***Lector Instructions***

1. A new Ministry schedule is generated every four weeks using Ministry Scheduler Pro (MSP), an online program accessed through the following link (iOS & Android apps are also available): https://secure.rotundasoftware.com/l/web‑terminal/login/OurLadyoftheBlackHills?   
   Each month, MSP will email a request for your availability during the next month. After the next month’s schedule is set up, MSP will email your schedule to you. MSP will email a reminder on Thursday or Friday before weekends that you are scheduled to lector. Schedules for the following weekend also are published in the parish bulletin (bulletins may be accessed on the parish website www.olbh.org).

* *If you do not have an email address or do not check it regularly*, please call the church office (787‑5168) and provide the dates that you cannot lector during the next four-week scheduling period. Also, if you will be gone for an extended period of time, please let the office know.
* *If you are unable to lector at your scheduled time*, use MSP to request a substitute. PLEASE do this as far in advance as possible. MSP will automatically send emails to all available substitutes based on your request. You can also call or email the office (olbh@olbh.org) to request a substitute.

1. The first lector’s name on the weekend schedule carries the *Book of Gospels*in the entrance procession and proclaims the first reading. The second person listed on the schedule proclaims the second reading and the Universal Prayer (intercessions).
2. Please take time to prepare your ministry in advance. Refer to the attached “Tips on Lectoring.”
3. You should arrive at church at least 15 minutes prior to the start of Mass. Check in with the sacristans so they know you are prepared to lector and mark off your name on the weekend’s ministry list found on the cabinet in the narthex. Before Mass, review the reading as it is printed in the lectionary (on the cabinet in the sacristy).
4. Please join all of the ministers in the narthex for prayer 5 minutes before Mass.
5. When it is time for you to read, move toward the center of the altar. Before proceeding up the steps, reverence the altar with a profound bow from the waist. Proceed to the ambo on the right side of the altar (not from the choir side). Adjust the microphone approximately 2” away from your chin and below your mouth. **Read slowly, project your voice, and enunciate clearly!**
6. When finished with your reading, stand still with your head bowed and hands resting on the book or ambo and pray for about 30 seconds. Then return to your pew by going down the steps at the center of the altar. (No bow is necessary as you leave the sanctuary.)

**First Lector:**

* Unless there is a deacon, you will carry the *Book of the Gospels* slightly elevated in the entrance procession; allow five pews between yourself and the altar servers ahead of you. *If a deacon is scheduled to participate in the Mass, the deacon will carry the book instead of you.*
* Do NOT reverence the altar (bow) when you are carrying the *Book of the Gospels.* Proceed between the ambo and the altar, and lay the *Book of the Gospels* on the altar near the center. Then proceed between the altar and the priest’s chair as you return to your pew.
* For the First Reading, remain standing after the Collect (opening prayer) and approach the altar as the priest sits down.

**Second Lector:**

* Before Mass begins, you should review the week’s intentions in the Lector binder of Intercessions in the sacristy. As needed, check with the priest for the pronunciation of names. You will take the binder with you to your pew after you have prayed with the priest and other ministers before Mass.
* After the cantor has finished leading the psalm, approach the altar and proceed with the Second Reading.
* After the Second Reading and the 30-second pause, **place the lectionary in the slot on the right side of the ambo** before returning to your pew.
* Universal Prayer: *If there is a deacon, he will read the intercessions instead of you.*
* Please wait to come forward until after the Profession of Faith (Creed) has been concluded with “Amen.”
* Then approach the altar with the binder of Intercessions. There is no need to reverence the altar (bow) again as you step up to the ambo.
* Read each intercession. If indicated, pause before saying, “Let us pray to the Lord.”
* Remain at the ambo until the priest prays the concluding prayer.
* **Leave the binder of Intercessions on the ambo** and return to your pew.