Procedures for Lectors at MMOC

Scheduling
Thank you for your commitment to proclaim God's word! Our goal is to schedule two Lectors for each Mass. If something arises that prevents you from fulfilling your assignment, please use Online Scheduling to arrange a substitute. If you have less than 2 days, you may need to ask the other Lector to cover both readings.

Preparation

- The parish provides a workbook for each Lector. Please use it to prepare at home before you come to church.
- The Lector listed first on the schedule is Lector #1 and will proclaim the First Reading. The other is Lector #2 and will proclaim the Second Reading.
- Good preparation includes studying all three readings, including the Gospel and the Psalm.
- When there is the option for a "short form," we will use the "long form."
- When there is a choice of different readings, the Homilist (Father or Deacon) will make that choice. Be familiar with both. We will try to notify you at least 2 days before your assignment.
- At church, the Lectionary will remain at the Ambo but a workbook will be available in the Sacristy.

General Advice about Proclaiming

- When you move to and from the Ambo, let your pace be calm and peaceful.
- Pause 2-3 seconds between "A Reading from..." and beginning the text itself.
- Pause 2-3 seconds between the end of the text and "The Word of the Lord."
- The acoustics of the church and the profoundness of the Scriptures requires a slower pace for hearing and understanding. When in doubt, proclaim more slowly.
- Enunciate each word carefully, a bit more than you would in ordinary conversation.
- If there is any question about volume, get closer to the microphone. Adjust it just slightly to the side of your mouth to avoid "popping" on consonants.

Lector #1 – when Deacon is Present

- When you arrive, go to the Sacristy to sign in. Check the Lectionary at the Ambo to be sure it is prepared: open to the First Reading with the ribbon marking the Second Reading.
- Be seated in the pews somewhere near the Ambo.
- After Father concludes the Opening Prayer and the people have responded "Amen," make your way to the Ambo.
- Begin the First Reading only after the people have settled into their seats.
- Stay at the Ambo until after the people have finished saying, "Thanks be to God."
- Turn the page to the Second Reading (if necessary) and then return to your pew.

(Continued on page 2)

Lector #1 – when Deacon is Away

- When you arrive, go to the Sacristy. The sign-in sheet will indicate which Mass(es) Deacon will not be attending. Check the Lectionary at the Ambo to be sure it is prepared: open to the First Reading with the ribbon marking the Second Reading.
- You will read the Prayers of the Faithful. Find the Petitions sheet and review it. Another copy will be at the Ambo. Check to make sure it is there.
- You will also carry the Book of the Gospels in the Opening Procession. Bring it to the back of church and wait for Mass to begin. You will follow the Servers in the procession.
- Carry the Book forward in a raised position but not so it blocks your vision.
- Walk to the foot of the Altar and bow your head with a simple lowering of your chin (not bending at the waist). Walk to your left (clockwise) around the Altar and place the Book on the Altar. Leave the Altar by the same direction (i.e. to your right).
- Be seated in the pews somewhere near the Ambo.
- After Father concludes the Opening Prayer and the people have responded "Amen," make your way to the Ambo.
- Begin the First Reading only after the people have settled into their seats.
- Stay at the Ambo until after the people have finished saying, "Thanks be to God."
- Turn the page to the Second Reading (if necessary) and then return to your pew.
- During the last few sentences of the Creed, make your way to the Ambo.
- After reading the last petition, stay at the Ambo until Father finishes the Concluding Prayer and the people have said "Amen."
- Return to your pew.

Lector #2

- When you arrive, go to the Sacristy to sign in.
- You will also be the Commentator who offers the Greeting and reads the Announcements at the beginning of Mass. Find this sheet in the Sacristy and review it. Another copy will be at the Ambo. Check to make sure it is there.
- Be seated in the Sanctuary, near the Ambo.
- When Father or Deacon waves to you, approach the Ambo and read the announcements at a calm pace.
- Stay at the Ambo until the Opening Hymn begins, then be seated in the pews.
- After the Responsorial Psalm ends, walk calmly to the Ambo.
- Pause a brief moment before beginning the Second Reading.
- Stay at the Ambo until after the people have finished saying, "Thanks be to God."
- Close the Lectionary and place it on the shelf of the Ambo. Return to your pew.

December 1, 2014