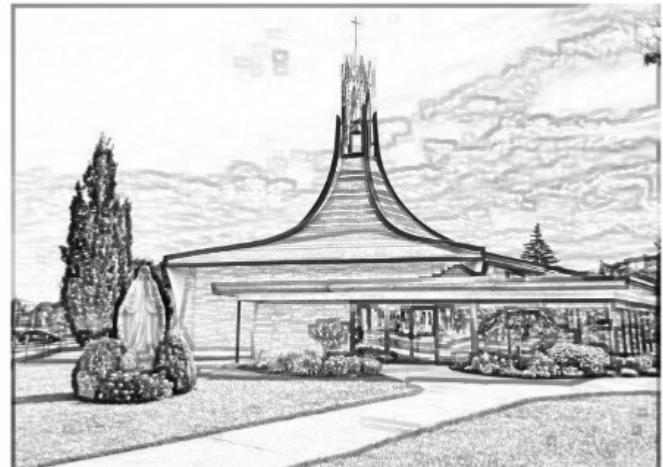


Celebrating Our Faith

LECTORS



**Holy Rosary Parish
Milton, Ontario.**

MANUAL
OF
PROCEDURES

Table of Contents

Notes

Preparation for the Sunday Liturgy

- a.) A week in advance.
- b.) Immediately prior.

The Sunday Liturgy

- i.) The Commentator
- ii.) The Lectionary
- iii.) The Entrance Procession
- iv.) Where to Sit
- v.) Approaching the Ambo
- vi.) Proclaiming the Word
- vii.) The Prayers of the Faithful
- viii.) Announcements and Final Hymn
- ix.) The Recessional

After Mass

SECTION III

After Mass

Place the Sunday Lectionary back on the Ambo opened to the proper page, and then place the Book of Gospels on the countertop in the sacristy, opened to the proper page, so that it is ready for the next mass.

Need Help?

If you have any questions regarding procedures, please contact:

Agnes Turley

905-864-6188

agnes.turley10@gmail.com

If you are having problems finding a replacement, please notify the parish office during the weekdays at: 905-878-6535.

SECTION I:

PREPARATION FOR THE SUNDAY LITURGY

a.) PREPARATION: A Week In Advance

- number of lectors
- when asked to read
- study of the text
- proper dress attire

A Proclaimer of the Word is wise to make a general preparation for each Sunday Mass and to begin this early in the week.

Number of Lectors

There should always be three lectors at each Sunday liturgy.

- **First Lector** (Proclaims the First Reading {and the Psalm during the summer months}).
- **Second Lector** (Proclaims the Second Reading).
- **Commentator** (Reads the Opening Comments before the *ProceSSIONAL Hymn*, the *Prayers of the Faithful*, *Announcements*, and announces the various hymns during the mass.

When Asked to Read

Your Lector's schedule will be emailed to you. Please make sure we have your current email address. You can tell by your previous schedule when we will be making a new schedule. When you receive it, please place your scheduled times on your HOME CALENDAR where you schedule all your other activities (perhaps on your fridge) so that your Ministry times will be placed clearly before your eyes.

If you are unable to be a Lector at the appointed time indicated on the lector's schedule, **please find a replacement**, first from your same mass time, and if unsuccessful, then from another mass time.

Study of the Text

Read your text over carefully several times. What is the message God is trying to convey to His people in this scripture passage? Practice saying your text and try to convey this message. Make sure you can pronounce the names of biblical persons and places correctly. Articulate well without being too overbearing or too quiet. **Remember the listener to whom you are proclaiming the Word of God and that he or she needs to hear you!**

Note: Avoid speaking in monotone and **adjust the microphone** for optimal reception of your voice.

Lectors are encouraged to take home a copy of the "Living With Christ" Sunday Missal (provided free of charge every November).

viii.) Announcements and Final Hymn

At the end of communion, the Presider will stand and invite the congregation "Let us pray." The Presider prays the Prayer After Communion.

When everyone says "Amen," the commentator goes to the lectern to announce any Announcements.

Read slowly so everyone can absorb the information.

When done, the Commentator will turn to the Presider as a sign that they are finished.

The Presider will then bless the congregation and wish everyone to go in peace.

ix.) The Recessional

Lectors do not process out.

vii.) Prayers of the Faithful

When the Creed is being recited, when we reach the part of the Holy Spirit, the Commentator should start making their way to the lectern for the Prayers of the Faithful.

The Presider will begin with an Introductory Prayer, then the Commentator will say:

“The response to our petitions is: Lord, hear our prayer.”

Read slowly each petition, then with a slight pause say:
“We pray to the Lord.”

When the Commentator has finished the petitions, they remain at the Lectern until the Presider has finished the Concluding Prayer.

When all say “Amen,” the Commentator may be asked to announce the Offertory Hymn. Once done, the Commentator returns to their pew.

