready to proceed when Father is ready for you. DO NOT LEAVE THE AMBO OR CLOSE THE NOTEBOOK UNTIL FATHER HAS COMPLETED his prayer after the petitions. Once petitions are completed, leave the notebook open on the ambo for Lector #1 to do the announcements. After Mass you will reset the Ambo with the Lectionary opened to the proper readings for the next Mass. You will carry the Book of the Gospels back to the table, ready for the next Mass.

### REQUESTING A SUBSTITUTE

Ministry Scheduler Pro, MSP makes requesting a sub very easy and timely. Just use the app on your phone, go to "MySchedule" click on the date you need a sub and MSP does all the work. As soon as your request is accepted you will be notified with the name. IF YOU DO NOT hear back in a timely fashion resubmit the request. The ultimate responsibility to find a sub is yours. If all else fails, notify the lector that is assigned with you, that your request has not been filled. At least they will have a heads up that they might have to do both readings.

We ask that all our lectors are ready to help if needed at any Mass they attend.

Please contact Kathleen Saunders at [kathleensaunders10@yahoo.com](mailto:kathleensaunders10@yahoo.com) with any questions or concerns.