

## St Francis By the Sea Updated Lector Procedures September 2023

- If your assignment is Lector 1 you will do the first reading Lector 2 the second reading and petitions. Lector All both readings and petitions. Please note if there is a deacon, he will read the petitions.
- If there is a sequence for a holy day or feast day Lector 2 will read it after the second reading
- Plan to arrive 10-15 minutes early sign in at ministry stand in narthex and check the lectionary on the altar for correct readings and review petitions. Petition binder will be on the shelf under ambo.
- Lectors are now processing in with the presider after altar servers please carry a song book and at least pretend to sing!
- At base of the altar both bow together (1 bow needed no more bows after that) proceed to attendant chairs and remain standing until The Liturgy of the Word.
- Lector 1 or All completes first reading and returns to chair to be seated.
- Lector 2 completes the second reading after psalm, returns to chairs and both lectors descend altar together. Please take the song books with you do not leave on the altar table.
- During Creed if no Deacon Lector 2 approaches altar when presider says "I believe in the Holy Spirit" waits until Creed is complete and ascends to the ambo to read the petitions. Remain at ambo until the final prayer is complete return the binder to the ambo shelf and return to your seat.
- For the assembly response during the petitions please raise your hand inviting a communal response.
- We are not processing out at the conclusion of Mass... this may change in the future.

## Lector Ministry Helpful Hints: updated September 2023

- The dress code is professional, no beach attire or flipflops. Soft soled shoes minimize noise.
- Microphone should be about 3 inches from your mouth this will help from popping your p's
- Minimize head bobbing by making eye contact with one or two people in the assembly.
- Project your voice to the last row sound system will not automatically do this.
- Appropriate pacing you can never read too slow...don't rush.
- Get a sub in adequate time if you cannot serve if it is less than 24 hrs. Make calls please.
- Bring all songbooks carried onto the altar back to pews. Do not leave it on the altar table.
- Masses at 4:45 and noon remove the lectionary after Mass to shelf under the ambo.
- Avoid idle chit chat on the altar or procession.
- Preparation and knowing the genre of your reading is the key to effective proclamation we will continue to focus on this during workshops and training.
- Remember to pause at the end of the reading before saying the Word of the Lord... this is not a part of the reading.
- Please note the 3<sup>rd</sup> Sunday 9:00 AM Mass is designated a Children's Mass and all ministries are performed by the students. They are being trained in our ministry so show them your support.
- If you observe another lector doing something different from these procedures ie bowing everywhere please let me know
- If you need clarification on anything, please contact me.
- Communication within our ministry is through a quarterly e mail and semiannual Lector Workshops.

Thank you for your service to our Lector Ministry... We are so privileged to proclaim The Word of the Lord!

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