

Blessed Trinity Procedure for Lectors 10/20/15

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Procedure for Lectors

1. Begin preparing for the Liturgy, at which you are to Proclaim The Word, by visiting the United States Conference of Catholic Bishops (USCCB) website: <http://www.usccb.org/nab>. Select the Sunday on the calendar on the website and the readings will show up. (Or come to church early and study the readings in the Handbook for Lectors laying on the table in the Reconciliation Room for the particular mass you are lectoring at.)

A good way to practice is to read the readings out loud to someone at home. Practice reading slowly and with correct pronunciation and enunciation. It is most important that you be heard and understood by the whole congregation. Therefore you must read at a pace that is clear and try to project your voice. Try to put feeling into what you are reading, as if you are reading a story to someone. Try not to talk fast, softly or with a monotone voice. It helps at the end of each sentence to take a deep breath and then go on. Your voice will be stronger if you do not run out of breath. Additionally, try to practice not ending each sentence like it is a question.

2. Intercessions and Announcements will be found in the CLEAR Sheet Protector placed on the table in the meeting area in the Reconciliation Room. Please review before Mass. This sheet protector is NOT to be removed from the Reconciliation Room and is to be left on the table. There is another CLEAR Sheet Protector on the Lector's Podium for you to use during Mass.

3. Arrive at church at least 15 minutes before the beginning of Mass. First, make sure the Lectionary is on the Ambo and opened to the day's first reading. Go to the **vesting room (the sign above the doorway reads **Reconciliation Room**) in the gathering space of church. Meeting before Mass begins will allow time enough to determine the various responsibilities. For example:**

- **Only One Lector:** proclaim both readings, and Prayers of the Faithful (Intercessions), immediately following the Profession of Faith. Any Announcements are done after Communion when the communion songs ends.

- **Two Lectors: Lector # 1 will read both readings and Lector #2 will read the Intercessions and the Announcements.** Either check the church bulletin to see who you are reading with on the following weekend and contact that person to decide which of you will take each responsibility, or, be prepared to do both when you arrive at church on your designated day and decide at that time.

(Conformity to this model is preferred but if it is important to you personally for each Lector to have the opportunity to do one reading and either the Intercessions or Announcements and your partner to do the other, that is acceptable as long as both Lectors have agreed on their individual duties before Mass.)

- When reading the Prayers of the Faithful (Intercessions), the response for the assembly will also be indicated. You will want to have reviewed them before Mass in the CLEAR Sheet Protector on the table in the Reconciliation Room prior to reading them to the congregation in order to be prepared for any changes or updates to them. Also please pay close attention to and be prepared for any unusual words or the pronunciation of the names of the persons for whom that particular Mass is intended.
- The Prayers of the Faithful and the Announcements are in the CLEAR Sheet Protector lying on the Cantor's lectern and are read from there. The microphone at the Cantor's lectern does not project well. **Please project more fully at this microphone. It is unmovable and located on the far side of the top of the lectern. Therefore, it is MOST important that you speak into the microphone loudly, clearly, and slowly, so that you will be understood.**

It is preferred by Archdiocese of Milwaukee that if you are scheduled to proclaim the Word (Lector), YOU NOT perform another Ministry (Cantor, Choir, Usher, or Eucharistic Minister) at the same mass.

Order of Mass

1. The Altar Servers lead the procession with the cross and the candles. The two Lectors process ahead of the Priest. One of the Lectors processes in carrying the Gospel holding it HIGH. It is then placed in a Book holder on the altar. Return to the foot of the altar along with the Altar Servers, and all bow with the Presider.
2. Take your place in one of the front pews closer to the middle of the church.
3. The Penitential Rite (Lord, have mercy) is followed by the Gloria or a prayer. The conclusion of the opening prayer is a cue for Lector # 1 to go to the middle of the altar steps and bow before ascending the steps to go to the Ambo. The lectionary should be on the Ambo, opened to the first reading.
4. Make sure that the microphone is adjusted properly for you by only bending the top part, closest to the mouth piece. (It does not adjust at the base) and then, once the congregation is seated and you have taken a big breath – begin the reading
5. **REMEMBER, JUST BECAUSE THE WORDS ARE ON THE SCREEN ABOVE YOU DOES NOT MEAN THAT THEY SHOULD NOT BE SPOKEN WITH CLARITY, WHATEVER FEELING THE AUTHOR WAS TRYING TO CONVEY AND CLEARLY IN A STORYTELLING MANNER THAT BRINGS THEM TO LIFE. BE SURE TO PROCLAIM SLOWLY, ENUNCIATING THE WORDS CLEARLY AND DIRECT YOUR VOICE TOWARD THE MICROPHONE. PROJECT WELL! (DO NOT HAVE YOUR MOUTH TOO CLOSE TO THE MICROPHONE AS THAT WILL DISTORT YOUR WORDS.)**
 - **REMEMBER:** To be effective, the assembly **must be able to hear and understand** the Word.

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6. After finishing the first reading, pause again, for just a few seconds, in order to separate the closing words "*The Word of the Lord*" from the scripture reading. Adjust the Lectionary to the second reading. **Then be seated in the chair near the Ambo.**
7. Either a Cantor or the organist will sing the Responsorial Psalm between the first and second readings.
8. When the Responsorial Psalm is finished, stand up and approach the Ambo and then proclaim the second reading in the same way as you did the first reading, pausing afterward for just a few seconds. Then conclude with the phrase "*The Word of the Lord*".
9. **Place the Lectionary on the shelf in the Ambo.** Return to your pew after bowing at the altar steps.
10. The Gospel and Homily follow.
11. **As the Creed concludes, go to the Cantor's lectern for the Prayers of the Faithful (Intercessions). The lector with this responsibility SHOULD be in place at the Cantor's lectern before the Presider begins the Introduction to the Prayers of the Faithful (Intercessions). Stand back from the lectern about a foot with head bowed. After the introduction, step up to the lectern and read the intercessions as directed above, (slowly, enunciating the words and projecting into the microphone). When you have finished, turn the sheet over so that the Announcements are ready to be read, STEP BACK FROM THE LECTERN AND BOW YOUR HEAD WHILE THE PRESIDERSAYS THE CONCLUDING PRAYER. Bow and return to the pew only AFTER the Presider recites the concluding prayer.**
12. Immediately **after** Communion and song, but **before** the closing prayer, go to the Cantor's lectern and read the Announcements using the same techniques you used for the Intercessions. Return to your seat.
13. After the Closing song begins, the Altar Servers and the Lector/s who first processed in carrying the Gospel will join the Presider, facing the altar. All will bow at the altar with the Presider. The Lectors/s and the rest of the procession leave in the same order as you entered. **The Book of Gospels will be left on the Ambo.**

BLESS YOU FOR YOUR PARTICIPATION IN THIS MINISTRY!