

Guidelines for Lectors

2018

The Parish of Mary Mother of the Church

Thank you for proclaiming the Liturgy of the Word. Here are some tips to assist you to perform your ministry more smoothly.

- Wait for quiet before you begin
- Remember: you are not just reading, you are **Proclaiming the Word.**
- Proclaim with conviction
- Observe the moments of silence
- Be a model of participation during mass
- Review your copy of the monthly schedule when you receive the email.
 - Find out if you are scheduled, and write it on your personal calendar.
 - If you are unable to serve at your scheduled time, please arrange to have someone replace you by calling a reader from your list of fellow ministers or by contacting the Lector coordinator (Janet Gudel) by phone (204-275-6479) or email.
- Dress appropriately for the occasion.

Prepare for your Reading

- The week before you are scheduled to read, confirm the readings for your Sunday by checking your 'Living with Christ Sunday Missal', or the lectionary.
- A pronunciation guide is emailed to all readers. If you have not received it, or would like it re-sent, please contact the Lector coordinator (Janet Gudel) for a copy. Other tools available: Proclamation guide books
- The Priest/Presider will be preaching on the readings. Therefore, pronunciation and clear, deliberate reading is very important
- Spend adequate time at home, prayerfully preparing and practising your reading. If you are unsure of any words, names, or where to put emphasis, please ask. Our pastor and deacon are always willing to help.

Arrive Early

- Please arrive at least fifteen minutes before mass begins.
- Check off your name on the lector's schedule hanging in the sacristy
- If you are scheduled to proclaim the intentions, review and practice the intentions which are found on or near the lectionary on the sacristy counter.
- Sit or reserve a seat in the Church with your family or friends.

Assignments

Processing In

- Both Readers will process in following the Cross, before the Altar Servers at the beginning of Mass; At the Altar, bow together then return to your seats
- The Lectionary will be on the Ambo, open to the correct page; you do not process it in
- Deacon Doug will usually carry in the Book of the Gospels;
- **IMPORTANT NOTE**: When the Deacon is not present, one of the Readers will carry in the Book of the Gospels and place it on the Altar; Hold the book high, above your head if able. If you are carrying in The Book of Gospels you do not bow, but carry the Book up to the Altar and place it in the center of the Altar.

First Reader:

- After the opening prayer, as the congregation sits, proceed toward the ambo, pause before going up the steps and bow to the altar; proceed up to the ambo. Start with “A reading from...” It is not necessary to say “first reading” or “second reading”
- At the end of the reading, pause for approximately 3 seconds, and say “the word of the Lord.” When you walk down the steps, turn and bow to the Altar, then return to your seat.
- If you need glasses, please put them on before you approach the Ambo (or at least have them ready in your hand). Please avoid any action that will draw attention to yourself.
- Adjust the microphone only once and only if necessary.
- Proclaim the Word reverently, at a dignified pace. Use pauses. Make eye contact with the congregation wherever possible.

Second Reader:

- After response (usually sung by the choir), wait until the music stops, then proceed to the ambo, bow to the altar before going up the steps.
- Start with “a reading from...”
- After the second reading, pause approximately 5 seconds, and say “the word of the Lord”,
- **IMPORTANT NOTE:** Close the Lectionary and move it to the lower shelf of the Ambo
- Proceed down the steps, turn and bow to Altar. Return to your seat
- **General Intercessions:** During the last few lines of the Creed, the 2nd Reader will begin walking to the ambo; try to be at the ambo by the end of the creed.
- Pull out the General Intercessions, usually placed at the back of the Lectionary (check before Mass to ensure they are there and review them).

Second Reader (Continued)

- Father will likely introduce the prayers, and then you read the response. The congregation repeats it.
- Read the prayers. Again you are Praying the Intentions. Do so with reverence.
- After the last prayer, turn toward Father, and wait as he says a final prayer and Amen. Proceed down the steps, turn and bow to the Altar. Return to your seat.
- If you need glasses, please put them on before you approach the Ambo (or at least have them ready in your hand). Please avoid any action that will draw attention to yourself.

Closing Procession

- **Readers DO NOT process out**

NOTE: Some procedures may change during special seasons such as Lent and Advent. At such times a notice will be sent out with instructions. If unsure at any time, please ask.

Thank you for serving in this important Ministry

Current Coordinator: Janet Gudel

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