

Instructions for Lectors

Dress:

- Appropriately – not to attract attention. **No** tennis shoes, jeans, shorts, short skirts, tight fitting clothes or low, plunging neckline tops.
- Men – nice shirt, tie, slacks and/or suit coat/blazer, nice shoes.
- Women – skirt and blouse, dress, slacks and blouse, nice shoes.

Attendance:

- If you cannot make your assigned time, **PLEASE GET A SUB**. It is your responsibility to get one.
- It is not fair to assume the other assigned lector will take over at the last minute.
- It is the role of sacristan to make sure everyone is present. It is not fair to them to have to get a sub for you at the last minute.

Preparation at Home:

- Look over your reading in the **Lectionary Workbook**. Study the explanation of the reading down at the bottom or the side. Know the pronunciation of words and names, as well as where to pause when reading. If you do not know the pronunciation, ask the presider.
- Study what words have an inflection.
- Stand up and read and/or stand in front of a mirror while reading out loud.
- Read over the other reading, just in case the other lector does not show.

Preparation at Church before Mass:

- Arrive 20 minutes before the start of Mass.
- Sign your name in the lector folder, near the **Lectionary**.
- Read over your reading in the **Lectionary**. It looks different than the workbook. Get used to it. Make sure you know what page number your reading is on, just in case the page gets flipped over.
- If there is **no deacon** at Mass, Lector 1 reads over the petitions and makes sure he/she knows how to pronounce the names. If there is a question, ask the presider for help.
- After both lectors have read their readings in the **Lectionary**, it should be put out on the Ambo with the petitions underneath the **Lectionary**.
- If there is **no deacon** at Mass, Lector 1 stays in the sacristy to be ready to carry the **Book of Gospels** in the procession. Lector 2 goes to his/her seat and then goes to the hallway about 5 minutes before Mass to get in line.

Procession into Church:

- If there is **no deacon** at Mass: the order of procession is: Altar servers, Extraordinary Ministers of Holy Communion, Lector 2 pairs up with available Extraordinary Minister of Holy Communion, Lector 1 walks alone and carries in the **Book of Gospels** (held at level where you are able to just see over the top of the book). The front cover always faces away from you. You are followed by the presider.
- Everyone goes up 2x2, bows at the first altar step and proceeds back to their pews. Lector 1 **does not bow** and precedes the presider up the steps, around to the back of the altar and places the book in the center of the altar, **face down**. Lector 1 then bows to the altar and continues around the altar, going between the presider's chair and altar, down the stairs in front of altar and goes to his/her pew.
- Lector 1 and 2 should sit in one of the first four pews, off the main aisle, on the right hand side of church (as you are facing altar), to provide easier and quicker access to Ambo.
- If there is a **deacon** at Mass: the order of the procession is: Altar servers, Extraordinary Ministers of Holy Communion, Lector 1 and 2 (walking side by side), followed by the deacon and the presider. Everyone goes up the aisle 2x2, bows at the first altar step and then proceeds to their pews.

Reading:

- The prayer is said by the presider and then everyone sits down. Count to 10 before you get up.
- Proceed up to the center, at the first step bow (should be from waist) and then proceed up to Ambo.
- Adjust the microphone to your height.
- Stand at a proper distance from the Ambo and stand erect.
- Proper enunciation is very important. People want to hear **every** word.
- If you think you are talking too fast, slow down – do not rush through it.
- Eye contact is also very important. Keep your hand on the line you are reading, so that you can find your place again after looking out at the assembly.
- When you have finished reading, turn the page and set up for Lector 2, **Pause**, stand there and bow your head and say the “Hail Mary” **to yourself**, then go down the steps bow at the first altar step and proceed to your pew.
- If you have to also read the second reading (if Lector 2 has called you to substitute for him/her or if they fail to show up), then stay up by the altar, being seated on a chair next to the cantor. After the Responsorial Psalm is sung, arise and go up to the Ambo and do the second reading, **Pause**, stand there and bow your head and say the “Hail Mary” **to yourself**, then close the **Lectionary** and place it on the side altar. Go down steps, bow at first altar step and proceed to your pew.

- After the Responsorial Psalm is sung, Lector 2 counts to 10 and then gets up, goes up to first altar step, bows and proceeds to the Ambo.
- Adjust the microphone to your height.
- Other points same as before.
- When Lector 2 finishes reading, **Pause**, stand there and bow your head and say the “Hail Mary” **to yourself**, then close the **Lectionary** and place it on the side altar. Go down steps, bow at first altar step and proceed to your pew.

Offertory:

- If a deacon is present, he reads the petitions.
- If a deacon is not present, Lector 1 proceeds to the first altar step, when the presider says the words, **“I believe in one, holy, Catholic and apostolic church...”** The Lector bows, and proceeds to Ambo. Turn toward the presider while he says the introductory prayer and then turn to read the petitions. When you are finished, turn towards the presider again and wait until he says the prayer after petitions, then go down the steps, bow at the first altar step and proceed to your seat.

Procession out of Church:

- Lectors and Extraordinary Ministers of Holy Communion do not process out of church.
- **Gospel Book** is **not** carried out. We are the Word carrying ourselves out to the world.
- After Mass, Lectors should go up to the side altar and carry the **Lectionary** back to the sacristy.
- Also carry the petitions back to the Sacristy – if no deacon and the petitions have been read by Lector 1.