

HOLY NAME OF JESUS PARISH GUIDELINES FOR LECTORS

1. The ministers' schedule is produced about every three months and placed at the doors of the church. The full schedule is also available on the parish website at www.holynameparish.net or you can get a copy of the full schedule at the parish office. **If you cannot serve at the mass you are scheduled, it is your responsibility to find a replacement or trade with someone. *Please see the following page for information about a new way to keep up with your schedule assignments and trading with people: Ministry Scheduler Pro***
2. To avoid being scheduled for weekends when you will be unavailable, please let Jenny know which weekends you will be unavailable at least three weeks before a new schedule is produced by calling 826-2096, or email jmills@holynameparish.net or mail/drop a note by the parish office to Jenny's attention.
3. Each year a copy of the annual Workbook for Lectors is made available for each lector. If you don't have one for the current year, please ask for one from the Director of Liturgy, Jenny Gorman, or Kaye at the church office. Please use this valuable resource which has pronunciation guides and suggestions for effective delivery of each reading, listed by dates.
4. When serving as a minister, let us think about dressing as though we are going to a banquet with a very special host and many special guests. The Eucharistic liturgy is indeed a special banquet! So we need to dress in a way that conveys respect for the occasion, and at the same time dress modestly so as not to draw attention to ourselves or distract people's attention from the liturgy itself.
5. Plan to arrive at the church around 15 minutes before the liturgy. Please sign in on the ministers' list, which should be in a notebook on the window shelf in the vestibule. Be sure the Lectionary and Prayers of the Faithful are set to the right dates. These books are usually in the vestibule or on the counter top (or top drawer) in the priests' vesting sacristy. The second reader, as listed on the main schedule, normally reads the Prayers of the Faithful, so check the petitions and names for pronunciation and comfort with the wording. The second reader normally gets volunteers to be the gift bearers right before Mass and puts their names in the petition book. Occasionally the gift bearers may already be schedule on the sheet.
6. The Lectionary should be placed on the Ambo before mass begins, open to the first reading. The petitions should be placed on the ambo shelf, closed. (Check that the children's liturgy book is also on the ambo for liturgies that have children's liturgy, and let the priest or someone know if it's not out.)
7. The Deacon normally carries in the Book of the Gospels and the lectors follows him. If this is no deacon, the First Reader walks directly behind the Cross-Bearer carrying the Book of the Gospels in front of you at eye level. (If the first reader is uncomfortable carrying the gospel book, you may ask the second reader or another minister to carry it.) Upon reaching the bottom step, the person carrying the Book of the Gospels does not bow, but stands to the left and remains there until the priest has kissed the Altar. The first Reader will then go around the Altar and place the Book in the center on the Altar, in the plastic book holder if it is out. (If you are new to this, you might want to practice placing the Gospel book in the plastic holder.) If the plastic holder is not on the altar, just lay the book down on the altar. The metal gospel cover used during Easter and certain special days is not placed into the plastic holder, rather it is placed standing up with the book covers spread open. After the Gospel

book is placed on the altar, all ministers then go to their pews and remain standing for the opening prayers. Please sit near the front, in the first few pews.

8. After the Opening Prayer, the first reader remains standing as others sit. Approach the Ambo with reverence. **Do not bow to the altar.** With the current norms, we are asked to bow to the altar only twice: once when entering the church and once when leaving the church. If the priest has forgotten to invite the children up for children's liturgy and the children's liturgy leader is there, you may need to wait until the children are invited up (or invite them yourselves if the priest continues to forget). You may begin the reading when a majority of the children have left the room--you don't need to wait until every single child has gone through the door if there are many children. Don't watch the children as they leave as that focuses everyone's attention away from preparing to hear the word proclaimed.
9. Begin by saying: "A reading from the Book of _____." Do not say the chapter and verses. At the conclusion of the reading, look at the congregation and say: "The Word of the Lord." The first reader should NOT close or move the Lectionary after the first reading. Leave it open and in place...the cantor can place their music on top of the open book. Return to your place within the assembly. Do not bow to the altar when returning to your seat.
10. After the Psalm Response, the second Lector approaches the Ambo, without bowing, and proclaims the Second Reading. At the conclusion of the reading, look at the congregation and say: "The Word of the Lord." The second reader closes the Lectionary book and puts it on the shelf on the back of the Ambo. Return to your place within the assembly. Do not bow to the altar.
11. Normally the Lector proclaiming the second reading leads the petitions. Toward the end of the Creed, when we say "We believe in one holy catholic and apostolic Church", go to the Ambo, get the petitions and open them. (When there is a baptism during mass, start walking toward the ambo as the priest starts walking away from the baptismal font...don't wait until he gets to his chair.) The presider may give the invitation to prayer...if not, just begin (Fr. Larry does, Fr. Shonis does not). After the last petition, please remain standing and face the altar. After the petitions, the presider will offer a closing prayer. Return to the pew after the presider has completed the prayer. You do not need to bow to the altar.
12. At the end of mass, ministers line up and bow to the altar with the priest. The first Lector follows the Cross-Bearer. The Gospel Book is not carried out. The second Lector and the Eucharistic Ministers follow in pairs. After the procession out, please return the lectionary and petitions to the vestibule or the counter top in the priest's vesting sacristy, or to the top drawer in the priests' sacristy if it's the last mass of the weekend.
13. As a minister of the Word of God, you have the privilege and the responsibility of proclaiming the Word and leading the community in prayer during the Liturgy of the Word. Be well prepared by having practiced both readings ahead of time (in case the other reader doesn't show up). In order to be heard and understood by everyone in such a large room, be sure to read slowly, enunciate each word clearly, and project your voice with strong breath support (speak loudly). Before you read, pull the microphone close to your mouth, but do not depend on the sound system to do all the work--it can only do so much.

Thank you for sharing your time in this valuable and important ministry!