



Guide for Readers

Preparation: The members of this ministry serve to proclaim the Word of God for the enrichment of the congregation. This ministry requires careful preparation. Each day, during the week before you are scheduled, prayerfully read your assigned passage in a prayerful and reverential manner. As you practice, it helps to read the readings out loud. Consult your workbook to tackle any difficult terms or phrases. Please go over the other readings for that Sunday as well. This will give you a sense of how the readings relate. You will also be prepared in case the other reader doesn't show. Ministers reflect a reverence for the Word and the assembly by how they proclaim the readings, as well as how they look at the ambo. Please dress appropriately and modestly for this ministry. (Business casual – no jeans, shorts, sneakers, or flip-flops). Be sure to wear your St. Xavier lapel pin (or Welcome pin if you serve in that ministry.)

Prior to Mass

1. Arrive at least fifteen minutes before the liturgy is to begin and sign your name on the white board in the priests' sacristy. Stop at the ambo and check to see that your reading is properly bookmarked. **First Reader**, read through the Prayers of the Faithful before Mass begins.
2. Go to the side or the front entrance of church, to participate in the Ministry of Welcome by greeting parishioners and distributing bulletins at the side or rear entrances of the Church. At some masses, there are Welcome Ministers who assist in the parking lot and may pass out bulletins. It is important that all ministers be focused on greeting those entering church and not on talking with the other ministers.
3. Five minutes before Mass begins, join the Presider and the other ministers for a brief prayer near the baptismal font, then resume greeting people until the Entrance Song begins. Be sure to include the minister who is greeting at the side door. The prayer may be offered by the Presider or one of the ministers.
4. Prior to the start of Mass (if an usher has not already done this) the second reader removes the Book of the Gospels from the stand located in the tabernacle side of the sanctuary and takes it to the rear of church.

The First Reader

1. **Approaching the Sanctuary.** After the Presider's opening prayer, as the assembly is sitting down, approach the sanctuary, bow at the foot of the sanctuary steps at the center aisle, and proceed to the ambo. Check that the microphone switch is up and adjust microphone so it is positioned in front of your mouth. Briefly look out at the assembly, say, "A reading from the book of ..." and proceed with the reading. Project your voice out, towards the faithful, rather than downwards. At the end of your reading, see that the Lectionary is open to the second reading.
2. Leave the microphone "on". Bow at the foot of the sanctuary steps at the center aisle and return to your seat in the assembly.

3. **Approaching for the Petitions.** Near the end of the Creed (“I believe in the Holy Spirit ...”), approach the sanctuary, bow at the foot of the sanctuary steps at the center aisle, and proceed to the ambo for the Prayers of the Faithful (**Petitions**). The Prayers of the Faithful are in the black binder on the top shelf of the ambo. After the Presider says the introductory prayer, read each petition prayerfully. Then turn off the microphone and return the black binder to the ambo shelf. Bow at the foot of the sanctuary steps at the center aisle and return to your seat in the assembly.
4. **Note for a Baptism.** When there is a Baptism during the Mass, there is no Creed; so approach the ambo to read the petitions as the family is processing up the aisle following the Baptism.

The Second Reader

1. **Procession.** The second reader carries the Book of Gospels behind the Processional cross for the entrance procession, slightly elevated with the front of the book facing the altar. Upon reaching the sanctuary steps, continue up the steps and place it CLOSED flat on the altar. The Book may extend over the edge of the altar slightly so that it is easier for the presider to grasp when he elevates it prior to the Gospel reading. Return to the foot of the steps, and stand on the opposite side of the Presider than the server with the cross. If there are 2 servers, stand on either end. Bow with the Presider and other ministers, and then take your seat in the assembly.
2. **Approaching the Sanctuary.** After the sung Psalm, approach the sanctuary, bow at the foot of the sanctuary steps at the center aisle, and proceed to the ambo. Check that the microphone switch is up and adjust microphone so it is positioned in front of your mouth. Briefly look out at the assembly, say, “A reading from the book of ...” and proceed with the reading. Project your voice out towards the faithful, rather than downwards. After your reading, turn the microphone off as you close the Lectionary and place it on the shelf in the ambo. Then turn the microphone back on. Bow at the foot of the sanctuary steps at the center aisle and return to your seat in the assembly.

Notes:

1. **Workbook.** A wonderful source of background information and suggestions for proclaiming the readings is contained in the annual *Workbook for Lectors and Gospel Readers* published by Liturgy Training Publications. We make copies available to our Readers each November before the start of the new liturgical year. The annotated readings for the current Sunday may also be found in a notebook in the sacristy.
2. When you approach and leave the sanctuary to read, it is preferred that you bow at the foot of the steps in the center aisle. Please approach from the side aisle only if you need to use the handrail for assistance in getting up the steps.
3. Schedules are available in the bulletin, on the website, and in the sacristy. It is your responsibility to obtain a substitute if you are unable to read as scheduled. If you cannot minister at an assigned mass, log in to Ministry Pro and submit a “swap request”, or call another minister to sub for you. If something unexpected occurs, you can always call the priest sacristy directly and leave a message (513-721-4045 ext. 1011).

Thank you very much for participating in this ministry!

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