

## LECTOR CHECKLIST

### DURING THE WEEK BEFORE MASS

- **Read over the reading prayerfully, studying the reading following the materials in the Lector Workbook.**
- **Prepare both readings.** This is to help in the unusual event that your lector partner does not appear.
  - During Ordinary Time, if you have the First Reading, also read the Gospel. In your preparation, emphasize the section which makes your Old Testament reading to be in harmony with the Gospel.
  - During a liturgical season, read both of the other readings for a sense of the seasonal focus.
  - If you find it helpful, read the entire chapter from which your reading comes especially if you have the Second Reading which (during Ordinary Time) is a semi-continuous reading from previous weeks.
  - Review the pronunciation hints for your reading.
  - When there is a choice of readings, expect to be informed about which one the preachers are using at least a week in advance. If not, don't hesitate to call!
  - [www.usccb.org](http://www.usccb.org) under "Bible" has audio recordings of the readings, if you'd like to hear how someone else proclaims the Word.

### IMMEDIATELY BEFORE MASS

- **Please arrive 15 minutes before Mass and sign-in. Review the reading in the Lectionary. The first lector reviews the general intercessions (especially the pronunciation of the names) and the second lector reviews the announcements.**
  - Ministers are welcome to leave keys, purses, etc. in a cupboard or drawer in the sacristy or in the drawer with the hymnals in the kiosk.
  - If the Deacon is not present, the first lector brings the Gospel Book from the sacristy to where the ministers gather. (Members of the Team assisting the catechumens with Breaking Open with Word make every effort to return the Gospel Book to the sacristy when they have finished.)
  - Join the other ministers in greeting the parishioners as they approach the church, and then join all the ministers in prayer before Mass begins.

### THE PROCESSION

- **If the Deacon is not present, the first lector (usually) carries the Gospel Book in the procession, walking with the second lector immediately in front of the (Deacon and the) Priest.**
  - Be sure to wait until the ministers in front of you are approximately under the second chandelier before you both begin to walk in. Maintain that same spacing as you process.
  - Both lectors sing the Entrance Song with the assembly (as much as possible).
  - When both lectors are in front of the altar, the first lector keeps on walking up the steps with the Gospel Book and does not bow. He or she walks around behind the altar and places the Gospel Book in the stand. The first lector bows to the altar then and walks to the seat reserved.
  - Like the Communion Ministers, the lectors may choose to sit with family members as long as they are able to move quickly to the ambo.
  - When both lectors are in front of the altar, the second lector bows to the altar, and moves immediately to the left to the seat reserved. The second lector does not wait for the first lector to return from the altar.

### LITURGY OF THE WORD

- When the Liturgy of the Word begins, the first lector leaves the reserved seat, bows to the altar, and takes his or her place behind the ambo.
  - It is important to adjust the microphone by the handle so that it is level with the lector's mouth. The first lector makes sure that the green light is on before beginning to read.
- **The first lector has practiced the reading so well that he or she can look at the assembly as the reading is proclaimed. Using one's hand as a visual guide is a good technique.**
  - The lector reads "the heading" of the reading and then pauses a bit before beginning the actual reading, to separate these two elements.
  - At the end of the reading, pause for about 5 slow seconds. Then say "The word of the Lord."

- The first lector, as much as possible, remembers to move the ribbon (and/or the page) so that the second reading is visible.
  - The first lector then leaves the ambo and returns to the seat. A bow after leaving the ambo is not required. The lector may choose to bow or not. Both lectors sing the psalm antiphon with the assembly.
  - After the psalm is finished and the cantor is seated (or back at the cantor stand), the second lector approaches the ambo and adjusts the microphone as mentioned above.
- **The second lector has also practiced the reading so well that he or she can look at the assembly as the reading is proclaimed. Using one's hand as a visual guide is a good technique.**
- The lector reads "the heading" of the reading and then pauses a bit before beginning the actual reading, to separate these two elements. At the end of the reading, pause for about 5 slow seconds. Then say "The word of the Lord."
  - The second lector closes the Lectionary and places it in the ambo shelf. The second lector then leaves the ambo and returns to the seat. A bow after leaving the ambo is not required. The lector may choose to bow or not.
  - Toward the end of the Creed, the first lector walks to the cantor stand, bowing before the altar on the way. Lectors are free to decide when is the best time for them to approach the cantor stand and to be ready to begin the intercessions.
  - As the Creed is drawing to a close, the lector takes out the binder from the cantor stand shelf and opens the page to the intercessions. After the intercessions are introduced by the presider, the first lector reads them, pausing for 5 slow seconds where the pause is indicated.
  - After the presider's prayer concluding the intercessions, after the assembly sits and the noise has died down, the lector announces the purpose of the second collection in a loud voice, then closes the binder and replaces it in the shelf.
  - The lector then walks down the steps, bows again to the altar, and takes his or her seat.

## THE LITURGY OF THE EUCHARIST AND CONCLUDING RITES

- The lectors pray and participate in the Liturgy of the Eucharist with the rest of the assembly.
  - They lead their side of the transept in beginning the Communion procession. (At the 4:00 Mass, they are the last to receive in their transept.)
  - At some point after receiving Holy Communion, the second lector moves to stand near the cantor stand. The lector is free to decide when the best time is to move to the cantor stand for the announcements.
- **At the conclusion of the Communion song when the cantor moves aside and before the presider introduces the announcements, the second lector moves to the cantor stand, makes sure the green light is on, removes and opens the lector binder. When the presider alerts the assembly to the announcements, the second lector reads them.**
- The announcements have a different character than the readings, and so the lector reads them more informally and makes them interesting.
  - The lector then closes the binder, replaces it in the stand, walks down the steps, bows to the altar, and returns to his or her seat.

## THE RECESSION

- For the closing song, both lectors take up hymnals, and join the other ministers in forming the recession in reverse order of the procession. The lectors stand side by side again, immediately behind (the Deacon and) the Priest. They bow to the altar and tabernacle with the Priest. Singing, they walk together out of the church at a much faster pace and in much closer spacing than they entered.

## AFTER MASS

- Lectors return to the sanctuary and assist one another in returning the Gospel Book to the sacristy, returning the stand to the altar, and returning the Lectionary, open to the First Reading, to the top of the ambo. (Following the 4:00, 12:00, and 5:30 Masses, the lectors return the stand and the Lectionary as well as the Gospel Book to the sacristy.)

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