

# **GUIDELINES FOR LECTORS AT HOLY ROSARY PARISH**

REVISED: OCTOBER 4, 2017

1. Come to Mass prepared. Review your reading throughout the week, using the Missal provided by the Parish.
2. Arrive at Mass **20 minutes early.** Check off your name on the Ministry Sign-in sheet so that the coordinator knows you are there.
3. Review your Readings. Ensure you have the correct page in the Lectionary. Review any uncertain pronunciation in the workbook (on the counter in Sacristy). Sometimes there may be an option between two readings or a shorter version of the reading—check with the Celebrant to see which Reading is preferred.
4. Both Lectors should find a place in a pew on the **choir side** of the Church.
5. Commentator should find a place in the pew on the Tabernacle side of the Church. Commentator should bring the Commentator's binder with them. Please review and rehearse the Prayers of the Faithful and Announcements before Mass begins. Go over the pronunciation of the names of the Intentions. The binder should be **LEFT ON THE LECTERN** as there is no need to carry it back and forth with you.
6. **Immediately** when lights go up, Commentator will approach Sanctuary, bow, and approach the Lectern to read Introduction. **At Saturday evening Mass, speak SLOWLY when reading the names of the Intentions for the Mass.** Announce the Hymn number twice and state the name of the Hymnal & Hymn.
7. **Lector 1** will carry the Lectionary in Procession, behind the servers and before the Deacon or Priest. (If there is a Deacon assisting the priest, he will carry in the Book of the Gospels so **Lector 1** should ensure that the Lectionary is placed on the Ambo prior to the start of Mass and then have a seat.)
8. Upon approaching the Altar, the **Lector 1** will step aside to the left, when the priest bows, bow your head and proceed to place the Lectionary on Ambo.
9. After the Opening Prayer, when the priest sits down, **Lector 1** will stand, approach the Sanctuary, bow to the Altar, and then go to the Ambo to proclaim the First Reading. At the 10:00 and 11:30 Masses, wait for the children to leave for their liturgy before beginning the Reading.
10. After the Psalm is concluded, **Lector 2** will stand, approach the Sanctuary, bow to the Altar, and then go to the Ambo to proclaim the Second Reading. **When you are finished your Reading, close the Lectionary and place it on a shelf in the Ambo in preparation for the Gospel from the Book of the Gospels.**
11. **Lector 1 and Lector 2**, at the conclusion of the Reading, **pause briefly** before announcing "The **Word**, of the Lord". Pause again briefly before returning to your pew. It is **not** necessary to bow again when returning to your pew.
12. At the final sentence of the Creed, **"I believe in the Holy Spirit....."** the **Commentator** should approach the Sanctuary, bow and approach the Lectern. Do not wait for the priest to say the introduction before finding your place. After the priest has introduced the Prayers of the Faithful, begin by announcing the Response and offer the Prayers of Intercession. Wait until the priest says the concluding prayer before returning to your seat. It is not necessary to bow when returning to your seat.

13. After Holy Communion, the priest will stand to say the concluding Prayers after Communion. **Immediately**, the **Commentator** should approach the Sanctuary, and when the priest has concluded his prayer, begin the Announcements. Ensure that you have read closely any specific instructions, as some announcements will only be for specific Masses. Instructions will be indicated by [square brackets] – **do not** read these instructions out loud during Mass. **Do not** ask the congregation to be seated unless this is specifically indicated. The announcements will be read **before** communion is distributed to the sick.
14. The Lector **does not** carry the Lectionary during the Recessional Hymn. However, as a courtesy, one of the Lectors should return the Lectionary to the Sacristy after the conclusion of the Recessional Hymn.
15. The role of the **LECTOR** should be distinct from other Liturgical Roles during the celebration of Mass. Lectors should not double as Commentator, Ministers of Holy Communion, Choir Member, or Usher during the same celebration.

### **OTHER IMPORTANT TIPS!**

- Be on Time! If you are not checked in **10 minutes** before Mass, we may assume you are not coming and find a replacement for you
- Please dress professionally and respectfully (Business Casual) when exercising Liturgical Ministry in the Church: No Tee Shirts; Low-Cut tops; Jeans; Shorts or Flip Flops
- Speak loudly, clearly, and slowly. Enunciate your words.
- The microphone is not magic – you must speak loudly and clearly for it to pick up your voice effectively. Pretend there is no microphone and you are speaking to the person in the last pew. As much as possible, adjust your body to speak into the microphone. Gently adjust the microphone from the **base only** when this is necessary (**do not** touch the head). (The microphone should be at mouth level)
- Read exactly what is printed in the Lectionary – nothing more, nothing less. Begin with “A Reading from the letter of Saint Paul to the Romans.....” **DO NOT** say “The First Reading is a Reading from the letter of Saint Paul to the Romans.....” **DO NOT** read the parts in red ink or the chapter and verse number. Pause for 1 or 2 seconds before continuing with Reading.
- Make eye contact at the introduction of the Reading and when stating “The **Word**, of The Lord” with the emphasis on “**Word**”
- Getting the Reading correct is more important than eye contact, so don’t feel like you have to look up all the time.
- You are proclaiming the Word, not interpreting or acting it – keep accentuation or emphasis subtle. (See Lector’s Workbook in Sacristy for interpretations & pronunciations if needed)
- If you make a mistake do not stop to apologize. Simply continue – many will not notice. If necessary, return to the beginning of a sentence and start again.
- When reading the Responsorial Psalm, **DO NOT** say “Response” after each petition – simply repeat the response slowly and clearly with the congregation. **DO NOT** raise your hands to invite people to respond, this should be obvious by your tone as you proclaim.