

Guidelines for Lectors

Let the words of my mouth, and the meditation of my heart be acceptable in Thy sight, O Lord, my strength and my redeemer. Psalm 19:14

The ministry of Lector is rooted in the power of the Word of God. Prayerful proclamation of Scripture makes the presence of God alive in our midst, stirs hearts, challenges, comforts, and moves the community to work for the Kingdom of God. Those who serve as Lectors agree to make the Word of God an integral part of their lives by entering into regular study and prayer of Scripture.

preparation

- 1 Read and reflect on the week's Scripture. Prayerfully seek the context of the reading and how it informs the themes of the liturgical year. Practice the reading silently and out loud.
- 2 If you cannot serve, please let Vickie Voll, (404)636-7730 home or (404)277-4449 cell, know as soon as possible so that a replacement may be found and have time to prepare.
- 3 Check on any pronunciations about which you are unsure.
- 4 Use www.usccb.org website and the Lector workbook for Scripture study and to help you prepare.

before Mass

- 1 Arrive 30 minutes before Mass so that set-up (2, 3, 4, 5, 6, 7, 8, and 9) is complete 15 minutes before Mass and it is quiet for people to pray. Do not plan to serve if you are not in Cannon by 20 minutes before Mass. This allows at least a minimal practice time for a substitute. Choose a seat on the floor.
- 2 Keys for cabinet and drawer in the sacristy and drawer under the vestment cabinet in the vesting room are in the lock box on the side of vestment cabinet. Combination is 1-4-5-9.
- 3 Keep silence (or whisper) when in the chapel. If you need to talk, please go out into the hallway or in the sacristy.
- 4 Get a metal stand from the corner by the television in Brooks and place it in hallway outside door into Cannon on side by ramp entrance to building. Get signs from sacristy cabinet. Place sign to *use other door and get a hymnal* into stand. Place other two signs in metal stand by main entrance to Cannon with sign to *enter quietly* facing people as they enter. *Thank-you for coming* sign should face other side to be used after Mass as people leave.
- 5 Get two wooden processional candles and bases from sacristy and place one on each side of altar in Rustin.
- 6 Get collection baskets from vestment cabinet and place on back of table at entrance to chapel.

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7 Get the Lectionary from the vestment cabinet in the vesting room and make sure the correct reading is marked with the ribbon. Look over your reading in the Lectionary (L1 - First Reading and L2 - Second Reading) as it may not be printed on the page the same as it was when you practiced. At night Mass L1 does First Reading and Responsorial Psalm. Make sure "close and put on shelf" note is at end of Second Reading over Gospel Acclamation. Place Lectionary on ambo open to First Reading.

8 Lector 2 should make sure Universal Prayer (intentions) sheet is in the colored ceremonial folder and read over it. Place folder on shelf of ambo.

9 Speak into the microphone on the ambo to make sure it is turned on and loud enough.

10 Get the Book of the Gospels and its stand from the vestment cabinet and place the stand in the center of the altar on top of the altar cloth not too far back from the front edge. Check that the Book of the Gospels is marked correctly with the ribbon and place it on the stand.

11 Gather in choir area for prayer ten minutes before Mass.

12 Five minutes before Mass begins, Lector 2 reverently gets the Book of the Gospels from the altar to carry in the procession. Both Lectors go to entrance of chapel.

during Mass

1 In the entrance procession Lector 2 carries the Book of the Gospels, holding it up at chest height or higher. The order of procession is Altar Server(s), Lectors (L1 then L2), and priest.

2 When the procession reaches the altar, Altar Server goes to left, Lector 1 goes to left, Lector 2 places the Book of the Gospels on its stand and gets in line to priest's right, priest and Lectors bow, and then Lectors go to their seats.

3 When everyone sits after the Collect (Opening Prayer), Lector 1 slowly walks up the center aisle, bows in front of altar, and walks around the outside of the ambo to take his or her place for the reading.

4 Look around to see that everyone has had time to find a seat and wait if necessary until all are settled. Make eye contact with the congregation before beginning. You should be familiar enough with the reading to state the name of the reading without referring to the Lectionary (e.g., a reading from the book of Genesis).

5 The Lectionary rests on the ambo. Do not lift it up before or after your reading. You may find your fingers help to keep track of where you are in the reading.

6 Proclaim the Word clearly and at an appropriate pace. Speak slowly to ensure clarity. Use pauses and emphasis appropriately to convey the Word. Both the workbook and the website used in your preparation have suggestions for this. Avoid dramatizing the reading. Remember the Holy Spirit is conveying God's message through you.

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7 Pause after the final sentence of the reading before saying, "the Word of the Lord." Wait for the congregation to respond, "Thanks be to God." **Do not move the ribbon nor turn the page.** At night Mass L1 will continue with the Responsorial Psalm raising his/her arm when the congregation should respond.

8 Return to the front of the altar by walking around the outside of the ambo, bow, and return to your seat.

9 After the Responsorial Psalm Lector 2 should follow the same procedure making sure that he or she is on the right page for the reading before starting. **Do not move the ribbon nor turn the page.** After the Second Reading is finished, close the Lectionary and place it on the shelf. Try to lift the folder with the Universal Prayer and place it on top of the Lectionary.

10 Close to the end of the Creed (I believe in the Holy Spirit), Lector 2 should make his or her way up the center aisle, bow in front of the altar, and go around the outside of the ambo to get to his or her place. Take the folder with the Universal Prayer from the shelf and place it on top of the Book of the Gospels. You should be in place and ready when the Creed ends.

11 When the priest finishes reading his prayer, the Lector reads one intention at a time waiting for the congregation to respond before proceeding to the next one. After the last intention the priest reads another prayer. After the priest finishes and the congregation responds, the Lector closes the folder and places it on the shelf on top of the Lectionary, walks to the front of the altar, bows, and walks to the entrance area.

12 Lector 1 also goes to the entrance area. One Lector moves the metal stand close to hymnal cart so that the *thank-you for coming* sign will be seen as people leave. Both Lectors take up the collection. Both Lectors and the Sacristan bring up the gifts. All bow after the blessing and return to their seats. At morning Mass Noah usually helps with collection and bringing up gifts.

13 At the end of Mass when the Altar Server goes to get the crucifix, the Lectors go to Rustin to pick up their candles and follow the Altar Server back to take their place in line across the front of the altar. One Lector on each side of the priest. The priest bows, and then everyone processes to Rustin for Adoration. Lectors should try to walk side by side as space permits. Place candles in bases on each side of altar.

14 Spend a few minutes in Adoration if possible.

after Mass

1 Place the Book of the Gospels in its brown cloth bag. Return the Lectionary, wooden stand, and Book of Gospels in its bag to top shelf in the vestment cabinet.

2 Get collection baskets from entrance area and put in vestment cabinet.

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3 Get basket with collection from under altar and bring to sacristy. Take purple folder from sacristy cabinet; it has dated papers and plastic bags and directions for filling out plastic bags. Both Lectors count collection.

4 Take signs out of metal stands and return them to cabinet in sacristy. Return metal stands their original places (one by main entrance to Cannon and one to corner by television in Brooks).

5 After night Mass or after morning Mass if no night Mass, return processional candles and bases to sacristy after everyone leaves from Adoration.

6 Straighten sacristy, vesting room, and sanctuaries. Return keys to lock box on side of vestment cabinet if used.