

LECTOR GUIDELINES

1. **Please try to arrive at least 15 minutes before Mass begins.** Your attire should reflect that you are proclaiming the Word of God for the Assembly and this is a very important and solemn responsibility. And that is exactly what it is, so your role requires preparation. We have tools to help you prepare for your scheduled weekend.
2. **Please go to the sacristy (the room where the priest puts on his vestments) and “sign-in,”** that is put a check mark by your name so the priest knows that you have arrived. The Lectionary will be in the sacristy waiting for you to check over your readings one last time. Please talk to Father about the correct weekend so you know that you have prepared the correct readings. There is a pronunciation booklet there on the counter to help you with any words that cause hesitation or concern. Please remember that the Assembly is following along in the Heritage hymnal and they will be distracted if they notice a horribly mispronounced word. So I can't emphasize enough that preparation during the week before your scheduled weekend is very important.
3. Starting the first weekend of Lent, the Lector will process in with the servers and priest carrying the Book of the Gospels. You will bow at the foot of the altar with the servers and priest, and then step up and place the book of the Gospels in the center of the altar. You will then do a slight bow and go to your place in the pew.
4. The lectionary that you will be using will be in the sacristy before Mass for you to look over the readings, but then you will place it on the ambo (pulpit) right before Mass begins so it is in place for you when you come up to proclaim your reading. **Be sure to check with the musicians if they are leading the Responsorial Psalm.**
5. It is best to have two readers, but many times there might only be one. So please, during your week of preparation, practice both readings and the Responsorial Psalm after the first Reading.
6. If there are two readers, it does not matter which reading you proclaim, but be prepared for both. In the Sacristy before Mass, it can be decided which reading you will do. If there are two readers, they can divide up who brings up the Book of the Gospels in procession and who does the Petitions. **How you are listed in the bulletin or liturgical ministry schedule does not have anything to do with which reading you are proclaiming. Prepare for both!**
7. The reader who carries in the Book of the Gospels also carries it out at the end of Mass in procession with the servers and the priest. Be sure to watch the priest during the closing hymn; when he goes to the altar to reverence it with a kiss before leaving the Sanctuary, that is your signal to go to the ambo (pulpit) and retrieve the Book of the Gospels and then join the priest and the servers at the foot of the altar. You always walk behind the cross if it is being used. If no cross, the Book of the Gospels leads the procession in and out of Mass.
8. When you come up to proclaim your reading, please look at the base of the microphone to make sure the little green light is on. If not, touch the button and it will come on. Be sure to adjust the microphone to your height and speak slowly, clearly, and loudly enough for people all over the church to hear you, especially people who are hearing impaired or hard of hearing. Do not make the mistake of thinking that the microphone will make your voice heard all over no matter what the volume is for your voice. Remember, there are lots of distractions going on during the readings, like little babies being restless. So the people need to be able to hear you proclaim to them the Word of God by using speaking slowly, clearly, and loudly enough for

them. You can never be too slow!! And many lectors are way too soft!! Please use all of your voice to proclaim God's Word.

9. I would appreciate if you and your family would sit on the side of the church near the ambo (pulpit). This makes it easier to get back and forth to the ambo. **If you have any difficulty with using the steps, please sit on the side of the St. Joseph statue and use the ramp behind the sanctuary to go up into the sanctuary and approach the pulpit. You can return to you pew the same way.** If you are proclaiming all the readings, you can sit on one of the chairs next to the servers while the Responsorial Psalm is being sung. If the Responsorial Psalm is not sung, you will have to lead the Assembly in reciting it.
10. Please take home a copy of the Heritage Hymnal so you have the weekend readings there at home with you for practicing. We have "Lector Workbooks" in the Sacristy (room where priest puts on his vestments) and I invite you to take one home with you the weekend before you are scheduled. Please remember to return it on the weekend that you will be lecturing.
11. After each Mass, please retrieve the Lectionary from the ambo and bring it back to the Sacristy for the next Mass so the next lectors can prepare for proclaiming at their scheduled Mass.

Dear Lectors:

I thank you very much for your willingness to minister as Lectors at Holy Mass. The Word of God is meant to guide and inspire all present during Mass. It is the spring board for the priest and deacon in preparing the homily. Your preparation is very important in effectively proclaiming the Word of God in the weekend readings from scripture. Please look over the paragraphs above and keep the guidelines someplace close in your home so you can refer to them regularly and often as you prepare. God Bless You! Fr. Joe

NEW LECTORS: If you have picked up this Lector Guideline because you are interested in being a Lector at St. Andrew Parish... then I say Welcome!! Glad to have you join us!! The guidelines are pretty self-explanatory, but if you have any further questions, email me at jcorel@socket.net and we can dialogue and discuss any concerns you have for clarification. Also, email the parish secretary at standrew@embarqmail.com to let her know you can be put on the schedule list and what Mass you prefer. Be sure and let her know if you can be scheduled for either Saturday or Sunday, and if there are any particular weekends in a month or a year that you will not be available. Thank you!

Fr. Joe