

# Holy Rosary Church

## Lector Guidelines

- Dress code: reverence and respect for the sacredness of the Mass should be kept in mind.
  - Women: dresses or dress pants; preferably not jeans
  - Men: dress shirts and slacks; preferably not jeans
- Arrival:
  - Arrive 15 – 20 minutes before Mass begins; sign-in at the ushers table at Holy Rosary or in the sacristy at Lake Chapel
  - Check the Lectionary book to make sure it is open to the correct page
  - Bring the Gospel book to the vestibule
  - Meet in the vestibule 5 minutes before Mass begins for prayer with the other ministers of the altar
  - If the other lector has not arrived, solicit another lector from the congregation to take their place. If at all possible, you should not read both readings. Ushers and deacons can help to locate other lectors.
- Procession:
  - Cross bearer, deacon – carries the gospel book, lectors (if a deacon is not serving at Mass, then the 1<sup>st</sup> lector processes with the gospel), altar servers, and then the priest
  - Walk slowly leaving approximately 6-8 pews between you and the deacon or cross bearer
  - All in the procession line up in front of the altar steps; lectors in front of the ambo; all bow together following the lead of the priest
  - Lectors sit to the left of the altar in the first row of chairs
- First Reader
  - Goes to the ambo after the opening prayer called the “collect”; wait for the priest and deacon to be seated
  - At 11:00 Mass, wait for the deacon to dismiss for Children’s Church; if he forgets and you see volunteers standing, please dismiss them from the ambo; invite all of the children to leave with their scripture leader at this time
  - At the Lake Chapel, the first reader leads the Responsorial Psalm
  - After reading, take a small step back, pause and pray silently for the length of a Glory Be
  - Turn the page, if necessary, for the 2<sup>nd</sup> reader before returning to your seat

- Second Reader
  - Goes to the ambo after the Responsorial Psalm
  - After reading, close the lectionary and take it with you
  - Then, take a small step back, pause and pray silently for the length of a Glory Be
  - Second reader reads the Intercessory Prayers from the binder when a deacon is NOT serving. The prayers will include the special intentions listed in the binder for that particular Mass.
  - Second reader reads the announcements from the binder after communion
- Recessional
  - When the priest and altar servers move to leave, lectors move to the front of the altar; face the altar and everyone bows together
  - Process out in this order: Cross, lectors, altar servers, deacon, priest (Gospel book is not carried out)
- Proclaiming the Word of God
  - Review the introduction pages to the Lector Workbook
  - Prepare each week by praying with the readings prior to Mass
  - Use the Lector Workbook or [www.usccb.org](http://www.usccb.org) to find the upcoming readings
  - Note Cycle of Readings A, B, and C
  - Read slowly and make eye contact occasionally; find a rhythm that feels comfortable
  - Speak loud enough and project your voice
  - Not simply reading nor over dramatizing
  - Check the pronunciation guide in the workbook or listen to the readings on [www.usccb.org](http://www.usccb.org) website.
  - If options are given in the workbook or on the bishops website, check with the priest or deacon prior to Mass to make sure you are reading the correct selection
- Scheduling
  - Ministry Scheduler is used to schedule
  - Schedules and options can be accessed online or through their app for your phone
  - Rachelle Delatte will email you instructions
  - You can manually assign dates you can or cannot serve or let the computer assign you. You can select your preferences.
  - If you cannot make your scheduled date/time, you can request a substitute on Ministry Scheduler. If no one takes your spot, you are still responsible for finding a sub. Phone numbers for subs will be mailed to you by Susan and are available on the website/ap.