Proper Dress

The dress of a Lector proclaims his or her respect for God’s Word and for the community of believers. **Simply wear “Sunday Best” attire with formal foot attire.**

Please no shorts, T-shirts, or very casual attire.

b.) PREPARATION: Immediately prior to the Mass

- Arrival at the Church
- Prayer before Procession

Arrival at the Church

Lectors are asked to arrive at least **10 minutes** prior to the start of Mass. This will give you time to find your text in the Lectionary and prayerfully read it over.

Prayer Before Procession

Before getting into position for the procession, the priest will lead all the ministers in a prayer. This is to help us become spiritually centred on what we are about to do.

This prayer takes place 5 minutes prior to Mass in the sacristy. Please be there!!!!

SECTION II

THE SUNDAY LITURGY

Liturgical actions done well express both faith and reverence during the Sunday Liturgy. Lectors need to know how to do certain ritual actions well.

i.) The Commentator

After the prayer in the sacristy, the Commentator immediately goes to their pew and awaits the hour for mass to begin. Right on time, walk to the Lectern and greet the people. Read the intention of the mass (if there is one), then read the opening comments. Pause. Then introduce the *Opening Hymn* and invite the congregation to “Please Rise!”

ii.) The Book of Gospels

The Book of Gospels is a sign of Christ’s presence among His people.

It is to be carried with respect and honour by the **Deacon or First Lector** (if the deacon is not present). Carry the Book of Gospels with nothing else. (i.e. missal, hymn book, purse)

The book should be held out about 18-24 inches before one’s face and elevated so that the bottom of the book is at eye level. *On solemn occasions the book may be held at arms length above the head.*

“LORD BLESS YOUR PEOPLE WITH WISDOM” then announce clearly and with conviction while looking at the congregation, “**The Word of the Lord.**”

c.) When the reading is complete, and the Lector has proclaimed “The Word of the Lord.”, pause for two moments, turn the page for the next reader if necessary, then **Do Not Bow** and simply return to your pew.

d.) If the psalm is not sung, the **Lector** remains at the Ambo to proclaim the psalm.

Do not say, “The responsorial psalm is”, just say **slowly** what the response is and give the congregation an opportunity to repeat it.

e.) Once the psalm has been proclaimed, the **Second Lector** proceeds to proclaim the second reading in the same manner as illustrated in steps **“a to c”**.

f.) Once the **Second Lector** has finished proclaiming their reading, they pause, close the Sunday Lectionary and place it on the second shelf of the Ambo.

g.) Simply return to your pew.

v.) Approaching The Ambo

After the opening prayer, the **First Lector** does not sit down but remains standing in his or her place for a moment, until there is quiet.

When approaching the sanctuary, Lectors bow to the altar alone (not the ambo, or tabernacle or presiding priest).

Approach the Ambo calmly and with dignity.

(Note: double check the location of the appropriate first page before the mass begins.)

Adjust the microphone if needed.

Good reading includes time for recollection. Never begin reading until all have settled down and are ready to listen. Don't be afraid to stand in silence until the congregation is settled.

vi.) Proclaiming the Word of God

a.) Do not specify "The first reading" or "The second reading": we all know that it is. The reading is announced simply by saying, "A reading from the book of" Then relax and have a brief pause.

b.) The text is then proclaimed slowly and with adequate volume. At the end, pause and silently pray,

iii.) The Entrance Procession

All masses begin with an entrance procession.

The order is as follows:

Cross

Altar Servers

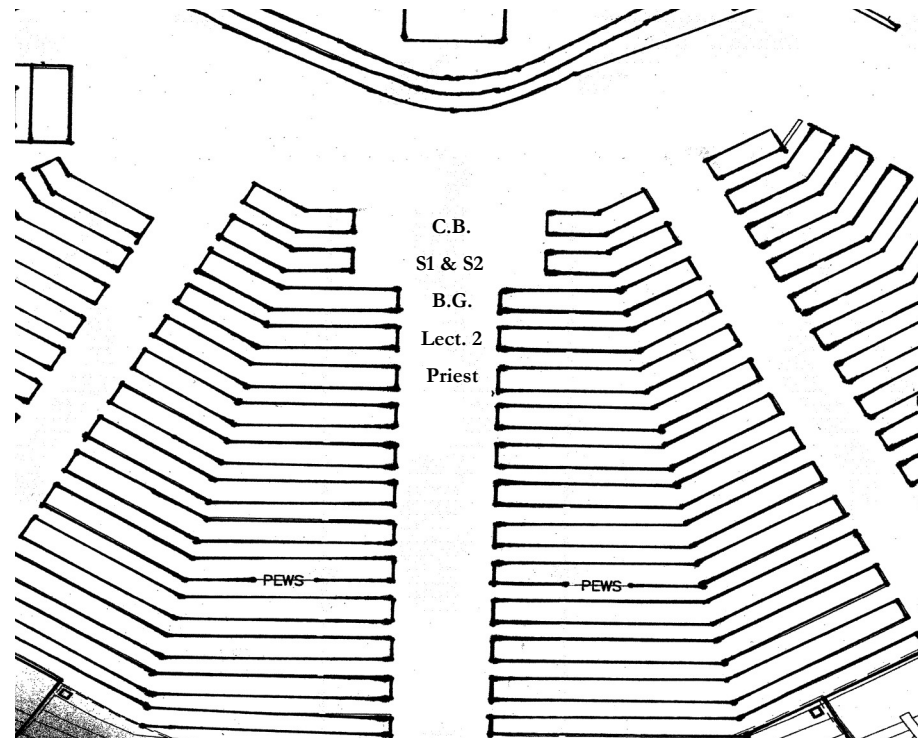
Deacon or Lector #1 (With the Book of Gospels)

