

**DURING THE WEEK BEFORE MASS**

- Read over the reading prayerfully.
- Study the materials following the Reading in the Lector Workbook.
- It is a good practice to prepare all options of the Readings.
- As a suggestion, 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.

**IMMEDIATELY BEFORE MASS**

- Please arrive 15 minutes before Mass and sign in on the Ministry Schedule in the binder displayed in the kiosk. Your arrival in good time before Mass is an act of courtesy to the other ministers so that a prayerful attitude before Mass can be maintained.
- Ministers are welcome to leave keys, purses, etc. in a cupboard or drawer in the sacristy.
- In the sanctuary, review the reading in the Lectionary. In the absence of a Deacon, the first lector reviews the general intercessions (especially the pronunciation of the names).
- Lectors are recommended to ask if he or she is to make the Announcements at the conclusion of the Prayer After Communion, whenever a Deacon is not present.
- If the Deacon is not present, the first lector brings the Gospel Book from the sacristy to where the ministers gather.
- Whenever there is a Long or Short version of Reading; or when there are Options of Readings, please ask the Presider to confirm which Version or Option he prefers. It is a good practice to prepare all options of the Readings.
- Join the other ministers in greeting the parishioners as they approach the church.
- Join the Presider and other ministers in prayer before Mass begins.

## THE INTRODUCTORY RITES

### ENTRANCE PROCESSION:

- The Deacon will carry in the Gospel Book if he is present. If the Deacon is not present, the first lector (usually) carries the Gospel Book in the procession.
- The second lector walks in procession side by side with the first lector and behind the Communion Ministers. Be sure to wait until the ministers in front of you are at least 6 benches ahead of you before you both begin to walk in. Maintain that same spacing as you process. Walk at a “normal” pace.
- It is a good practice for both lectors to carry a hymnal and sing the Entrance Song with the assembly (unless the first lector is carrying the Gospel Book).
- When both lectors are in front of the altar, the first lector keeps on walking up the steps if he or she is carrying the Gospel Book and does not bow. Then walks around behind the altar and places the Gospel Book in the stand, afterwards, proceeds to the reserve seat.
- When both lectors are in front of the altar, the second lector bows to the altar (symbol of Christ), 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.

## THE LITURGY OF THE WORD

### FIRST READING:

- When the Liturgy of the Word begins (after the Collect prayer or during Children’s dismissal), 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 has practiced the reading so well that he or she can look at the assembly as the reading is proclaimed. Using one’s fingers as a visual guide is a good technique.
- 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 bows to the ambo, then returns to his or her seat.

**SECOND READING:**

- As the psalm is finished and the cantor is going towards his or her seat (or back to the cantor stand), the second lector bows to the altar, then approaches the ambo and adjusts the microphone as mentioned before.
- 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 fingers as a visual guide is a good technique.
- 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, places it in the ambo shelf; then bows to the ambo before returning to his or her seat.

**GENERAL INTERCESSIONS: (Only in the absence of a Deacon)**

- Toward the end of the Creed ("*I believe in One, Holy...*"), the first lector walks to the cantor stand, bowing before the altar on the way.
- Upon arriving at the cantor stand, the lector takes out the binder from the 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, the lector 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**

- The lectors pray and participate in the Liturgy of the Eucharist with the rest of the assembly.

**THE COMMUNION RITE**

- The lectors lead their side of the transept in beginning the Communion procession.

## THE CONCLUDING RITES

### **ANNOUNCEMENTS:** (Agreed with Presider prior to Mass, only in the Absence of a Deacon)

- After receiving Holy Communion, the second lector moves to stand near the cantor stand. At the conclusion of the Communion song when the cantor moves aside and before the presider begins the Prayer After Communion, the second lector moves to the cantor stand, makes sure the green light is on, removes and opens the lector binder.
- Once the Prayer After Communion is complete the second lector begins the announcements.
- After the announcements are said, 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.

### **DISMISSAL:**

- During the closing song, when the Presider moves to reverence the altar, all liturgical ministers stand and gather again in line with their partners in reverse order of the Procession.
- All should bow in reverence to the altar with the Presider, then turn inward so as to face your partner during the turning, and process out. All ministers join the assembly in singing the closing song, walking somewhat more quickly than the Procession.
- If they so choose to, lectors can join the presider and deacon in greeting the parishioners as they leave.

## RESPONSIBILITIES AT THE CONCLUSION OF MASS

- One of the lectors needs to replace the Gospel Book stand on the Altar, return the Lectionary to the Ambo opened to the day's Readings, and pick up the Gospel Book from the front of the Ambo to the Sacristy.

## SCHEDULING

- Monthly assignments are made by Claudia Larraza. Please submit the dates you are available to serve prior to the 15<sup>th</sup> of each month. Contact Claudia at [sccministers@gmail.com](mailto:sccministers@gmail.com), or call (831) 373-2628, ext. 26.
- If you find you are unable to serve on your assigned date, it is your responsibility to secure a replacement. Your commitment and your presence really make a difference for all the other ministers at the Mass. If you need help finding a substitute, you may call Claudia any time during the week at her office number. If it is a weekend, please call her at (831) 206-3121. Please avoid calling at the last minute, if possible. Thank you.