Lector #2

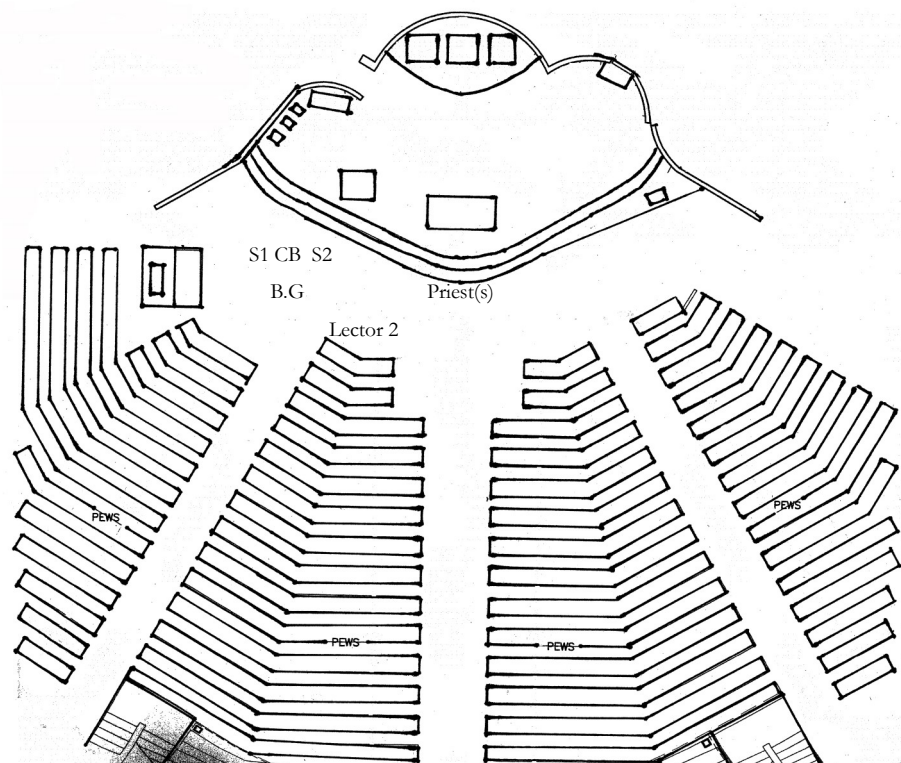
Priest(s)

Presiding Priest

When processing toward the altar, walk at the same pace as the altar servers leaving one pew space between you and the last server.



All walking at the same pace as the Cross Bearer, everyone arrives at the front of the sanctuary and form the following formation:

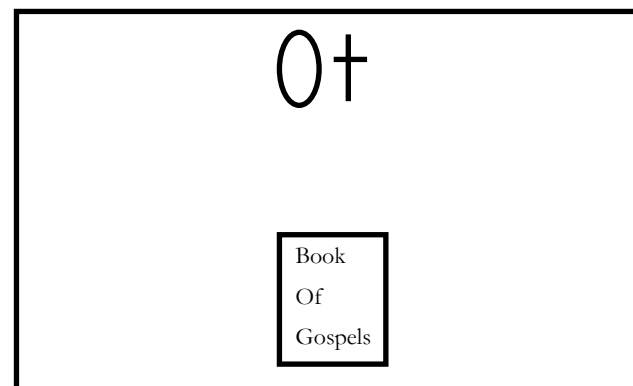


P = Priest B.G. = Book of Gospels S1 = Server 1 S2 = Server 2 CB = Cross Bearer

Once everyone is standing in their correct positions, wait for the Presiding Priest to arrive. When the Priest reaches his position and bows to the altar, at the same time, all will bow in reverence toward the altar of Christ.

When the necessary reverence has been given, the Deacon or the **First Lector** places the Book of Gospels on the Altar.

Position the Book of Gospels on the Altar like this:



When the Book of Gospels is placed on the altar, **No bow** is required, simply move to your pew.

When the Priest(s) move to enter the sanctuary, **Lector Two** moves to his or her own pew.

iv.) Where to Sit

Lectors may wish to sit with their family members but please sit near the Ambo so to prevent long travel times.

If a Lector has to walk in front of the altar before reaching the Ambo, then stop before the altar, bow, and then proceed. Please follow the same respect when returning to one's pew.